



2023/2024 Parent & Student Handbook



James A. Garfield Elementary School

TABLE OF CONTENTS

Topic	Board Policy
Foreword- p.5	
Mission of the School - p.5	2260
Mission of the District - p. 5	
Vision of the District - p. 5	
Equal Education Opportunity - p. 6	
School Day - p.6	
Student Responsibilities - p.6	5200,5500
Student Well Being - p.6	3213,4213
Injury and Illness - p.7	5330,5430
Section I - General Information	
Enrolling in the School - p. 6	5111
Class Assignment - p.8	
Arrival/Dismissal Procedures- p. 8	
Withdrawal/Transfer from School- p.9	
	5130
Immunizations - p.9	5320
Emergency Medical Authorization - p.10	5341
Use of Medications - p. 10	5330
Non-prescribed Medications - p.11	5330
Head Lice-p. 11	
Medical Incident Return to School Policy- p.11	
Control of Casual-Contact Communicable Diseases - p.13	8450
Control of Non-casual Contact Communicable Diseases - p.13	8453
Control of Blood-Borne Pathogens - p.14	8453.01, 8453.02
Students with Disabilities - p.14	2460
Homeless Students - p.14	5111.01
Complaint Procedure-p.15	
Custody Records - p.15	
Student Records-p.15	8330
Directory Information - p.15	8330
Student Fees and Fines - p.18	6152, 6152.01
Student FundRaising - 18	5830
Personal Property - p.18	
Meal Service - p.18	8500,8531
Lunchroom Rules - p.20	
Outdoor recess - p.21	
Visitors- p.21	
Safety and Security - p.22	9150
Birthday Treats- p. 22	
Fire, Tornado, and Safety Drills - p.22	8420
Emergency Closings and Early Release - p.23	
Two Hour Delay Procedures- p. 23	
Preparedness for Toxic and Asbestos Hazards - p. 23	8431
Lost Textbooks - p.24	
Lockers- p.24	
Use of School Equipment and Facilities - p.24	7510, 7530
Lost and Found - p.24	
Use of Wireless Communication Devices- p.24	5136
Advertising Outside Activities - p.24	5722, 9700
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TABLE OF CONTENTS

Topic	Board Policy
Section II - Academics	
Grades - p.25	5421
Grade Point Average -p.26	
Grading Periods - p.26	
Awards- p.26	
Promotion, Acceleration, and Retention - p.27	5410
Homework - p.28	2330
ZAP (Zeros Aren't Permitted)- p. 28	
After School Study Hall -p. 28	
Intervention Assistance - p.28	7540
Parent-Teacher Conferences - p. 29	
Computers Technology and Networks - p.29	
Transmission of Records and Other Communications - p.33	
Section III - Student Activities	
Field Trips - p.33	2340
Camp Fitch- p.34	
Washington, DC- p. 34	
School-Sponsored Clubs and Activities - p.35	2430
Non-school Sponsored Clubs and Activities - p.35	2431
Student Attendance at School Events - p.35	5855
Section IV - Student Conduct	
Attendance - p.36	5200
Truancy - p.36	5200
Excused Absences - p.37	5200
Notification of Absence - p.37	
Homebound Instruction - p.38	
Make-Up of Tests and Other School Work- p. 38	
Suspension from School (Attendance/Make-Up Work) - p.38	
Unexcused Absences - p.38	
Tardiness - p.38	
Vacations During the School Year - p.38	5500
Code of Conduct - p.39	
Expected Behaviors - p. 39	
Classroom Environment -p. 39	
GES PBIS Behavior School and Home Matrix- p. 40-41	
Gangs- p. 42	5517.01
Care of Property - p.42	
Bullying, Harassment, and Intimidation - p.42	
Anti-Harassment - p.45	5517
Student Hazing - p.51	5516
Zero Tolerance - p.51	5600

TABLE OF CONTENTS

Topic	Board Policy
Section IV - Student Conduct (cont.)	
Student Discipline Code - p.51	3217, 5500, 5516, 5517, 5600, 5610, 5610.01
Discipline - p.59	5610, 5610.01-.05
Building Discipline Plan/PBIS Rewards- p.60	5611
JAG Behavior Flowchart and Referrals- pg.62	
Due Process Rights - p.64	
Suspension from School-p.64	5610
Emergency Removal-p.64	5610.03
Expulsion from School- p.65	5610
Discipline of Students with Disabilities - p.65	5610, 5605
Suspension of Bus Riding/Transportation Privileges - p. 66	5610.04
Search and Seizure - p.66	5771
Interrogation of Students - p.67	5540
Student Rights of Expression - p.67	
Section V - Transportation	
Bus Transportation to School- p.68	8600
Bus Conduct - p.68	5610, 5610.04
Bus Variation Request Procedure - p.69	
Videotapes on School Buses - p.70	8600
Transportation of Students by Private Vehicle - p.70	8660
Staff Directory- p. 72	

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 posted in August of 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website: www.jagschools.org by clicking on "Bylaws & Policies" and finding the specific policy or administrative guidelines in the Table of Contents for that section.

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Student/Parent Handbook
For
JAMES A. GARFIELD ELEMENTARY SCHOOL
School Year 2023 - 2024

Welcome to James A. Garfield Elementary School. We are pleased to have you as a student and will do our best to help make your experience at Garfield Elementary as enjoyable and successful as possible. This handbook has important information and was designed to inform you of our school's rules and procedures. We hope you will find this information helpful. We aim to provide our students with the best education we possibly can. Through the cooperation of parents, students, and staff, we can reach this objective.

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 misbehavior consequences.

Parents are encouraged to take the time to review and discuss the information in this handbook with their children. Thank you for taking the time to become familiar with this important information. If you have any questions, please contact the principal.

Mr. Ted Lysiak, Superintendent of Schools, (330)527-4336/tlysiak@jagschools.org

Mrs. Rachelle Craine, PreK-2 Principal, (330)527-2184/rcraine@jagschools.org

Dr. Melinda Ensinger, Grades 3-6 Principal, (330)527-2184/mensing@jagschools.org

Mrs. Keri Julius, Curriculum Director, (330)527-2184/kjulius@jagschools.org

Mrs. Gail Spencer, Administrative Assistant, (330) 527-2184/gspencer@jagschools.org

Mrs. Kristine Miller, Administrative Assistant, (330) 527-2184/kmiller@jagschools.org

Mr. Roger Fisher, Transportation Supervisor, 330-527-4250/rfisher@jagschools.org

Ms. Emery Boyle-Scott, Director of Special Services, (330)-527-5524/sboyle@jagschools.org

Adopted by the Board of Education in June 2023

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education in June 2023.

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and provide specific information about certain Board policies and procedures. Please become familiar with the important information in this Handbook and keep the Handbook available for frequent reference. If you have any questions not addressed in this Handbook, you are encouraged to talk to your child's teacher 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 2021. 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 website.

MISSION OF THE SCHOOL

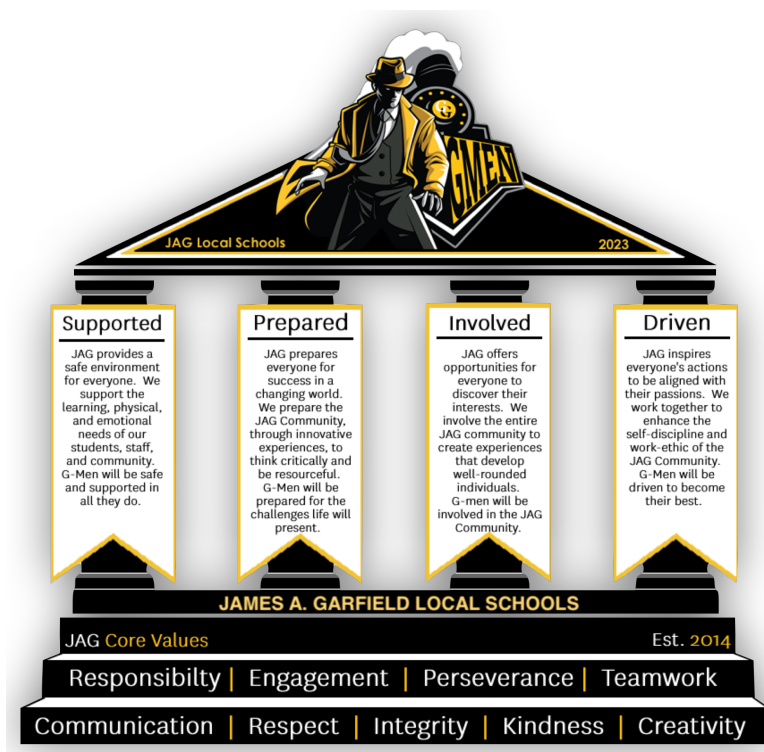
James A. Garfield Elementary School's mission is to build and maintain a community of proficient learners and scholars in the areas of academic, social, and emotional growth. We will continually strive to motivate students to pursue the excitement of lifelong learning, enabling them to become productive, self-reliant citizens in an ever-changing environment. As positive role models, school staff and parents will become an integral team working toward this mission, enabling our students to respect themselves, at the same time, value others.

MISSION OF THE DISTRICT

In partnership with parents and the community, we educate and prepare lifelong learners to be successful members of society.

VISION OF THE DISTRICT

By 2028 95% of JAG students will participate in a co-curricular, extra-curricular or mentorship opportunity that increases self awareness, academic achievement and contributes to post-graduate success.



EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Ms. Keri Julius, Principal, (330) 527-2184

Mr. Tom Bartz, Principal (330) 527-2151

Complaints will be investigated following the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunities.

