

2018-2019 Student/Parent Handbook

for

RIVERDALE ELEMENTARY K-5th GRADE RIVERDALE LOCAL SCHOOLS

Welcome to the Riverdale Local Schools. All the members of the staff are pleased to have you as a student and will do our very best to help make your experience here as productive and successful as you wish to make it.

Mr. Jeff Young, Superintendent of Schools – 419-694-2211 ext. 1801

Dr. Julie Greer, K-5 Principal - 419-694-2211 ext. 1107

Mr. Rick Renz, K-12 Asst. Principal – 419-694-2211 ext. 1111

Mrs. Tessa Swavel, Elementary Guidance Counselor – 419-694-2211 ext. 1106

Mission Statement

Riverdale School is committed to helping students develop critical thinking and life-long learning skills necessary for their next step in life, through determination and total teamwork of the district, using the best resources available.

FIGHT SONG

On our feet and for old Riverdale, as we cheer for the blue and white.
Send aloft our colors to the sky, shout praises with all our might.
We will hold that line right to the end fight big team across the field.
We're ever loyal and true our school, to you, for the Falcons will never yield.
--Russell E. Willeke

ALMA MATER

The Blue and White
We sing our praise for Riverdale with voices raised on high.
Thy name proclaim forever more, our spirit never dies.
And may these halls of learning remain a beacon bright.
We will be loyal, true, forever, all hail the Blue and White.
--Russell E. Willeke

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FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parent(s)/guardian may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference by you and your parent(s)/guardian. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher(s) or the building Principal/Asst. Principal. This handbook replaces all prior handbooks and other written material on the same subject.

EQUAL EDUCATION OPPORTUNITIES

This district provides an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry or national origin has the right to file a complaint. Complaints and/or questions should be directed to the School District's Compliance Officer, Mr. Dan Evans.

Complaints placed in writing will be investigated and a response will be provided to the person filing the complaint in a timely manner. The compliance office can provide additional information concerning equal access to educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raised a complaint.

SCHOOL DAY

The school day is from 8:00 AM to 2:50 PM. **Please remember that students are not to arrive any earlier than 7:40 AM or be in any school building after 3:00 PM without adult supervision.**

RIVERDALE 2018-2019 SCHOOL CALENDAR

August 20	Orientation
August 22	First Day for Students
September 3	Labor Day-No School
September 19	2 Hour Early Release- Department Meetings
October 8	No School- Teacher In-Service
October 22	End of 1 st Nine Weeks
October 26	2 Hour Early Release-Professional Development
October 31	Grade Cards
November 19	2 Hour Early Release- Parent Conferences (PM)
November 20	No School- Parent Conferences
November 21-23	No School- Thanksgiving Break
November 30	2 Hour Early Release- Department Meetings
December 21	End of Semester- 2 Hour Early Release
Dec. 24-January 2	No School- Winter Break
January 3	School Re-opens
January 11	Grade Cards and 2 Hour Early Release
January 21	No School- Martin Luther King Day
February 1	2 Hour Early Release- Department Meetings
February 18	No School-President's Day
March 6	2 Hour Early Release- Department Meetings
March 13	End of 3 rd Nine Weeks
March 22	2 Hour Early Release- Prof. Development Grade Cards
April 18-22	Spring Break
May 19	Graduation
May 23	Last Day for Students-2 Hour Early Release
May 24	Records Day

After we have missed 5 days due to inclement weather our schedule for make-up days will be as follows:
Feb. 18, April 18, May 24, May 28, May 29, and May 30

No contact period for all Extra-Curricular Activities: Friday, June 28-Sunday, July 7, 2019 Board Adopted: January 22, 2018

SECTION I – GENERAL INFORMATION

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 obey all school rules.

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

In order to keep parents informed of their child's progress in school, parent(s)/guardians will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to carry out the responsibility and to deliver the information. The school, however, may use the mail or hand delivery to ensure contact. Parent(s)/guardians are encouraged to build a two-way communication with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

It is the responsibility of the teacher to work with the parent(s)/guardians to address concerns that may arise and work with the parent(s)/guardians and student for the betterment of the student's education.

SCHOOL COUNSELORS

Professional School Counselors are available to work with students in a variety of ways. Counseling initiation can be made from a parent, teacher, or a self-initiated student referral. Consent for counseling will be assumed unless a parent submits a written withdraw of consent to the counselor.

STUDENT WELL BEING

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

State law requires that all students have an emergency medical authorization form completed, signed by a parent/guardian and on file in the school office by the end of the first week of school. Students with specific health care needs should alert the school regarding those needs in writing and with proper documentation by a physician to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher, nurse or in the office. If the injuries are minor, the student will be treated and returned to class. If medical attention is required, the office will follow the school's emergency procedures.