School Day

8:40 a.m.	Teachers arrive.
8:45 a.m.	Breakfast students to the lunchroom.
8:55 a.m.	First bell. Students go to homerooms.
9:05 a.m.	Tardy bell. Classes begin.
<u>1:00 p.m.</u>	<u>Deadline for pick-up changes.</u>
3:25 p.m.	Call riders dismissed & buses called.
3:40 p.m.	Teachers may leave.

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.

To keep parents informed of their child's progress in school, parents will be provided information regularly 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 WELLBEING

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.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School Office. The James A. Garfield Schools Nurse is authorized to carry out all standing orders from the designated consulting Physician, including, but not limited to, antiseptic of minor cuts, scrapes, etc.

INJURY AND ILLNESS

All injuries must be reported to a teacher, staff member, or the clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the School's emergency procedures and attempt to contact the student's parents. An Accident Report will be completed.

A student who becomes ill during the school day should request permission to go to the clinic. 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. If the clinic is not supervised when a student is injured or ill, they should report directly to the office for assistance.

A student will be sent home if they have a temperature of 100 degrees F after being taken once and thirty minutes later with no change downward. Students sent home due to fever should remain home until 24 hours post the last fever without the use of fever-reducing medications (Motrin, Tylenol). Students with a fever will not be permitted to ride the school bus home.

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 resides unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parents 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 residency
- D. proof of immunizations
- E. Social Security number
- F. Photo Identification

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children concerning enrollment procedures.

Also, 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. Before 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 DHS to the Superintendent, have been received:

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

International students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

CLASS ASSIGNMENT

According to board policy, principals are responsible for assigning students to grade levels and specific classrooms. School personnel gives much thought to the best placement for each pupil. Many factors are considered, and assignments are based on individual needs and other students' needs.

Some of the criteria used for class assignments include learning styles, ability and performance, social and emotional development, gender, special needs, and pupils' and teachers' personalities.

The assignment is not random. With the numerous factors involved, parental/guardian requests for specific assignments are not possible.

ARRIVAL/DISMISSAL PROCEDURES

DROPPING STUDENTS OFF

Please pull up along the sidewalk, let your child exit your vehicle, and carefully pull away. Students will enter through the main entrance and then report to their designated area. Students are to be in their classroom by 9:05 a.m. Students arriving to class at or after 9:05 a.m. are tardy and must be signed in at the office by the person bringing them to school. Please do not drop off your child/children at school before 8:40 a.m. If your child needs assistance unloading, please park in the parking lot and assist them. Adults are not permitted to exit vehicles when dropping off students in the fire lane. This practice significantly delays drop-off procedures and can create safety concerns.

Please do not drop off your child/children at school before 8:40 a.m. The school cannot be responsible for children before 8:40 a.m. Parents are not permitted to walk students to their classrooms. If there are special circumstances that necessitate the parent walking to the classroom, please obtain permission from the office.

PICKING STUDENTS UP

While waiting for your student(s), please pull your vehicle into the fire lane as early as 3:15 p.m. Any vehicles parked before this time will violate city ordinance number 351.18, *"No person shall park a motor vehicle in any fire lane designated as such pursuant to the section whether located on private or public property."* Families will be given a tag with their last name to place on the windshield of their car. Please display this car tag during both arrival and dismissal. JAG staff will radio into the school for your student(s). Students will exit at the main entrance and walk directly to your car. Pick-up students will report to the cafeteria or gym, and a staff member will dismiss each student as their name is radioed in.

All car riders will be called to their car rider location at 3:25 p.m. Students will be dismissed express style. With Express Pick Up, parents can remain in their vehicles, and students will come outside. As parents pull up through the fire lane, students will be released from the front lobby or PD room to walk to their vehicles. If an adult arrives for pick up before 3:25 p.m., they may wait in their vehicle in the pick-up line until the appropriate time to sign out.

Parents may authorize a minor to pick up their child by submitting permission in writing. Students are NOT permitted to walk to or from school or through the school campus parking lots without adult supervision. No one is to go to classrooms without a pass from the office.

Students are not permitted to be signed out early unless it is for an excused absence. Please see the complete list of excused absences in this handbook's attendance section or section 5200 of Board Policy.

Dismissal begins at 3:25 p.m. Unless there is a medical appointment or an emergency, students should not be taken out of school before dismissal. When a situation arises where a student must be picked up early, please notify the school in writing and indicate the reason, date, time, and who will pick up the student. In these instances, please pull your car directly in front of the elementary entrance, and your student will be released/escorted to your car by office staff. It is strongly recommended that students use bus transportation to avoid disrupting their and others' school days because of unnecessary early dismissal. If an appointment is made after your child leaves for school and you must have them placed on the pickup list or make a bus change, it is required that you call the office by 1:00. No transportation changes can occur after 1:00 PM.

If you pick your child(ren) up regularly, you may choose to have them added to the Express Pick Up list. With Express Pick Up, parents can remain in their vehicles, and students will come outside. As parents pull up through the fire lane, students will be released from the front lobby to walk to their vehicles. Please indicate your student's arrival and dismissal preference in Final Forms.

Group Pick-Up for After School Activities

Students staying for any after-school activity must have a note signed by a parent. The coach/advisor should have a list of all students that have permission slips signed by parents. The coach/advisor will take roll calls and notify the office if a student is missing. Students will remain in the designated location with their coach/advisor until 3:40 p.m.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 18 can withdraw from school without his/her parents' written consent and compliance with State law. Parents must notify the school office 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. All fees must be paid, and all books and materials returned upon a student's withdrawal.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School 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.

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 are not permitted to participate in extracurricular activities or field trips if an emergency form is not on file in the school office.

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. A doctor's written request and a parent's written release must be filed with the clinic before the student will be allowed to take any medication during school hours or use an inhaler to self-administer asthma medication. Such forms must be filed annually and are necessary for any change in the medication.
- C. All medications must be registered with the school office and delivered to the school in the original containers they were dispensed in by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, the medication must be delivered to the school 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 ("epi-pens"), 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, epi-pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to the 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 an asthma inhaler, the parent(s) shall be notified of the decision insufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer administered or at the end of a school year.
- F. The parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time. Parents are responsible for being aware of the quantity of medication supplied to the school and when additional medication may be needed.
- G. The principal will maintain a log noting the personnel designated to administer medication and 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.

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 the administration of a non prescribed medication on forms available from the school office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without proper parent authorization on file, the student will be brought to the school office while the student's parents are contacted. 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 violates the School's Code of Conduct and will be disciplined under 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 school office.

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

Head Lice (Pediculosis) Policy

Students who have head lice are to remain at home and receive treatment with complete removal of the lice. Parents will notify the school when a student is identified to have head lice so that a letter can be sent home notifying other parents of the potential exposure to lice and allowing them the

opportunity to examine their children. Children with nits (head lice eggs) in their hair are not permitted to return to school until all of the nits have been removed.

Students must be checked in via the school clinic when returning to school after home treatment. Students are allotted a maximum of three (3) days of excused absence for lice. After that, subsequent absences will be counted as unexcused absences.

Medical Incident Return to School Policy

1. When a student returns to school after an injury requiring the use of an Orthopedic Device (such as crutches, a boot, cast, sling, wheelchair, etc.), the school must have ordered from a medical provider stating the following:
 - What the injury is.
 - When the student may return and how long the device will be needed.
 - What restrictions the student is under in regard to activity level.
 - What accommodations the student needs to be implemented in the educational environment.
 - If activities such as PE or recess are to be restricted, an end date for the restriction.
 - Any orders on appropriate medication forms for follow-up medications if they need to be taken at school.
2. When a student returns to school after surgery, the school must have orders from a medical provider stating the following:
 - The date the student can return to school.
 - Any restrictions regarding activity, participation in PE, or recess.
 - Any restrictions to activity in the school environment, such as limits to lifting weight (such as a bookbag) or accommodations for leaving the classroom early for hallway transitioning or assistance by another person.
 - The date the student may return to normal activity.
 - Any orders on appropriate medication forms for surgical follow-up medication if they must be taken at school.
3. If a student needs to take medication at school following their return from surgery or an injury, the parent or guardian must:
 - Provide the school clinic with a school medication permission form that has been signed by both the healthcare provider and the parent.
 - An adult must deliver the medication to the school in a properly labeled bottle: the pharmacy label clearly states the student's name, the date, the dosage of the medication, the frequency of the doses, the healthcare provider's name, and any other information that may be pertinent to the proper administration of the medication. No medication is to be sent in with a student.
4. If a student was sent home from the clinic. Please refer to the chart below to answer the question: When am I ready to go back to school?

When Should I Stay Home?

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE A COUGH OR IT IS DIFFICULT TO BREATHE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL	I CANNOT TASTE OR SMELL
Temperature of 100° F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with oozing, drainage or fever	DO NOT delay medical treatment if you are struggling to breathe	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit	Within the past 24 hours

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil).	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash or fever and have been evaluated by my medical provider if needed.	Evaluated by my medical provider if needed.	Free from drainage and/or have been evaluated by my medical provider if needed.	Released by my medical provider to return to school.	Consider COVID test. Consult with my medical provider before returning to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

0523-0821

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the group's health or safety 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.

A student will be sent home if they have a temperature of 100 degrees F after being taken once and thirty minutes later with no change downward. Students sent home due to fever should remain home until 24 hours post the last fever without fever-reducing medications (Motrin, Tylenol). Students with a fever will not be permitted to ride the school bus home.

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 students 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 precautions to follow universal procedures to reduce such risks and minimize and/or prevent the potential for accidental infection.

STUDENTS WITH DISABILITIES

The Americans 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, including identifying, reviewing, and determining if the child is eligible and affording access to appropriate educational accommodation.

Additionally, by State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to screen, assess systematically, 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 school psychologist at (330) 527-5524 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 a lack of proof of residency. For additional information, contact Homeless Students' liaison at the District Office (330) 527-4336.