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

ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which they live, unless enrolling under the district's open enrollment policy. Students who are new to Riverdale are required to enroll with their parent(s) or legal guardian. When enrolling, parent(s)/guardian **must** provide copies of the following:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parent(s)/guardian will be told what records are needed to make the enrollment official.

Students enrolling from a charter school must have an official transcript from the sending school in order to receive credit from the school. Guidance counselors will assist in obtaining the transcript/grades if not presented at the time of enrollment.

A student who has been suspended or expelled from 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 who has been 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 temporarily be denied admission to the district's school 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 the student committed the offense in while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENTS

Elementary Level - The teachers with the assistance of the Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal. Written parental requests will be taken into consideration, but not guaranteed.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent(s)/guardian and in compliance with the state law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18).

If a student plans to transfer to another school, the parent/guardian must notify the principal/office. School records will be transferred within fourteen (14) days to the new school district.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. Student records include – directory information and confidential records. Each year the district will provide public notice to students and their parents of its intent to make available upon request certain information known as “directory information”. This is designated as student “directory information”: a student's name; address; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor awards; scholarships; or telephone numbers only for inclusion in school or PTO directories. Directory information shall not be provided to any organization for profit-making purposes.

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

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

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent(s)/guardian. The only exception is to comply with state and federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions and communications with family and outside service providers. Confidential information that is in a student's record that originates from an outside professional agency may be released to the parent/guardian through the originator and parents should keep copies of records made by non-school professional agencies.

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation and placement procedures. More importantly, the school wants the parent/guardian to be an active participant in their child's education. To inquire about the procedure or program, a parent should contact the Guidance Counselor, Special Education Coordinator or Principal.

STUDENT FEES, FINES AND CHARGES

Riverdale Local School charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property or equipment.

Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

Failures to pay fines, fees or charges may result in the withholding of grades and credits. It will also result in a student being denied to attend extracurricular events or activities such as field trips or class trips.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

STUDENT VALUABLES

Students are encouraged **NOT** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, *money*, and the like are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for any loss or damage to these personal items. If these items are brought to school, Riverdale Schools will not be responsible for any damage or loss.

STUDENT FUNDRAISING

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

- Students involved in fundraisers are NOT to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fundraising activity for a group in which they are not a member.
- No student may participate in a fundraising activity conducted by a parent-group, booster club, or community organization on school property without the approval of the principal.
- No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.
- No student that has outstanding fees or fundraising money to Riverdale Schools will be allowed to participate in another fundraising activity until all outstanding money is paid in full.
- No student who owes monies to Riverdale Schools for fundraising will be allowed to go on extracurricular activities until ALL FEES are paid.

USE OF TELEPHONES

Office and classroom phones are NOT for personal use. Except in the case of an emergency, students will not be called to the office to receive a telephone call.

Cell phone use is not permitted during school hours (see rule #41 in handbook). However, telephones are available in the school for students to use **AFTER SCHOOL OR DURING LUNCH HOURS ONLY with given permission!** Students are NOT to call parents to receive permission to leave school. Office personnel will initiate ALL calls on behalf of the student seeking permission to leave school.

TEXTBOOKS

Textbooks are owned by the Riverdale Board of Education and borrowed by the students. The board is responsible for every book that is purchased. In turn the student is responsible for every book, which is issued to them. In order that credit may be received in a subject, each book must be returned at the close of the school year or the student will be assessed the cost and grade cards could be held. To report that a book has been stolen or lost does not relieve a student of the responsibility for the book.

Students are responsible for the condition of textbooks issued to them. Student will be assessed for the loss or damage to books on loan from the school.

USE OF THE LIBRARY

The library is available to students during their library special and periodically throughout the school day. Books on shelves may be checked out for a period of two (2) weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the library within two (2) weeks.

LOST AND FOUND

The lost and found area is located in the school office area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be discarded at the end of every nine-week grading period.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or postings of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcements or posting. The school has a central place located in the office that may be used for posting notices after receiving permission from the Principal.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a visitor's badge. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to prevent any inconvenience.

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

SCHOOL MEAL PROGRAM

The Riverdale School cafeteria uses a Personal Identification Number (PIN) program for meal service. Each child is issued a PIN on the first day of school. This PIN or cash **MUST** be used for all food purchases in the cafeteria. For students to recover lost PIN numbers please see their teacher or Mrs. Melroy or Mrs. Miller in the office.

Breakfast is available to all students on a daily basis. Breakfast cost \$1.50 and reduced price is \$ 0.30. Please note: on days that school is delayed, breakfast **WILL NOT** be served.

The school participates in the National School Lunch program and makes lunches available to students for the price on \$2.25. The price for a reduced lunch is \$ 0.40.

In addition to the traditional hot lunch, a limited number of sack lunch or chef salad lunch options are available on a first come first serve basis. Ala carte items may also be available. Students may also bring their own lunch to school to be eaten in the cafeteria. No student shall be allowed to leave school premises during the lunch period without a specific written permission granted by the principal.