COMPLAINT PROCEDURE

If you have a concern with an employee, please discuss the matter with the employee. If you are unable to resolve the issues, please bring them to the principal's attention so that he/she can schedule an appointment with the employee for you to meet. If you are unable to resolve the concern, please call the principal again. If the concern remains, there is a formal complaint procedure that parents are to follow. If you desire to file a formal written complaint about an employee, please contact the principal for the forms and a copy of the procedure and timelines.

CUSTODY RECORDS

When any court has ruled on child custody, Ohio law requires parents/guardians to provide copies of the most recent custody orders to the school. Changes in address, phone numbers, or emergency numbers should be reported to the school immediately.

STUDENT RECORDS

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

DIRECTORY INFORMATION (Bylaws & Policies 8330)

Each year, the Superintendent shall provide a public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." 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.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/ apps that the student will utilize for educational purposes and inclusion in internal e-mail address books.

School-assigned email accounts shall not be released as directory information beyond this/these limited purposes (s) and any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

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

Whenever the consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for marketing or selling that information (or otherwise providing that information to others for that purpose).

Directory information can be provided upon request to any individual other than a for-profit organization, even without a parent's written consent. 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 at the District Office (330) 527-4336.

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 requests that prior written consent be obtained. See Form 8330 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. Please provide a written notice identifying requested student records to the Elementary School Office to review student records. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the record's information 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 the 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 required by law to determine eligibility for participation in a program or 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 Elementary School Office 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 time after the principal receives the request.

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 20202-4605 Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

PLEASE NOTE:

We at GES strive to promote student recognition and achievement. There will be times when student information, accomplishments, photos, written work, video projects, presentations, etc., may be released to sources outside the school (social media, newsletters, educational publications, local media, the internet, etc.). These materials will only be used for educational purposes and/or student recognition. **Parents who object to these practices must notify the school office in writing. Otherwise, GES has permission to make public any notable student accomplishments and subsequent information relating to these accomplishments.**

STUDENT FEES AND FINES

Students will be provided with necessary textbooks for courses of instruction without cost.

Charges may be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and school buildings or property damage. 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 community members 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 a fund-raising activity for a group in which they are not members.
- Students may not participate in fundraising activities off school property without adult supervision.
- Students may not engage in house-to-house canvassing for any fundraising activity.

PERSONAL PROPERTY

Students often bring personal items to school. Sometimes these items are inappropriate for the school situation and are confiscated by the teacher or principal for a period of time or until the parent can claim the item(s). Normally we encourage respect for property by making sure all personal property is cared for. However, we will not attempt to become involved in mandating compensation for the lost, broken, or stolen property of students whether or not it is in the custody of school personnel. School personnel is not responsible for personal property. No C.D. players, radios, toys, electronic games, or MP3 players may be brought to school unless requested by school personnel.

Students should not bring valuable items to the 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. Free meals will continue throughout the 2021/2022 school year. Extra milk is \$.50, and ala carte items are also available for purchase. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

James A. Garfield borrowing limits: Adults- \$10.50 Full Meals- \$9.75 Reduced Meals- \$1.20 Free Meals- \$0.00 This equates to three meals.

Parents will be contacted through telephone and email attempts for charge amounts due. Students with charge amounts exceeding the limit will be addressed on a case-by-case basis.

If a parent/guardian does not wish for a child to charge, they must contact Tracy Knauer, School Treasurer, in writing by sending a notice to the Elementary building or email tknauer@jagschools.org to make this note of the child's account.

If a child comes through the line and a comment is shown that states no charging allowed or limits charging, the cashier will write down the name and charge the lunch. At the end of that lunch period, the cashier will bring the name to the foodservice manager. The manager will contact the parent and any necessary administrators in the District to address the issue.

If you would like to put money on your student's account, you may do so by sending a check to the building of attendance payable to James A. Garfield Local, noting the child's name and grade in the memo line, or use MySchoolBucks.com. MySchoolBucks.com allows parents to set up a free account. The site is mobile device-friendly. You can view student meal transaction history, request low-balance notices, and even make payments online. Please note online payments incur a \$2.00 service charge.

The Cafeteria does allow students to charge meals to their Lunchbox account for a maximum of three meals. The Cafeteria reserves the right to disallow charging if payment is not received for meals charged to the account and/or charges exceed the three meal maximum.

If you do not want your child(ren) to charge meals, milk, or use the money on their account to purchase ala carte items, please contact Tracy Knauer, School Treasurer, at 330.527.4336 or via email at tknauer@jagschools.org.

Policy for Free / Reduced Meals:

James A. Garfield Local School District program policy for free and reduced meals for students unable to pay the full price of meals served under the National School Lunch and School Breakfast Program. Each school office and the board of education have a copy of the policy that any interested party may review.

The Federal Income Eligibility Guidelines will be used for determining eligibility. Children from families whose annual income is at or below the Federal Guidelines are eligible for free and reduced-price meals.

You may apply online at <http://jaglocal.schoolnlunchapp.com>, download a paper form at <https://www.jagschools.org/o/jag-local-schools/browse/10115>, or visit any school or board of education to obtain a paper copy. To apply for free and reduced-price benefits, households should fill out the application and return it to the school or submit it online. Additional copies are available at the principal's office in each school. A complete application is required. Households that currently receive Special Nutrition Assistance Program Benefits (SNAP, formally known as food stamps) or Ohio Works First (OWF) funds for a child must provide the child's name, the SNAP or OWF case number, and the signature of an adult household member on the application. Households which do not receive SNAP or OWF funds must provide the names of all household members, the last four digits of the Social Security Number of the adult signing the application, or state "none" if the adult does not have a Social Security Number, the amount and source of income received by each household member, (state the monthly income) and the signature of an adult household member. If any of this information is missing, the school cannot process the application.

FREE HEALTH CARE: Families with children eligible for school meals may be eligible for FREE health care coverage through Medicaid and/or Ohio's Healthy Start & Healthy Families programs. These programs include coverage for doctor visits, immunizations, physicals, prescriptions, dental, vision, mental health, substance abuse, and more. Please call 1-800- 324-8680 for more information or to request an application. Information can also be found on the web at <https://www.benefits.gov/benefit/1610>. Anyone who has an Ohio Medicaid card is already receiving these services.

The information provided on the application is confidential. It will be used only to determine eligibility and may be verified at any time during the school year by school or other program officials. To discourage the possibility of misrepresentation, the application forms contain a statement above the space for signature certifying that all information furnished is true and correct. Applications are being made in connection with the receipt of federal funds. Schools or other officials may check the information on the application at any time during the school year. Deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal laws. Households will be notified of the approval or denial of benefits. Foster children are categorically eligible for free meal benefits regardless of the household's income. If a family has foster children living with them and wishes to apply for such meals, contact the school for more information.

The James A. Garfield Cafeteria uses the Lunchbox sales system to process sales in the cafeteria in conjunction with IdentiMetrics biometric scanners. In the first year of attendance at Garfield, an account is established for each child, and the index finger on each child's hand is scanned into the biometric system to identify the student when they go through the lunch line. This allows students to move through the lunch line faster and prevents overt identification of students who qualify for free or reduced meal programs.

Some facts about biometric finger scanning:

- We use biometric finger scanning because it's fast, accurate, cost-effective, and secure.
- No fingerprint images were stored. Only encrypted numerical representations of the unique points of the fingerprint are stored.
- IdentiMetrics never takes your fingerprint, unique points. The actual fingerprint cannot be recreated from the encrypted template.
- IdentiMetrics uses a proprietary algorithm that can only be used with IdentiMetrics software.
- This is not a fingerprint; as the students grow, we must periodically rescan because the numerical representations change.

LUNCHROOM RULES

- Students are to sit in their designated area.
- Students are not to leave their seats unless permission is granted.
- Students are expected to use good manners at all times during the lunch period. Students who demonstrate misconduct during lunch will be denied the privilege of eating with their classmates.
- Students will dispose of their trash, leftovers, etc., in an orderly manner before leaving the cafeteria. The students at each table are responsible for cleaning the floor beneath the

- Teachers and staff will teach expectations from the PBIS Matrix found on p. 40 of the handbook.

OUTDOOR RECESS

No parents are permitted on the playground during recess. For grades 4-6, outdoor recess will be held when the temperature is 20 degrees or above, and the wind chill is 20 degrees or higher. If the wind chill is between 10 degrees and 19 degrees, outdoor recess will be reduced to 10 minutes. For grades K-3, recess will be held when the temperature and the wind chill are 20 degrees or higher. Children staying in from recess are required to have a note from a doctor giving the reason for requesting the child stay indoors.

Parents need to ensure the proper dress for their children, such as sending them to school with warm clothes (coat, hat, gloves) and boots. Students will be expected to dress for outside recess each day. During winter, boots are recommended, even on non-snowy days, due to wetness on the playground. Students may play in the snow only if they are wearing boots. **An additional outer layer is required when temperatures are 45 degrees or lower. Students will remain inside for recess if they do not wear an additional outer layer.**

VISITORS

The James A. Garfield Board of Education welcomes and encourages visits to the school by parents/guardians and other adult residents of the district.

If special arrangements due to disability are necessary, please contact the building principal for assistance. In accordance with the Americans with Disabilities Act, the district will make reasonable accommodations so persons with disabilities may access James A. Garfield Schools and school events.

The Board also has an obligation to ensure that school visits are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

- Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to be cleared through the principal's office before contacting any student or staff member. Depending on the nature of the business to be conducted at school, visitors are required to sign in and/or out as determined by the principal. **All** visitors must wear an identification tag. Parents may not go to a classroom without prior permission from the teacher or principal.
- The superintendent and/or the building principal can prevent entry into the school or remove any person when there is sufficient and good reason to believe that that person's presence is not conducive to preserving the peace or the school's orderly operation.

If you choose to conference with a teacher, call or write a note indicating that desire and a mutual meeting time can be arranged. Classroom teachers cannot be disturbed during the school day for conferences which will take them away from the task of teaching. Requests to observe a class must be submitted to the building principal for consideration. If approved, the teacher will be given a minimum of 24 hours' notice.

There may be special classroom events (parties, poetry readings, presentations, etc.) where guests are invited into the classroom throughout the school year. Unless there is a valid court order stating otherwise, biological parents are always welcome to attend. Additional guests (grandparents, step-parents, aunts, uncles, etc.) are also welcome with the consent of both parents. If both parents do not agree on the additional guest attending, then that guest will not be permitted to attend. If parents

are divorced or unmarried, and documentation has been provided that reflects that one parent has been designated the custodial parent, the custodial parent may decide which additional guests may attend classroom activities.

Students cannot be removed from their assigned classes to attend special school events for siblings/relatives/friends. This includes but is not limited to field days, music programs, classroom performances, and kindergarten graduation.

Visitors who bring young children with them to school must personally supervise these children. Visitors may not leave young children with other students or staff members at any time during the school day.

Volunteers must respect the privacy of all children. Any information a parent volunteer may learn or become privy to is strictly confidential. This includes information regarding student behavior, academic performance, medical conditions, and any information exchanged between the parent volunteer, and the teacher. Parents who are not able to meet these confidentiality standards will not be allowed to volunteer.

Visitors are required to observe crosswalks and fire lane markings and park only in marked parking places.

SAFETY AND SECURITY

- A. All visitors must report to the office and sign in 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 is expected to question people in the building whom they do not recognize and who are not wearing a building pass and 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. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. For large group events, all bags will be searched by office staff, principals, or the School Resource Officer upon entering the building.

BIRTHDAY TREATS

Parents must check with the classroom teacher regarding the class policy on birthday treats. In some cases, edible birthday treats will not be permitted due to dietary restrictions. If a parent is bringing in a birthday treat, it must be left in the office. Parents are not permitted to go directly to classrooms to deliver treats.

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 warning alert for tornadoes consists of one long bell. Teachers will provide specific instructions on how to proceed in the case of a fire or tornado. They will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Evacuation, ALICE, and Lockdown drills will be conducted at least once per school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building or 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 EARLY RELEASE

When the school must be canceled, the district will make every effort to contact local media as soon as such a decision is made. To avoid overloading school phone lines, listen for announcements on the following radio and television stations:

WTAM 1100AM WAKR 1590AM WLTF 106.5 WMJI 105.7

WGAR 99.5 Cleveland TV Stations 3, 5, 8, 19, and 43

Information concerning school closings or delays can also be found on the School's web page at www.jagschools.org.

Emergency alerts will be sent out using James. A. Garfield Local SD automated system.

In case of inclement weather or other emergencies, radio and television stations will announce that James A. Garfield is closed. Announcements regarding early dismissal of school due to bad weather or unforeseen circumstances may also occur on the stations listed above. In these cases, a child might arrive home to find the house locked and nobody home. We suggest you arrange for a neighbor to watch your child until you arrive home. If no neighbor is available for this, you may write the principal a signed note indicating a person's name and address on the same bus route where your child should be dropped off on early dismissal days. Inclement weather may also cause a one or two-hour delayed start to the school day, which will be indicated on the above stations. If inclement weather is predicted, parents/guardians should tune in to the above stations for school closing information. Parents and students are responsible for knowing about emergency closings.

TWO HOUR DELAY PROCEDURES

It is with much consideration for the students and staff's safety and well-being that we may have a 2-hour delay as an alternative to canceling school for the day. There are good reasons to consider this with more time to clear the roads and the condition of them, all students will be transported during daylight, and the forecast is that the weather will improve by the regular dismissal time of 3:20. ***Students will be sent home at regular dismissal times. Garfield personnel believe our students' and staff's safety is the first consideration when canceling, delaying, or holding classes.

Each school building will begin two (2) hours later. The elementary school will begin at approximately 11:00 a.m. Dismissal will be at the regular time of 3:25. All morning pick-up times for all students will be delayed two (2) hours. After school, transportation will be at the regular time.

Please do NOT drop off your child prior to 20 minutes before the delayed start time or call the transportation department for a different pick-up location for your child. We understand this may be difficult for some parents, but your cooperation is greatly appreciated.

If you have any questions, please feel free to call the transportation department at 330-527- 4250 or the elementary school at 330-527-2184.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for students' safety 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 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.

LOST TEXTBOOKS

The James A. Garfield Board of Education furnishes all textbooks. Students must pay for damaged or lost books before receiving the final report card. Textbooks are quite expensive. Please take the time to look carefully for the lost book. If the book is found after you pay, your money will be refunded. Textbooks must be handled with care to ensure continued use.

LOCKERS

All students in grades one through six will be assigned a locker. All backpacks/book bags must fit in the locker and be stored there during the school day. Please note: Lockers are without locks, and personal locks are not permitted on school lockers. Valuables or irreplaceable items should not be brought to school.

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 before 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. Misuse of equipment or facilities may result in disciplinary action and/or the cost of replacement or repair of the school's property.

LOST AND FOUND

The lost and found area is outside the cafeteria entrance across from the Library. Students who have lost items should check there and retrieve their items if they give an accurate description. Unclaimed items will be given to charity at the close of the school year. Parents are welcome to come in and check the lost and found.

USE OF WIRELESS COMMUNICATION DEVICES

BYLAWS & POLICIES 5136 - CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, **provided that during school hours and on school vehicles the cellular telephone or other ECD remains off to students at school.**

The use of cellular telephones and other ECDs in locker rooms, classrooms, and bathrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

"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 is potentially dangerous for the involved students and 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 wireless communication devices.

Violations of this policy may result in disciplinary action and/ or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/ guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

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.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

SECTION II - ACADEMICS

To access your child's grades, please go to the school website, www.jagschools.org. In the upper right corner, click on schools, and go to the Elementary dropdown. Then select Menu and click on Progress Book Login, <https://parentaccess.access-k12.org/>. You will select James A. Garfield Local Schools and enter your username and password.

If you are **new** to Progress Book and have never activated your account, please use your Registration Key supplied by our school personnel, and create a password. If you have lost your Registration Key, please contact the school office.

If you have more than one child attending Garfield Local Schools, you will be able to see all of your children in one ProgressBook account. (PLEASE DO NOT CREATE MULTIPLE ACCOUNTS). You will need each child's registration key to link all children to your one account. You can do this by clicking on the "Create an account" link again. This time you will click "Add another child to your parent account." Sign in using your email and password.

GRADES

As a point of reference, the following grading scales are used at James A. Garfield Elementary School:

3rd through 6th Grade:

Letter Grade	Percentage Range	Point Value
A	95-100	4.0
A-	90-94	3.8
B+	87-89	3.5
B	83-86	3.2
B-	80-82	3.0
C+	77-79	2.6
C	73-76	2.3
C-	70-72	2.0
D+	67-69	1.7

D	63-66	1.4
D-	60-62	1.0
F	<60	0

F = Failure

Kindergarten:

✓Meets Indicator P Progress Toward indicator N Indicator Needs Improvement

1st and 2nd Grade

4 = Complete Mastery of the Standard (Student consistently understands & applies key concepts and skills)

3 = Meets the Standard (Student understands key concepts and skills)

2 = Developing Toward the Standard (Student needs additional support to understand key concepts and skills)

1 = Needs Improvement with the Standard (Student demonstrates little understanding of key concepts and skills)

Specials classes:

0 = Outstanding

S = Satisfactory

U = Unsatisfactory

I = Incomplete

Grade Point Average

To calculate a grade point average (G.P.A.) for 3rd thru 6th graders, assign a weighted point value to each course grade and divide by the total number of classes. This can be done by grading period, semester, and year or for a series of school years. The following scale determines the point value for each letter grade:

$$\begin{aligned}
 A &= 4.0, A^- = 3.8 \\
 B^+ &= 3.5, B = 3.2, B^- = 3.0 \\
 C^+ &= 2.6, C = 2.3, C^- = 2.0 \\
 D^+ &= 1.7, D = 1.4, D^- = 1.0 \\
 F &= 0
 \end{aligned}$$

0, S, and U grades are not used to determine a student's G.P.A.

Grading Periods

Students in grades 4 - 6 will be able to access their report card online via ProgressBook at the end of each nine-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 to communicate with the teacher about what actions can improve poor grades. Parents/guardians are encouraged to call the school anytime there may be concerns regarding their child's academic progress.

Awards

After each nine-week grading period, awards may be given to recognize students' achievements. The following list, while not comprehensive, contains some of the areas that may be recognized.

Reading Counts
Honor Roll- 3.99 to 3.45 GPA
Merit Roll- 3.44 to 3.0 GPA
Perfect Attendance
Students of the Month

Academic Recognition
Leadership Recognition
PBIS Recognition
Core Value Recognition

PROMOTION, ACCELERATION, AND RETENTION

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

- A. the 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 the whole grade or by subject area) when his/her performance and measured ability significantly exceed 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 the current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement
- E. Based on scores of CoGAT and IOWA
- F. Teacher recommendation and academic screeners

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 the core subjects of science, social studies, and writing
- 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 and/or that retention will not benefit the overall academic progress of the student.

No student would 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.

HOMEWORK

Class assignments, whether for completion in school or at home - are critical to student learning. The length of homework varies from teacher to teacher and among grade levels. Check with the classroom teachers for the amount of time your child should be doing homework.

If a child is absent for one or more days; you may request homework assignments for pick-up. Homework requests must be received before 11:00 a.m. on the day needed. Students will have an equal number of days to make up work as the number of days absent. Students absent for one day and a homework request that was not received will be given their assignments after returning to school. If prepared assignments are not picked up, future requests for assignments will be denied.