Applications for the school's free and reduced meal program are distributed to all students on the first day of school. If a student does not receive an application, please call the school's food service department and request one.

Students who qualified last school year are automatically qualified (at the same benefits) for the first 30 days of school. **HOWEVER, A NEW APPLICATION MUST BE COMPLETED AND RECEIVED WITHIN THE FIRST 30 DAYS FROM THE START OF THE SCHOOL YEAR FOR BENEFITS TO CONTINUE WITHOUT INTERRUPTION.** If an application is not received, your child will be charged full meal prices beginning on day 31. All charges incurred between day 31 and when a new application is received and processed will be the responsibility of the parent/guardian and will need to be paid promptly.

LUNCH CHARGES

Riverdale Local Schools does allow up to three meal charges if your child is without a lunch or has no money on his/her account. Students are notified when going thru the line when their accounts are low or if they are charging. Parents can check their child's account balance by logging into EZpay. Please keep in mind that although the district allows lunch charges as a convenience for the child and parent, it is a privilege provided to Riverdale school families and such a privilege can and **WILL** be denied if found to be abused. Please pay all charges promptly after notification.

If your child uses all three of his/her allowable lunch charges, the cafeteria will provide a peanut butter sandwich* and a milk free of charge. If this privilege is abused, parents will be called to the school to bring their child a lunch when their child comes to school without food or money.

* If a child has a known peanut allergy, an alternative sandwich will be provided.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE

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

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and state health departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASE

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B and other diseases that may be specified by the State Board of Health.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an **Emergency Medical Authorization Form** completed and signed by his/her parent/guardian in order to participate in **any** activity. This includes field trips, spectator trips, athletic and other extracurricular activities and co-curricular activities. The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school may jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines **MUST** be observed.

- A. Parent(s)/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building Principal **before** the student will be allowed to begin taking any medication during school hours.
- C. All medications **MUST** be registered in the office with the nurse and/or Principal.
- D. Medication that is brought to the office by the parent(s)/guardians will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket or other means on or about his/her person. Medication shall be conveyed to the school directly by the parent. An exception to this would be prescriptions for emergency medications for allergies and/or reactions, or asthma inhalers.
- E. Any unused medication unclaimed by the parent(s)/guardians will be destroyed by the school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parent(s)/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's/guardians written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- I. 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 FILLED OUT AND ON FILE IN THE OFFICE**. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

NON-PRESCRIBED (OVER THE COUNTER MEDICATION)

No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student **without parental/guardian approval**.

Parent(s)/guardian may authorize the school to administer a non-prescribed medication (medication must be provided by parents) **using a form**, which is available in the office. A physician does **not** have to authorize such medication.

If a student is found using or possessing a non-prescribed medication **without** parent(s)/guardian authorization, s/he will be brought to the school office and the parents will be contacted for authorization and discipline could follow. The medication will be confiscated until the proper paper work is on file with the office.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one that is authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the code.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different than the alarm system for fires.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations and notification will be made via the district wide automated phone system:

WBVI (Findlay) 96.7
WFIN/WKXA (Findlay) 1330
WKTN (Kenton) 95.3

WHMQ (Findlay) 107.7
WQTL (Findlay) 106.3
WYNT (Upper Sandusky) 95.9

TV 13(WTVG) TV 10(WBNS) TV 11(WTOL) TV 4(WCMH)

SECTION II – ACADEMICS

GRADES

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

The school uses the following grading system:

Core Subjects:

92 – 100 = A - Excellent Achievement
83 – 91 = B - Good Achievement
74 – 82 = C - Satisfactory Achievement
65 – 73 = D - Minimum-Acceptable Achievement
64 = F - Failure
I - Incomplete
P - Acceptable Achievement
S - Satisfactory
U - Unsatisfactory
N - Needs Improvement

Specials:

O = Outstanding
S + = Above Satisfactory
S = Satisfactory
S - = Below Satisfactory
U = Unsatisfactory

Grading Periods

Students in grades 1—5 shall receive a report card at the end of each nine (9) week grading period indicating their grades for each course of study for that portion of the academic term. Students in Kindergarten will receive a report card at the end of the 2nd, 3rd, and 4th nine (9) week grading periods indicating their progress on the Ohio State Content Standards.

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

PROMOTION AND RETENTION

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

- Current level of achievement
- Potential for success at the next level
- Emotional, physical and/or social maturity

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

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll

Honor Rolls are computed each nine (9) week grading period and each semester. The honor rolls are all “A” Honor Roll and “A/B” Honor Roll and reflect only those subjects where letter grades are issued (A-F). Elementary Band is not a mandatory course offering and will not be counted toward the all “A” or “A/B” Honor Roll.

Academic Awards

Year-end academic awards are awarded at the awards assembly to students who have achieved excellence.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also a part of the student’s preparation for the Ohio State Achievement Tests.