ZAP (Zeros Aren't Permitted) / Recess in Study Room / After-School Study Hall

James A. Garfield is implementing the ZAP Program for students in grades 3 - 6, a program designed to increase expectations of students who habitually, or occasionally, fail to complete and turn in assignments on time. This program will direct students to utilize their abilities to acquire self-discipline/work habits that will serve them well. When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the level of expectation.

The ZAP program sends the message that failure is not acceptable. Students must realize that all assignments must be completed on time. Failure to do so will result in the student being assigned one of the following:

1. Recess in the study room.
2. After-school study hall.

After-school study hall will meet every Tuesday & Thursday from 3:40 - 4:40 in the small PD room. If your student is assigned a ZAP, the teacher will have;

- Notified the parent of the date that the teacher is requesting the student to attend the after-school study hall. A parent/guardian must sign and return the permission slip for their student to attend.
- Provided the work that needs to be completed to the student before the end of the day on the assigned Tuesday or Thursday.

Your student will receive support from an academic tutor during their after-school study hall.

INTERVENTION ASSISTANCE

Intervention assistance teams are organized at the Elementary School to understand better students' learning needs with challenges or who are experiencing difficulties in the classroom. The intervention process begins when a teacher is concerned with a student's performance, has already tried different instructional methods to resolve the concerns, and requests assistance with additional

or alternative teaching methods.

The intervention team usually includes the classroom teacher and the IAT (Intervention Assistance Team) coach. Others such as the gifted education teacher, counselor, principal, school psychologist, nurse, intervention specialist, and occupational, physical, or speech therapists may also attend or be consulted.

By discussing academic and classroom management concerns, team members generate various ideas for working with the identified student. Educational decisions are made in team consultation, with teachers implementing ideas they are most comfortable with and perceive as helpful to the student. Should performance not improve, the team may request formal assessments to determine whether the student has a disability and is eligible for additional services. Written parent/ guardian consent is required for formal assessment.

PARENT/GUARDIAN/TEACHER CONFERENCES

Close communication between parents/guardians and teachers is encouraged. Conferences create a better understanding between home and school, aid in reporting student progress, and help meet each child's individual needs. Refer to your school's calendar for scheduled conference nights in the fall and spring. Also, parents/guardians are encouraged to consult with the teachers throughout the year. To schedule an additional conference, contact the teacher directly by phoning the school or sending the teacher an email.

Step-parents, grandparents (unless legal guardians), or other friends and relatives may not participate in a parent/teacher conference unless a legal parent is present or has given written permission for the specific person to receive the information concerning the student.

COMPUTER TECHNOLOGY AND NETWORKS

The Internet is sometimes used in controlled settings with staff supervision. Students may only use the Internet with parental permission and parental agreement to follow the Acceptable Use Policy. Violations of the Acceptable Use Policy may result in the loss of computer privileges.

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. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines and the Student Code of Conduct. 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 educators have not screened 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 further utilizes software and/ or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be

able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/ guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

If you wish to deny independent internet usage for your student, please contact the school to obtain the appropriate form.

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.

Before students access the Network, parents need to have signed the Parent/Student Handbook in Final Forms. Parents signing the 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.

The 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. Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep your password a secret!
- B. Students are responsible for their behavior and communication on the Network.
- C. 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.
- D. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users or misrepresent other Network users.
- E. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- F. Transmission of any material in violation of any State or Federal law or regulation or Board policy is prohibited.

- G. Any use of the Network for commercial purposes (e.g., purchasing or selling personal products or services by students), advertising, or lobbying is prohibited.
- H. 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 Websites to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit [HTTP://www.cyberbullying.ca](http://www.cyberbullying.ca).

Cyberbullying includes but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
2. sending an e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/ recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites.

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.

I. 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 websites.
6. Do not transmit pictures or other information that could be used to establish your identity without the prior approval of a teacher.

7. Never agree to get together with someone you "meet" online without parent approval and participation.
- J. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or technology coordinator if they identify a possible security problem. Students should not look for security problems because this may be construed as an unlawful attempt to gain access.
- K. 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/acknowledgment of authorship must be respected. Rules against plagiarism will be enforced.
- L. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network fully operational once again.
- M. Students must secure prior approval from a teacher or the technology coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- N. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging and e-mail) without prior approval from a teacher. All such authorized communications must comply with guidelines.
- O. 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 messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- P. 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 expressed or implied, that the functions or the services provided by or through the Network would 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.
- Q. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

- R. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- S. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated, and disciplinary action will be taken.
- T. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology coordinator. Each student is permitted a reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users.

Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:

1. Classwork, assigned and supervised by a staff member.
 2. Classwork, specifically assigned but independently conducted.
 3. Training (use of such programs as typing tutors, etc.)
 4. Personal discovery ("surfing the Internet").
 5. Other uses - access to resources for "other uses" may be further limited during the school day at the discretion of the principal.
- U. Only educationally-based games, with teacher permission, are permitted to be played at any time.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/ Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

SECTION III - STUDENT ACTIVITIES

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 extracurricular programs. No minor student may participate in any school-sponsored trip without parental consent, a current emergency medical form on file in the office, and medications with doctor's orders. 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.

Parents may be asked to go along on the field trip to assist the teacher. Chaperones will be assigned to ride the bus where possible. Space on the bus and/or at the host activity limits the number of parents who may go. Preschool children are not permitted. Only students enrolled in the class going on a trip may attend.

NOTE: Students who have demonstrated disruptive disciplinary difficulties, refusal to complete assignments, and continued lack of respect for the educational rights of others will not be permitted to accompany class trips. The teacher and administration will notify you of the decision and the reason(s) for the decision to remove your child from the privilege of field trip participation prior to the trip so that you will be apprised of the arrangements for your child for the period of time the homeroom will be absent from the building.

Camp Fitch

The fifth-grade students and teachers, and high school student counselors, chosen by the Administrative staff, attend a three-day, two-night outdoor education camp. Camp Fitch is located in North Springfield, PA.

The learning objectives for the camp are:

- (1) The study of Lake Erie
- (2) The study of colonial-Indian life
- (3) Learning independence, social skills, increasing self-confidence, and personal development
- (4) Learning to work together with peers
- (5) The study of plants and animals in their natural environment

A curriculum will be taught by a board-approved teacher at school for those students unable to attend camp.

Washington, DC

The Sixth-grade students and teachers, along with parent chaperones, may attend a three-day, two-night field trip to our nation's capital, Washington, D.C.

The learning objectives for the field trip are:

- The study of Washington, D.C.
- Learning about past & present leaders; Jefferson, Lincoln, & Washington Memorials.
- Discovering national museums; Natural, Archives, American Air & Space Museums
- Paying tribute to military servicemen/women & wars; WWII, Vietnam, Korean, & Iwo Jima Memorials.
- Honoring the military; Arlington National Cemetery
- Learning about Presidents; White House photo, Ford's Theater & Mt. Vernon Mansion Tours.

Students learn about Washington, D.C., during the school year.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Garfield Elementary School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum. Still, they are made available to students to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board Policy 5600.

The following are some of the school-sponsored clubs and activities:

- Lego League (2-6)
- Student Leadership Team (3-6)
- Student Advisory Council (4-6)
- Club Days (PK-6)
- Math Tournament (4-6)
- Snapology
- Math 24
- Girls Coding Club (3-6)
- Green Team/Recycling Club
- Student Talent Show (PK-6)
- RAK Club (5-6)
- The GMEN Newsletter (3-6)

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Basketball Baseball/ Softball Soccer
Wrestling
Boy and Girl Scouts
Community Clubs/Organizations
YMCA Activities
Girls on the Run

Non-School-sponsored student groups may meet in the school building during non instructional hours. The application for permission to use school facilities can be obtained from the school office. 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, and that the event will not interfere with school activities. 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 school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students to participate in the event.

Students attending evening events as non-participants must 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.

Students will not be excused from class to attend school events for a sibling or other family member. Examples include kindergarten graduation, awards assemblies, and concerts.

Students that leave school the day of the event should not attend any school events that evening.

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 the class. Many important lessons are learned through active participation in the 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 the workplace. Attendance is important in developing 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.

Tuancy

Excessive Absences

Ohio Revised Code Section 3321.191 (C) (1) defines Excessive Absences as a child of compulsory school age who "is absent with or without a legitimate excuse (excused AND unexcused) from the public school the child is supposed to attend for:

- 38 or more hours in one school month with or without a legitimate excuse; or
- 65 or more hours in one school year without a legitimate excuse

All students that fall within the excessive absence category will need to meet with the absence intervention team to develop a plan to improve attendance. If improvement is not shown after 60 days, students may be referred to juvenile court.

Habitual Tuancy Ohio Revised Code Section 2151.011 (B)(18)

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 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in one year. Furthermore, a student will be considered truant if the student is absent without a legitimate excuse for 38 or more hours in one month or 65 or more hours in one school year.

If a student is habitually truant, the student will be assigned to the intervention assistance team to develop an absence intervention plan. Membership of each team will vary based on the needs of the individual student, but each team will include: a school or district representative, a parent (or parent's designee), and a school or district representative who has a relationship with the student.

If 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. Habitual truancy can also

result in:

(From Board Policy 5200) In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

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:

(From Board Policy 5200) The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness or injury (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Superintendent

Notification of Absence

If a student will be absent, the parents must notify the School Attendance Office at (330) 527- 0027 before 9:30 a.m or send an email to the Attendance Clerk at elementaryattendance@jagschools.org. If prior contact is not possible, parents should provide a written statement as soon as possible. Reasons for missing school *and/or* classes must be legitimate. A written doctor's excuse may be required for any student who is absent for five or more consecutive days or whose attendance record shows frequent absence. 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 parent of the need for improvement in the student's attendance.