STUDENT ASSESSMENT/STATE TESTING

Unless exempted, each student must pass the appropriate state testing. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests may be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often administers these.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school’s computer network, s/he and his/her parent/guardian MUST sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular programs. No minor student may participate in any school-sponsored trip without parental/guardian consent and a current emergency medical form on file in the office. Medications

normally administered at school will be administered while on the field trip. The Student Code of Conduct applies to all field trips.

****Attendance rules apply to all field trips.**

While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does NOT grant permission to attend.

Students who violate school and bus rules may lose the privilege to go on field trips.

SECTION III – STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Riverdale Local School provides students the opportunity to broaden their learning through curricular related activities. The school has many student groups that are authorized by the School. It is the district's policy that authorized groups are only those approved by the Board of Education and sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them 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, and authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy may prohibit students from all or part of their participation in such activities.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Central Office. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting/event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or the school mascot on any materials or information.

SECTION IV – ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

ATTENDANCE LAW

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is;

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse;
- c. Absent 72 or more hours in one year without a legitimate excuse.

EXCESSIVE EXCUSED ABSENCE POLICY

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

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 schoolwork and/or tests:

- a. Illness
- b. Recovery from accident
- c. Required court attendance
- d. Death in the family
- e. Such good cause as may be acceptable to administration
- f. College day(s) (2 for seniors & juniors); arranged through the guidance counselor

UNEXCUSED ABSENCES AND/OR TARDY GUIDELINES

- a. Oversleeping
- b. Missing the bus or ride
- c. Staying out of school an unnecessary length of time due to doctor's or other appointments
- d. Babysitting in non-emergency situations
- e. Running errands
- f. Suspension from school
- g. Car troubles/breakdown
- h. Any excuse that may not be acceptable to administration

TARDINESS

Each student is expected to be in his or her assigned location by 8:00 AM each school day. A student who is not in his/her assigned location shall be considered tardy. If a student is late in arriving at school, they are to report to the school office before going to his/her assigned location. Students who are late will be required to sign-in at the office.

Students who are excessively tardy to school may be disciplined according to the Student Code of Conduct #1.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school office (419-694-2211) by 8:00 a.m. and provide an explanation and the understanding that a note must be sent within **48 hours** upon the return of the student. If prior contact is not possible, the parents should provide a written excuse as soon as possible **within 48 hours**. When no excuse is provided, the absence will be unexcused **and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will notify the parents of the need for the child's attendance to improve.**

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow (#1 in Handbook).

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician.

If there is a pattern of frequent absences for illness, the parents will be required to provide a statement from a physician that is being provided to rectify the condition.

RETURN TO SCHOOL PROCEDURES

Students returning to school after being absent must report to the office with a parent or doctor's note that will be placed in the student's attendance file. All notes must be in the office within **48 hours** of the return of the absence or it will be considered unexcused.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged **NOT** to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal **1-week prior to the** vacation to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Students taken out of school for vacation during the year will be counted as parent excused absences. If the student taking vacation has already used all of the excused allowable excuses and has no more days left according to the policy, charges of truancy may be filed.

Board Policy states that absence for **vacation shall not be allowed** during the last week of either semester.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence to make-up work. Work assigned on the day a student is absent from school will be granted one (1) additional day when they return to school to complete it. However, should a student be in attendance when an assignment is issued, the student will be required to complete and turn in that assignment on the date that it is due.

If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses an Ohio State Achievement Test or other standardized test, the student and his/her teacher should consult with the guidance counselor to arrange for the make-up test.

DEATH IN THE FAMILY

Absence due to a death in the family shall be limited to three (3) days of excused absences for immediate family. Immediate family shall be defined as: parents, grandparents, siblings or any person who stands in the place of the parent. One (1) day of absence shall be excused to attend the funeral of an aunt, uncle, niece, nephew, sister-in-law or brother-in-law. Additional days may be granted with the approval from the building principal.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. Students who are suspended or expelled from school will not be permitted to attend school function or event.

However, in order to ensure that students attending evening events as non- participants are properly safe guarded; it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is **NOT** responsible for the supervision of unaccompanied students and not will it be responsible for students who arrive without an adult chaperone.

Attendance rules apply to all field trips and extra curricular events that may occur during the school year.

All students in sports/extra-curricular activities must be in attendance for the whole day in order to compete or practice. Saturday events are at the discretion of the principal, activities director, and coach for a student who was absent the day prior to the event.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the school office to request release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Reasons for early dismissal must be one of the reasons listed under excused absences in the Student Handbook. If a student is found to be leaving school prior to dismissal without prior permission, the student may be disciplined according to our handbook (#30).

GENERAL

1. A parent or guardian of a student who becomes ill at school **MUST** sign him/her out in the office after seeing the school nurse. Students leaving school for any other acceptable reason **MUST** be cleared in advance by a telephone call or note from the parent(s) or guardian and sign out in the office.