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 Elementary Office at (330) 527-2184.

Make-up of Tests and Other School Work

Students absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact their teachers 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 State-mandated assessment test or other standardized tests, the student should consult with the Principal to arrange for the administration of the test at another time. If a child is absent for two or more days, you may request homework assignments for pick-up. Homework requests must be received before 11:00 a.m. on the day needed. Students will have an equal number of days to make up work as the number of days absent.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be allowed to make up school work missed due to suspension. It is the student's responsibility to make arrangements to turn in previously assigned work with his/her teachers on the day he/she returns to school from the suspension.

Unexcused Absences

Any student 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 State's truancy laws. Frequent absences will require a doctor's note to excuse any further absence.

Tardiness

Any student entering the classroom at or after 9:05 a.m. is tardy and must be signed in at the office by the person bringing him/her to school. Students arriving between 9:05 and 9:40 are tardy. Students entering after 9:41 will be counted as having a partial absence depending upon arrival time. Students leaving school at 2:44 or before are counted as 1/2 day or whole day absent depending upon departure time. Students leaving school at 2:45 or after are marked as an Early Dismissal.

Tardiness/half-day absence will be excused for attending a funeral, a doctor's appointment, a late or no bus, and an emergency as deemed necessary by the school. An adult must sign the student in, or a written note must be provided.

Vacations During the School Year

Parents/guardians are strongly encouraged not to schedule vacations during school days to avoid disrupting the educational process. Parents/guardians are asked to advise the school of their plans and to inquire about related deadlines for make-up work.

Be aware that teachers are not required to make long-range assignments for vacationing students. Also, students may take tests missed during their absence from school at the convenience of the teacher. Extended absence forms must be pre-approved by the administration and teachers before any work is made up. If the absence is not pre-approved, the student will be considered unexcused and

will not make up work.

CODE OF CONDUCT

A major component of the educational program at Garfield Elementary 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, 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 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 removing a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- respect the rights, property, and abilities of others, act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times to reflect 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. a teacher to communicate effectively with all students in the class; and
- B. all students in the class have the opportunity to learn.

PBIS School & Home Matrix

The elementary school uses the Positive Behavioral Interventions and Supports (PBIS) system to reinforce student behaviors. The next two pages show the Elementary School Behavioral Expectations Matrix for JAG LEADERS, followed by the at-home family matrix titled GES PBIS Home Matrix.

Elementary School Behavioral Expectations Matrix
JAG LEADERS

	 <p>Be Respectful Habit 5: Seek First to Understand</p>	 <p>Be Responsible Habit 1: Be Proactive Habit 3: Put First things First Habit 7: Sharpen the Saw</p>	 <p>Be Engaged Habit 2: Begin with the End in Mind Habit 6: Synergize</p>	 <p>Be Kind Habit 4: Think Win-Win</p>
Bus	<ul style="list-style-type: none"> *Quiet Voices (level 2 or less, as directed by the driver) *Keep food & drinks put away 	<ul style="list-style-type: none"> *Back on back *Seat on Seat *Feet to floor 	<ul style="list-style-type: none"> *Watch for your driver's signal 	<ul style="list-style-type: none"> *Use kind words and actions
Hallway	<ul style="list-style-type: none"> *Quiet voices (level 0 or 1) *Hands/feet to self *Use walking feet 	<ul style="list-style-type: none"> *Go directly to your destination *Stay on the right side of the hall/ no passing 	<ul style="list-style-type: none"> *Watch where you're walking 	<ul style="list-style-type: none"> *Keep halls clean *Assist others in need
Cafeteria Line	<ul style="list-style-type: none"> *Use the appropriate voice level (2 or less, as directed by lunch monitor) 	<ul style="list-style-type: none"> *Report any problems to an adult immediately 	<ul style="list-style-type: none"> *Wait patiently. No cutting in the line 	<ul style="list-style-type: none"> *Use kind words and actions
Lunchroom	<ul style="list-style-type: none"> *Use the appropriate voice level (2 or less, as directed by lunch monitor) 	<ul style="list-style-type: none"> *Clean up your floor & table area *Report any problems to an adult immediately 	<ul style="list-style-type: none"> *Ask permission before leaving your seat 	<ul style="list-style-type: none"> *Use kind words and actions *Welcome new friends (no saving seats)
Bathrooms	<ul style="list-style-type: none"> *Respect the privacy of others *Use facility & supplies correctly *Use walking feet *Quiet voices 	<ul style="list-style-type: none"> *Keep facility clean/use proper care 	<ul style="list-style-type: none"> *Quickly use the restroom *Wash your hands afterward 	<ul style="list-style-type: none"> *Keep the bathroom clean
Playground	<ul style="list-style-type: none"> *Report any problems to an adult immediately 	<ul style="list-style-type: none"> *Keep track of belongings 	<ul style="list-style-type: none"> *Line up when signaled 	<ul style="list-style-type: none"> *Use kind words and actions
Assembly	<ul style="list-style-type: none"> *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Quietly remind friends to be respectful 	<ul style="list-style-type: none"> *Be an active listener 	<ul style="list-style-type: none"> *Applaud when appropriate
Classroom	<ul style="list-style-type: none"> *Listen attentively when others are speaking *Keep personal space 	<ul style="list-style-type: none"> *Be ready to learn *Use self-control *Take care of your belongings 	<ul style="list-style-type: none"> *Be on task *Do your best 	<ul style="list-style-type: none"> *Use kind words & actions *Encourage & support others

GES PBIS Home Matrix

JAG STUDENTS ARE: 	Morning Routine 	Getting to School 	After School 	Homework 	Mealtime 	Evening Routine 
RESPECTFUL 	<p>Listen to adult directions.</p> <p>Say "Please" and "Thank You"</p>	<p>Say "Have a nice day"</p> <p>Say "Thanks for the ride"</p> <p>Clean your space.</p>	<p>Be friendly and polite</p> <p>Treat others how you want to be treated.</p>	<p>Ask for help respectfully.</p> <p>Ask a helper to check over your completed work.</p>	<p>Say "Please," "Thank You," and ask to be excused.</p> <p>Share conversation about your day</p> <p>Use table manners</p>	<p>Thank your parent(s) and family.</p>
RESPONSIBLE 	<p>Get up on time.</p> <p>Get cleaned up (shower) and dressed on time.</p> <p>Make your bed.</p>	<p>Bring your backpack, lunch, books, etc.</p> <p>Be ready to leave on time.</p>	<p>Prioritize (homework, chores, sports, etc.)</p> <p>Keep track of time and be on time.</p>	<p>Complete homework on time.</p> <p>Put everything in your backpack when finished.</p>	<p>Help set the table and clean up.</p> <p>Eat the meal that is prepared for you.</p>	<p>Put your clothes away and lay out clothes for the next day.</p> <p>Brush your teeth and get to bed on time.</p>
Engaged 	<p>Turn off any electronics</p>	<p>Buckle up</p> <p>Follow bus rules.</p>	<p>Move/play safely</p> <p>Follow all Day Care or home rules.</p>	<p>Work in a safe and consistent place.</p> <p>Set a timer to stay on task during your homework.</p>	<p>Small bites</p> <p>Use utensils correctly/ safely.</p>	<p>Clean up toys or other items.</p> <p>Shut off electronics.</p>
KIND 	<p>Try a morning smile or compliment.</p> <p>Start the day by sharing a smile.</p>	<p>Greet teachers and staff</p> <p>Make a new friend.</p>	<p>Share</p> <p>Ask others to join in on activities.</p>	<p>Say "Thank You for help."</p>	<p>Follow eating manners.</p>	<p>End the day with nice words or thoughts.</p>

Gangs

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations, or related activities likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities designed to intimidate another student will be disciplined.

Care of Property

Students are responsible for the care of their 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

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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. The Board of Education 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 or while en route to or from school. 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 any intentional written, verbal, graphic, 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). 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, national origin, 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.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (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 she 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 a 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 has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include 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.

Retaliation against any person who reports is thought to have reported, filed a complaint, or otherwise participated in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action, 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.

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 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 parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific, including the person(s) involved, the number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific, including the person(s) involved, the number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed, and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website,

<https://www.jagschools.org/>. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/ or to Child Protective Services in accordance with the statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/ or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content-appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007) Adopted 3/ 10/05
Revised 3 / 9 / 06
Revised 5 / 8 / 08

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form

of harassment.

This policy applies to harassing conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis and encourages those within the School District community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment, and in those cases where harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working,

and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault and/or battery.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education or such that it creates hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charges.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive

working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The elementary principal and intermediate principal serve as the district's Anti-Harassment Complaint Coordinators.

The Superintendent shall establish Administrative Guidelines describing both a formal and an

informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process, and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to the resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific timelines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation, the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report, the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated or request that further investigation be conducted. A copy of the Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or the third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/ expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

When the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment, in general, will be age and content-appropriate.

R.C. 4112.02
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.
42 u.s.c. 1983

Revised 6 / 10 / 04
Revised 3 / 9 / 06

5516 - STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as 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 of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the School District shall be alert, particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31
Revised 3 / 9 / 06

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior will be tolerated.

STUDENT DISCIPLINE CODE

The best form of discipline is, of course, self-discipline. If the student can be taught responsible behavior, then punitive forms of discipline would no longer be needed. Responsible behavior must be practiced over a period of time to be part of an individual's natural repertoire of behavior. Consistency and support between home and school must be present. Working to eliminate the reasons for misbehaviors is also a vital ingredient. The environment must be positive and structured. Expectations should be clearly spelled out so the student is aware of what is required.

The student who feels good about himself or herself often does not feel the need to act out in an

irresponsible way. Providing opportunities for success and using praise as a reward goes a very long way toward increasing one's self-concept.