2. Any absence not specifically excused by the school will be considered one of the unexcused absences listed above. This will include students leaving for athletic events or music events in which the student is not a participant.

3. Any student who arrives to school after 8:00 AM and before 9:00 AM is considered tardy. Any student arriving to school after 9:00 AM but before 11:30 AM will be considered in attendance ½ day.

COUNTY FAIR ATTENDANCE

The Riverdale School District recognizes the education and socialization value of preparation of projects in association with such organizations as 4-H. It is also recognized that participation in activities involving such projects at the county fair enhances and promotes the learning process. At the same time, it is clear that absence from the classroom during instructional time generally has a negative impact on the student's performance in the regular course requirements. The purpose of these guidelines are to insure procedure by which the benefits of participation in county fair projects can be acquired with as little disruption as possible to the standard classroom procedures and learning process.

GUIDELINES FOR PARTICIPATION IN FAIR PROJECTS

- A. Process for requesting fair attendance
1. Students will obtain a Fair Attendance Request form from the school.
 2. Form is to be completed and signed by the parent and the advisor.
 3. Form is to be returned NO LATER than 3 days prior to the start of the fair.
 4. Requests will be reviewed by the building administrator for his/her approval.
 5. Students whose requests are denied shall be notified prior to the start of the fair.
 6. Students whose days go beyond the days requested by the advisor will be counted as parent excused absences.
- B. Legitimate reasons for fair attendance
1. Required care and feeding of livestock
 2. Livestock showing or selling
 3. Required duties such as: Junior Fair Board officer; Kings, Queens, Princesses, etc., club or Organization booth; 4-H demonstration, Junior Leadership Club.
- C. Attendance recording and make-up work
1. Day of approved fair attendance, because of the education nature, shall be considered a day of school attendance on the same basis as a field trip.
 2. Students are required to make-up any assigned regular class work.
 3. Staff members shall be notified of the students granted fair attendance.
 4. Students are to be given work that will be assigned the date of fair attendance on the school day immediately prior to the date of fair attendance.
 5. Work given shall be due the day the student returns to school.

SECTION V – STUDENT CONDUCT

EXPECTED DRESS AND GROOMING

Students are expected to dress appropriately at all times. This includes after school activities and extracurricular events. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school or such functions:

- **Does my clothing expose too much?**
- **Does my clothing advertise something that is prohibited?**
- **Is there an obscene, profane, drug-related, gang-related or inflammatory message on my clothing?**
- **Am I dressed appropriately for the weather?**
- **Do I feel comfortable with my appearance?**

STUDENT DRESS CODE AND APPEARANCE - # 19 in Handbook

The personal appearance of each student shall be such that it does not disrupt the educational process and the educational environment of the school or individual classroom.

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. **Students will be restricted from attending school if their attire does not meet the dress code.**

The following list of specific items is a guideline for the appropriate dress. It is not intended to be an exhaustive one. Faculty members are expected to be familiar with the dress code and refer violations to the building principal or other designated personnel. The Principal/Asst. Principal will make the final judgment on questions and violations that may occur.

1. The dress and hairstyle of the student may not divert the attention of the students in the classroom from the activities in the classroom to the student, nor may the wearing of apparel interfere with normal school and class activities.
2. Clothing at all times shall be clean and properly fitted. Shorts will be considered as acceptable wearing apparel **provided the length is mid thigh and they are securely fitted at the waist. Spandex/biker shorts are permitted only if they are worn under other clothing that meets the dress code.**
3. Clothing that is worn out, heavily soiled, ragged, torn, or has holes is not acceptable. Jeans/pants with holes above the knees, excessive or large tears or holes are not acceptable.
4. See-through shirts are permitted only with an appropriate undershirt. **NO** bare shoulders (Shirts must cover from neck to edge of shoulder), **NO** bare midriffs, and **NO** bare backs shall be permitted. Clothing that is excessively revealing is not acceptable.
5. Skirts shall be no more than **three (3)** inches above the knee when **standing, walking and sitting** in order to be acceptable.
6. Students shall **not** wear pants that, when fastened, sag or fall below the waist. **All pants must fit around the waist and be properly fastened.**
7. No illustrations, names, slogans or patches of neither clothing, nor jewelry worn shall be profane, suggestive, or obscene, nor refer to sex, alcohol, tobacco products or drugs. Clothing displaying vulgar writing or sexual-reference is not acceptable
8. All clothing and underclothing shall be worn as intended.
9. Hats, sweatbands, headbands, dew rags, sunglasses and hooded sweatshirts with hood pulled up on the head are **NOT** to be worn in the building during the school day (with the exception of special spirit days).
10. Apparel that can damage school property (riveted trousers, chains, shoes with metal cleats, etc.) is not acceptable.
11. Advisors of extra and co-curricular activities, with the approval of the principal, shall have the right to establish dress and grooming codes deemed appropriate for the activity.
12. Any item of clothing, which is deemed a safety hazard by administration, is prohibited (spiked necklaces/bracelets, etc.).
13. Chains are not permitted in any manner. They will be confiscated and not returned.
14. Students who wear flip flops to school will need to have alternative footwear for recess. Shoes with rolling devices (Heeleys) are not allowed at school.