Students, staff members, and visitors are entitled to function in a safe school environment; students are required to report violence to the principal. Failure to report such knowledge may subject the student to discipline.

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.

The disciplinary action found in parentheses serves only as a guideline. The course of action taken may vary depending on the severity of the offense, the student's disciplinary record, and so on.

- 1. Possession/use of drugs and/or alcohol** (Up to 10 days out of school suspension, recommend expulsion, and drug/ alcohol classes) 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** (Up to 5 days out of school suspension - 3 days held in abeyance if class dealing with tobacco is taken) Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored events. 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 clove cigarettes is also prohibited.
- 3. Use and/or possession of a Vapor Pen or an E-Cigarette** - (1-day in-school suspension with the Vape Educate Curriculum for the first offense, 1-3 day out of school suspension for the second offense, 5-10 days out of school suspension for the third offense with recommendation for expulsion) E-cigarettes and/or vapor pens can be used with tobacco as well as other illegal drugs. Because of this, vapor pens and/or E-cigarettes can be considered drug paraphernalia. The school prohibits the possession, consumption, purchase, or attempt to purchase, and/or use of vapor pens or E-cigarettes in school, on school grounds, on school buses, and at any interscholastic competition, or extracurricular event, or other school-sponsored events.
- 4. Use and/or possession of a firearm.** (Up to a 10-day out-of-school suspension with recommendation for expulsion).

5772 - Weapons

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/ Student Discipline Code, Policy 5610, Policy 5610.01, and IDsstrative guidelines.

Students are required to immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151
Revised 6/10/04

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 5610 and 5611.

A 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.

5. Use and/or possession of a weapon (Up to a 10-day out-of-school suspension with recommendation for expulsion).

A weapon is any device that may be used for offensive or defensive purposes, 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 at least one sharp blade. If the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity, the student will be suspended for ten (10) days. In addition, the Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity.

In determining whether an expulsion is warranted, the superintendent may consider the following factors:

1. age & maturity of the student
2. the intent of the student,
3. student's discipline record & behavior history
4. other factors as appropriate

6. 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. Possession and/or use of an object as a weapon may subject a student to a **one-year expulsion and possible permanent exclusion**.

7. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. Arson (Up to a 10-day out-of-school suspension with recommendation for expulsion)

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.

9. Fighting/ provoking a fight (Up to 1-5 days out-of-school suspension)

Fighting will not be tolerated. No student shall hit, kick, trip, bite, push, poke, spit on, throw objects, or commit any other malicious physical act toward another student.

10. Physically assaulting a staff member/ student/ person associated with the District (Up to a 10-day out-of-school suspension with recommendation for expulsion)

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.**

11. Verbally threatening (either orally, in writing, or otherwise expressed) a staff member/student/person associated with the District. (Up to a 10-day out-of-school suspension

with recommendation for expulsion)

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 who bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

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

(Up to a 10-day out-of-school suspension with recommendation for expulsion)

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

13. Misconduct off school grounds (Up to a 10-day out-of-school suspension)

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.

14. Extortion (Up to a 10-day out-of-school suspension)

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

15. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized sports betting, and other forms of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity. No card playing in school.

16. Falsification of school work, identification, forgery

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

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

17. 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.

18. Possession and/or use of explosives and/or fireworks (Up to a one-year expulsion)

Possessing or using any compound or mixture, the primary or common purpose of which is to function by an explosion, with the 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, a combination of substances, or an article prepared to produce a visible and/ or audible effect by combustion, explosion, deflagration, or detonation.

19. 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 the district, school or staff computer files, into a school or district file server, or 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 the authorization of the principal.

20. Theft, or knowingly receiving or possessing stolen property

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 the school. The School is not responsible for personal property.

21. Insubordination (Up to 1-2 days out of school suspension)

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.

22. Damaging property (Vandalism) (Up to a 10-day out-of-school suspension and/or restitution). Defacing, cutting, writing/marketing on, or otherwise damaging property that belongs to the school, the district, other students, volunteers, or employees. This includes damage to any part of the computer system.

23. Persistent absence or tardiness

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

24. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Students are not permitted to use keypads to enter the building and will be disciplined for using key codes to enter the building. Any unauthorized use of school property or private property located on school premises shall be subject to disciplinary action.

25. Refusing to accept discipline

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

26. Aiding or abetting the 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.

27. 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.

28. Possession of electronic equipment, including cell phones.

Students are not permitted to use electronic communication devices or electronics without permission of the classroom teacher or principal. Examples of prohibited devices include but are not limited to cell phones, iPods, iPads, and MP3 players.

- | | |
|-------------|--|
| 1st Offense | Verbal warning issued |
| 2nd Offense | Device confiscated by the teacher - Restorative recess - Returned at the end of the day. |
| 3rd Offense | Device confiscated to the office – 1 after-school detention - Returned at the end of the day. |
| 4+ Offenses | Device confiscated to the office – 2 after-school detentions – Phone call home possible cell phone suspension. |

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 V - 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, and athletic and performing arts events.

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

(1-10 out of school suspension and/or recommend expulsion, notify law enforcement officials)

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.

33. Use of Racially Charged Language

(Up to 10 days out-of-school suspension and/or recommendation for expulsion)

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

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

disability.

34. Hazing (up to a 10-day out-of-school suspension)

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 of 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 are 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.

35. Violent Conduct (Up to 1-10 days out-of-school suspension and/or recommend expulsion, notify law enforcement officials)

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.

36. Burglary

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

37. Possession or Lighting of Incendiary Devices

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

38. Possession of Pornography

Possessing sexually explicit material.

39. Dress code

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

The neatness of dress is encouraged for students. The Elementary School is the proper place to begin instilling concern for one's appearance. It is important that students take pride in themselves, their appearance, and their work. The quality of one's work and one's appearance are not unrelated.

The following styles or manners of dress are prohibited:

1. There will be no clothing or jewelry advertising alcoholic beverages, tobacco, drugs, obscene, suggestive, or provocative writing, pictures, or symbols on any article of dress.
2. Outerwear, including gloves, jackets, coats, headgear (including hats, visors, bandanas, hoods up on hoodies, or scarves), and sunglasses, may not be worn inside the building.
3. Cut-offs, clothing with holes that expose undergarments, midriffs, and hats are not

considered appropriate for school use. Muscle shirts (sleeveless, loose-fitting apparel that is revealing) are not appropriate. Upper body clothing should cover the torso completely.

4. Walking shorts and skirt lengths must have a minimum length, which extends below the fingertips when standing naturally upright, and the arms, hands, and fingers are extended downwards. (mid-thigh).
5. Clothing shall be worn in the manner for WHICH it is designed. The waistline of pants and shorts shall not be lower than the top of the hips. Pants need to cover the student's waist when seated and standing. The student's flesh at the waist should not be exposed in the front or rear.
6. Shirts, blouses, or tops that expose the midriff may not be worn to school.
7. See-through clothing, pajama-type clothing, and swimsuits are not permitted in school.
8. No head or wrist sweatbands.
9. Wallet chains are not permitted.
10. No dog collars.
11. Other inappropriate attire as determined by the building administrator.

40. Violation of JAG Core Values

JAG Schools has a set of core values with which we encourage and work to develop with our students. These core values are respect, kindness, communication, creativity, integrity, responsibility, perseverance, teamwork, and engagement. Students who act in a way that violates one or more of these core values, with actions that disrupt the classroom, hallway, or school environment, may be subject to disciplinary action.

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 the staff.

Students who violate the expectations and behaviors outlined in the Code of Conduct/Student Discipline Code must be held accountable for their actions. A list of the disciplinary options would include but are not limited to:

1. Student and teacher conference
2. Student and principal conference
3. Loss of privileges, change in seating, etc.
4. Time out
5. Verbal reprimand
6. Written assignments
7. Discipline Notice
8. Demerit
9. Call/Letter/note to parent
10. Parent conference
11. Counseling
12. Before or after school detention
13. Lunch or recess detention
14. Financial restitution
15. Referral to a community agency or court
16. Bus Suspension
17. Out-of-school suspension
18. In-school suspension
19. Expulsion

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

Building Discipline Plan / PBIS Rewards

JAG Elementary will be transitioning from a demerit/discipline slip system to PBIS Rewards. PBIS Rewards is a schoolwide PBIS management system that assists schools in their Positive Behavioral Interventions and Support program. The multi-device platform makes it easy to continuously recognize students for meeting behavior expectations from anywhere in the school, not just in the classroom. PBIS Rewards' Advanced Referral System (ARS) supports teachers and administration with discipline and student behavior. Parents will receive access to PBIS Rewards and will be able to communicate with teachers and view their student's PBIS Rewards information.

During the transition period, the demerit/discipline slip system will be phased out, and the PBIS Rewards system will be used over the course of the school year. The building plan is a demerit/discipline slip system designed to be used by all staff, with specific consequences assigned relative to the severity of the infraction. The staff member issuing the demerit/discipline slip should fill it out, have the student sign it, give the original copy to the student and place the copy in the homeroom teacher's mailbox. The original should be taken home by the student, signed by the parent, and returned to the homeroom teacher. The staff member issuing the demerit will contact the parent if a signed slip is not returned.

When a student receives a demerit/discipline slip, he/she may serve two (2) lunch and restorative recess detentions. The lunch detention will be served in the cafeteria, and the restorative recess detention will be served in the detention classroom or the office. If a student receives four (4) or more demerit/discipline slips in one school year, the principal will use his/her discretion to determine the appropriate consequence for the particular infraction. Detention records will be kept by the principal or his/her designee. Students serving lunch detention should bring a pencil, paper, work to

do, or a book to read. If a student reports late for detention, additional detention will be assigned. A student not reporting to assigned detention will be given two additional detentions.