Students who are representing Riverdale Schools at an official or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, band and other such groups.

Brief and Revealing Clothing

Students must recognize that brief and revealing clothing is not appropriate apparel in school. The following guidelines on brief and revealing clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments. A garment that is “see through”, cut low or expose one’s midriff is **NOT** acceptable. Sleeveless garments must extend to the end of the shoulder and fit closely under the arm. Undergarments must not be visible. Clothing that is excessively revealing is not acceptable.

Any other hairstyle or apparel, which is determined to be unacceptable by the community standard, may be subject to discipline (#19 in handbook).

STUDENT DISCIPLINE CODE

The student discipline code includes, but is not limited to the types of misconduct that will subject a student to disciplinary action at Riverdale Local Schools.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept direction from authorized school personnel. The school district has a “zero tolerance” of violent, disruptive or inappropriate behavior by students and staff. Students are subject to school disciplinary action, up to and including suspension and expulsion for all actions, which affect the good order, efficiency, morale, management and welfare of the school.

This discipline code is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

A violation of the following rules may result in disciplinary action. **The Assistant Principal, Principal or Superintendent, if warranted may take options other than the disciplinary steps, in the order listed.** A student who is repeatedly suspended may be recommended for expulsion. Due process procedures as mandated by law and approved by the board of education will be followed.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, emergency removal, 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 could result in permanent exclusion from school.

CODE OF CONDUCT

A major component of the educational program at Riverdale Local Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established rules and standards.

EXPECTED BEHAVIORS:

Each student will be expected to:

Abide by federal, state and local laws as well as the rules of the school.

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

1. ABSENCE FROM ASSIGNED AREA, CLASS SKIPPING

No student shall loiter in the hallways during class time; fail to report to an assigned class, study hall or activity; or leave an assigned class, study hall or activity without valid permission. Students will not be allowed to make up work missed when they are skipping class.

2. AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, he/she will be disciplined according to the infraction committed. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

3. ALCOHOL, DRUGS, TOBACCO – (POSSESSION/USE)

A student will not possess, use, transmit, or conceal, or be 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). This also includes marijuana, hallucinogenic drugs, opioids, barbiturates, steroids, tobacco or tobacco products, or tools to use such as Vapes, One-Hitters, or other drug paraphernalia.

Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, electronic cigarettes, JUUL, and related items.

This prohibition also includes all look-alikes, the offer to sell, selling, giving, and attempting to purchase any of the above-mentioned items. This also refers to the possession of related tools or equipment.

- a. On the school grounds at any time
- b. Off the school grounds at a school activity, function or event
- c. In any building owned, leased, or borrowed by the school district
- d. On a school bus or at any bus stop

If a principal has a reasonable individualized suspicion, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis.

4. ASSAULT – VERBALLY THREATENING

Any statement or non-contact action that a staff member, student or another person associated with the district feels to be a threat will be considered a verbal assault.

5. ATTENDANCE – PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license (Refer to attendance section of handbook).

6. BOMB THREATS

Making a bomb threat against a school building, vehicle 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) year.

7. BUS RULES – VIOLATIONS OF BUS RULES

Please refer to Section V on transportation for bus rules.

8. DAMAGING PROPERTY

Vandalism and disregard for school or personal property will not be tolerated

9. DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts event.

10. EATING OUTSIDE CAFETERIA IN UNAUTHORIZED AREAS

No student shall consume candy, food or drink outside the Cafeteria without administrative approval. Water in its original bottle may be permitted. Chewing gum is at the discretion of the individual teacher.

12. EXPLOSIVES

Explosives, fireworks and chemical-reaction objects such as smoke bombs, small firecrackers and poppers are forbidden and dangerous.

Penalty: Ten (10) day suspension with recommendation for expulsion

13. EXTORTION

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

14. FALSE ALARMS AND FALSE REPORTS (INCLUDING BUT NOT LIMITED BY BOMB, FIRE AND EMERGENCY)

A false emergency alarm or report endangers 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.

Penalty: Step 1 – Ten (10) day suspension with recommendation for expulsion/referral to civil authorities

15. FALSE IDENTIFICATION, FORGERY, ACADEMIC DISHONESTY

Forgery of hall/bus passes and excuses as well as false ID's are forms of lying and are not acceptable. Plagiarism and cheating are forms of Academic Dishonesty and may subject the student to academic penalties as well as disciplinary action.

16. FIREARMS – USE AND/OR POSSESSION

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity; competition or event regardless of where it occurs will result in a mandatory one (1) year expulsion under federal law.

Firearm is defined as any weapon (including a starter gun) which 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).

17. GAMBLING

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

18. HARASSMENT/DATING VIOLENCE/HAZING

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment (this includes bullying).

Dating violence is a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the persons dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Hazing by any individual, school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Hazing activities that are found to be related to a club, sport or activity may result in the student being removed for the remainder of the year as well as the discipline listed below.

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

SEXUAL HARASSMENT

A. Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member or other person associated with the district, or third parties (visiting speaker, athletic team, volunteer, parent, etc.)

B. Non-Verbal

Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to or by a fellow student, staff member or other person associated within the district or by third parties

C. Physical Contact

Threatening or causing unwanted touching, contact or attempts at same; including patting, pinching, brushing the body or coerced sexual activity with or by a fellow student, staff member or other person associated with the district, or third parties

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT

A. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member or other person associated with the district or third parties.
2. Conducting a campaign of silence toward or by a fellow student, staff member, or other person associated with the district or third parties by refusing to have any form of social interaction with the person.

B. Nonverbal

1. Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member or other person associated with the district, or third parties.

C. Physical

1. Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, staff member or other person associated with the district, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the district or by third parties should make contact with a preferred staff member and their preferred administrator or guidance counselor with whom the students would most likely be comfortable in discussing a matter of this kind. The student may make contact either by a written report or by telephone or personal visits. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy to the principal. Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal administrative proceeding. No one involved is to discuss the subject matter outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

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

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

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

19. INAPPROPRIATE DRESS AND/OR APPEARANCE

For more details on acceptable dress code please refer to page 17.

20. INSUBORDINATION

If given a reasonable directive by a staff member, the student is expected to comply. Failure to comply with directives or acting in defiance or disrespectful of staff members will result in disciplinary action. Lying may also be considered a form of insubordination.

21. INTERFERENCE WITH AUTHORITY

Students are not to interfere with members of the staff in the discharge of their duties.

22. P.D.A. 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.

23. PROFANITY/VULGARITY/ABUSIVE LANGUAGE/OBSCENE GESTURES TO SCHOOL EMPLOYEE

No student shall use profanity or abusive language or make an obscene gesture either directly or indirectly toward any staff member. Students shall not talk back, call names, argue, or refuse to comply with adult's directions. *Any student suspended for inappropriate language or gestures towards a school employee will be required to have a meeting with their guardian(s) and the Superintendent before they will be admitted back to school.*

24. PROFANITY/VULGARITY/ABUSIVE LANGUAGE/OBSCENE GESTURES

No student shall use profanity or abusive language or make obscene gestures either directly or indirectly at school or school functions. No student shall possess or distribute obscene images, signs, pictures or publications.

25. REFUSING TO ACCEPT DISCIPLINE

When a student refuses to accept the usual discipline for an infraction the refusal results in the penalties of insubordination.

26. SCHOOL/CLASSROOM RULES – VIOLATION OF INDIVIDUAL/CLASSROOM RULES

Each learning environment has different rules for the students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which are consistent with the policy of the school.

27. TARDY TO SCHOOL

Students are expected to be in the building and in their assigned area by 8:00 AM. Students who report to school tardy five (5) times within the same semester shall be disciplined according to the steps below. Excessive tardiness to school may result in the students driving privileges being suspended.

28. THEFT

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.

29. THREAT MADE OF SCHOOL PERSONNEL/SCHOOL PERSONNEL'S PROPERTY

A student shall not make what may be reasonably interpreted as a threat to do bodily harm to a school employee, nor threaten to damage the personal property of an employee.

31. TRESPASSING

Although schools are public facilities, the law does allow the district to restrict access to school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without authorization of the principal. Discipline will be administered at the discretion of the Assistant Principal/Principal and may include detention, Saturday school or suspension. In addition possible legal action may be taken.

32. TRUANCY/LEAVING SCHOOL/SCHOOL ACTIVITY WITHOUT PERMISSION

No student may be absent from or leave school or a school-sponsored activity in which he/she is participating or transportation to/from such activity without parent/guardian permission and proper fulfillment of the school's established procedure for leaving or excused absence.

33. UNAUTHORIZED OR UNSUPERVISED AREAS /ACTIVITIES

Students are not to be in unauthorized or unsupervised areas during or after school. Students are not to participate in unsupervised activities either during or after school. Students are not to be in any school building after school hours unless they are under the **direct** supervision of a school employee.

34. UNAUTHORIZED TOUCHING– PHYSICALLY TOUCHING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT (Level One, Two and Three)

Unauthorized touching of a staff member, student or other persons associated with the district, which may or may not cause injury, will not be tolerated. Assault of a student or staff member may result in charges being filed and subject the student to expulsion.

Level One – Acts such as pushing, shoving, spitting on or grabbing of a student. There is an altercation but no punches are thrown.