While a student is serving a morning, noon, or after-school detention, they must do school work. If a student does not have school work, they must sit with no talking or drawing. Students may be given a writing assignment. The principal will be responsible for assigning after-school detention. Individual teachers may assign after-school detentions under their own supervision.

The following JAG Behavior Flowchart outlines PBIS minor and major discipline referrals managed by the classroom teacher or building principal.

JAG Behavior Flowchart - PBIS Minor & Major Referrals

Administration may deviate from this flowchart if they feel it is in the student's best interest.

		Observe Problem Behavior		
		↓		
		Conference with Student		
The teacher uses classroom management techniques such as prompting, redirecting, reteaching, providing choices, and explaining possible interventions.		↓		The teacher submits a major referral to PBIS to the office
	← Classroom	Is the behavior classroom managed or office managed?	→ Office	
↓	Minor= Teacher/Staff Managed <ul style="list-style-type: none"> • Disruptive behavior • Excessive talking • Disrespectful behavior • Habitual absence/tardiness • Not following directions • Off task • Refusal to work • ZAP (Zeros Aren't Possible) • Shoving/Hands-On Another Student • Inappropriate Behavior/Language • Falsification of School Work • Minor Theft • Dress code violation • Other Major= Office Managed <ul style="list-style-type: none"> • Repeated Defiance/disrespect • Excessive Disruption • Bullying/Harassment • Fighting/Provoking a Fight • Repeated Technology Misuse • Repeated inappropriate behavior/language • Excessive Absences/Tuant • Damaging Property • Major Theft • Possession of Alcohol, Drugs, or Weapons 			↓
Teacher completes documentation of the incident.				An administrator determines the consequences.
↓				↓
If a student has repeated incidents, a minor referral is submitted, and the teacher communicates with the student's family.				The administrator follows through on the consequences.
↓				↓
If the behavior persists or three minor referrals are submitted, the teacher may combine the minor PBIS referrals into a major referral to the office.				The administrator provides feedback to the teacher, student, and family
Examples of Behavioral Interventions (logical & individualized). <ul style="list-style-type: none"> • Temporary removal from activity • Verbal and/or written apology • Student calls home to parent • Restorative recess 	Unacceptable behaviors are not limited to the listed ones. Any behavior/action that interferes with any school community member's teaching, learning, or personal well-being may be subject to interventions			If the behavior continues <ul style="list-style-type: none"> • Parent Contact • Team Meeting • Tier 2 Targeted Intervention / Behavior Plan

Informal Discipline

Informal discipline takes place within the School. It includes:

writing assignments;
change of seating or location;
pre-school, lunch-time, after-school detention; 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.

A student missing any portion of his/her assigned time in detention may be given an additional detention.

The following rules apply to detention:

Students are required to have class assignments with them.

Students are not to communicate with each other unless permitted to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

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.

No food or beverages shall be consumed unless a student is serving lunch detention.

In-School Discipline

A student may serve in-school discipline during the school day with some or all of the following requirements:

- Completion of a JAG Core Value packet/presentation.
- Coursework from teachers.
- Counseling session.
- Gmen Service Time.
- Reflection/Apology.

Formal Discipline

Formal discipline involves the 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 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 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 fourteen 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 or 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 the 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 or Superintendent 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 fourteen 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 a further appeal to the Court of Common Pleas.

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.

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the

authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Principal will provide a student with notice of an intended suspension and an opportunity to appear before the Principal. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Principal.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

When a student is being considered for suspension of bus riding/transportation privileges, the Principal 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 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.

R.C. 3319.41, 3327.01, 3327.014
A.C. 3301-83-08

Revised 6/10/04

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 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 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 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.

If students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator, school resource officer, or guidance counselor shall remain in the room during questioning.

If a student is questioned as to the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent, and (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, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a 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, non-commercial 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 the materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides transportation for those students whose distance from their school makes this

service necessary within the limitations established by state law. The transportation schedule and routes are available by contacting the Bus Garage at (330) 527-4250. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops.

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.

When students walk to and from their buses at the elementary school, they must remain on the sidewalk and never step into the driveway. Students are to stop walking when a bus is moving in the drive. Students may continue walking only after the bus has come to a complete stop.

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;
- stay off the road at all times while walking to and waiting for school transportation;
- line up in 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:

- not harass or bully others;
- not use obscene or inappropriate language;
- respect the rights and property of others;
- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation and out of the aisles at all times;
- not push, shove or engage in any type of physical contact;
- 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 other riders;
not eat or drink;
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).

In cases where school bus infractions occur, the following usual consequences will be used:

1st report: Restorative lunch and/or recess detention; and/or appropriate writing assignment
2nd report: Restorative lunch and/or recess detention; and/or an after-school detention
3rd report: One to ten-day bus riding privileges suspension
4th report or more: Progressively longer suspension or expulsion. Depending on the severity of the infraction, school personnel may need to use a higher level of consequences to maintain bus and/or student safety.

A copy of the Bus Conduct Report will be sent home after each bus violation, as reported by the driver.

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 school unless s/he has proper authorization from the school officials.

BUS VARIATION REQUEST PROCEDURES

In an attempt to provide for child safety and alleviate transportation problems concerning bus overcrowding and driver liability, the following guidelines will be in effect for the upcoming school year regarding Alternative Designated Bus Stops.

Parents/Guardians will need to complete a Bus Variation request form. This information will be sent to the Transportation Supervisor or the building principal at least 24 hours before the date requested for approval. Requests not received with at least 24 hours prior notice will be denied.

- Parents/guardians will be permitted only one alternate designated stop, i.e., one babysitter. The alternate stop will be approved upon completion of the Bus Variation Request Form

by the principal.

- The Transportation Supervisor's discretion will be used to approve variation requests. Requests for social reasons will not be honored.
- Kindergarten and First-grade students will be permitted only one drop-off location. Kindergarteners and first graders must have the same drop-off location every day.
- Bus Variations need to be completed every year
- Any individual picking up a student must have written permission from the student's parent/guardian unless designated on an Emergency Card.

We understand there are times when special transportation needs for parents/guardians arise, and an attempt will be made to honor reasonable and minimal requests. If you have any questions, please contact the building principal.

Videotape 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. Parents should be made aware that due to privacy laws, they will not be permitted to view videotapes.

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.

NOTE: Be advised that the following forms are available in the School Office as referenced in the Parent/Student Handbook.

- Title VI, IX, 504 Grievance Form 2260.01 F2
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, secondary Version Form 5330 F1a
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Parental Authorization and Release from Liability Form 5515 F2
- Request that Directory Information Not Be Released to Recruiters w/out Prior Written Consent Form 8330 F13

- Parent Permission for the District to Communicate About a Student with the Parent via Facsimile and/or Email Form 8330F4a

Elementary Staff Directory

OFFICE STAFF

Mrs. Rachelle Craine, PK-2 Principal

Mrs. Kristine Miller, Administrative Assistant

<p> Mrs. Melinda Ensinger, 3-6 Principal Mrs. Keri Julius, Curriculum Director Mrs. Cheryl Kotkowski, School Mrs. Allison Caser, School Counselor </p> <p> Mrs. Gail Spencer, Administrative Assistant Mrs. Katie Bockmuller, Literacy Coach Mrs. Stephanie Kristoff, Office Clerk Mrs. Rebecca Landrum, Long Term Substitute </p>		
PRESCHOOL TEACHERS Mrs. Sarah Tsironis Mrs. Rebecca Foss	KINDERGARTEN TEACHERS Mrs. Stephanie Schario Mrs. Jessica Livingston Mrs. Lisa Maynard Mrs. Emily Paes	1ST GRADE TEACHERS Ms. Susie Beach Mrs. Tracy Lippert Mrs. Megan Robinette Mrs. Alyson Rose
2ND GRADE TEACHERS Miss Emma Dean Mrs. Heather Brosius Mrs. Kristina Cupples Mrs. Missy Davis	3RD GRADE TEACHERS Miss Riley Dearth Mrs. Lisa Porter Miss Madison Dunn Miss Jessica Early	4TH GRADE TEACHERS Mrs. Lynne Beck Mrs. Christine Crawley Mrs. Taylor Smith Mrs. Alisa Westover
5TH GRADE TEACHERS Mrs. Kristin Brahler Mrs. Diana Kelly Mr. Andy Olesky Ms. Peggy Shay	6TH GRADE TEACHERS Mrs. Kayla Bergstrom Mrs. Beth Drebus Mr. Sean McDowell Mrs. Summer Wasko Mr. Rob Wright	TUTORS Mrs. Bethany Shackelford, Tutor/Title I Coordinator Mrs. Anne Miller
INTERVENTION SPECIALISTS Mrs. Christin Bailey Mrs. Jamie Blakey Mrs. Julie Brann Mrs. Allison Ester, Speech Mrs. Leanne Hall Mrs. Sara Martin Mrs. Carrie Williams	SPECIALS Mr. Theo Cebulla, Band Director Mr. Joel Logan, Music Teacher Ms. Heidi Drumheller, P. E. Mrs. Jenn Ring, Tech. Teacher Mrs. Cassie Stock, Art Teacher	CUSTODIANS Mrs. Renee Ritchey, Head Custodian Mrs. Kim Brosius
INSTRUCTIONAL AIDE Mrs. Stephanie Fields Mrs. Annette Collins Mrs. Audrey McGinnis	CAFETERIA Mrs. Karen Miller, Dietary Aide Mrs. Betsey Cihan, Dietary Aide Mrs. Judy Hecky, Dietary Aide Mrs. Melanie Kleinhen, Dietary Aide Mrs. Kellie Norris, Dietary Aide Mrs. Lois Schaefer, Dietary Aide Mrs. Sue Nottingham, Lunch Monitor	