Level Two – A physical altercation occurs in which punches were thrown. Typically, students end the altercation on their own.

Level Three – Physical altercation between students in which punches were thrown and the altercation had to be ended by bystanders/school personnel or an act of assault is involved. Any physical act directed towards a staff member.

35. UNAUTHORIZED USE OF FIRE

Anything such as fire, excluding bombs, that endangers school property and its occupants will not be tolerated. Arson is a felony.

36. UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

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

37. VIOLENT CONDUCT

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 and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period of up to one (1) year.

38. WEAPONS – 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.

39. WEAPONS- USE AND/OR POSSESSION

A weapon is any device, which 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 exclusion.*See #19 for firearms

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

Penalty: Ten (10) day suspension, confiscation of weapon, recommendation for expulsion, possible legal action, possible permanent expulsion.

40. WEAPONS – USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

41. WIRELESS COMMUNICATION DEVICES/ELECTRONIC EQUIPMENT Students may possess electronic equipment on school property, during after-school activities and at school related functions, provided that during school hours the WCDs are powered completely off (i.e. not just placed into vibrate or silent mode) unless being utilized for academic purposes with the permission of a teacher/administrator. Examples of WCD's include but are not limited to smart phones, iPods, iPads, wireless notebooks, laptops, and e-readers. WCD's are to be concealed and secured in hall lockers or vehicles or stored out of sight when possible. 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.

- Student use of electronic/wireless devices during the school day is prohibited unless they have approval of the classroom teacher or an administrator. All use of electronic devices should be done in a school appropriate manner.
- By bringing electronic communication devices on school grounds, the student agrees that school officials may confiscate the device if a student does not abide by the policy.
- By bringing electronic communication devices on school grounds, the student agrees that school administrators may intercept electronic communications contained in the device, if reasonable grounds are found to do so.
- WCDs shall not be used in bathroom/locker-rooms.
- Riverdale Schools is not responsible for any damage or theft of devices brought onto school grounds.

- **Those who violate the rules will be subject to the following:**
- 1st Offense- Phone will be taken to the office to be picked up at the end of the day. Warning letter will be sent home.
- Multiple Offenses: Phone will be taken to office and will need to be picked up by parent/legal guardian. Student will receive a consequence such as, but not limited to: Thursday School or ISA assignment.
- Failure to give a WCD/Electronic equipment to a school official will result in immediate disciplinary action. This can include: Thursday School, Suspension, or contacting of law enforcement. This will be at the discretion of the administrator.

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. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two (2) types of discipline are possible; informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes but is not limited to:

- Writing assignments
- Change of seating or location
- Lunch-time, and/or after-school detention
- In-school discipline/suspension
- Thursday school

DETENTIONS

A student may be detained after school or asked to come to school early by the teacher or administration, after giving the student and his/her parent(s) notice. The student or his/her parent(s) are responsible for transportation.

ALTERNATIVE OPPORTUNITY CENTER/IN-SCHOOL SUSPENSION

As alternatives to out-of-school suspension, students may be placed at the Alternative Opportunity Center or In-School Assignment for a period of one to ten days. The Alternative Opportunity Center is located at the Hancock County Educational Service Center in Findlay. In-School Assignment is held at Riverdale Local Schools.

Students will be given their academic assignments and receive credit for their work. Failure to report will result in the assigned day(s) being counted as suspension. Students who violate the code of conduct while in the Alternative Opportunity Center or In-school Assignment will serve Out-of School suspension for the remainder of the assignment and may face additional discipline.

THURSDAY SCHOOL

Thursday School will be in session from 3:00 p.m. to 5:00 p.m. on alternating Thursdays and will be held in a school classroom. Assigned students will attend a continuous two (2) hour period during which time they will be permitted one (1) – five (5) minute break at 4:00 p.m. Each student shall arrive with sufficient educational materials to be busy during this two (2) hour period.

A student missing any portion of his/her assigned time in Thursday school may be given an additional discipline. Failure to timely serve Thursday school assignments may lead to suspension from school. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

IN-SCHOOL DISCIPLINE, DETENTION, AND THURSDAY SCHOOL RULES

- Students are required to have assignments with them
- Students are not permitted to communicate with each other unless special permission is given to do so
- Students are to remain in their assigned seats at all times unless permission is granted to do otherwise
- Students shall not be allowed to put their heads down or sleep
- No radios, cards, magazines or other recreational articles shall be allowed in the room
- No food or beverages shall be consumed
- No use of WCDs or other electronic devices is allowed.

Transportation from Thursday school shall be the responsibility of the student/parent.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to seventy- two (72) hours, suspension for up to ten (10) school days, expulsion up to eighty (80) school days and permanent exclusion. If a suspension were to carry into the summer, the Superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension. Expulsions may carry over into the next 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, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given 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 school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, and harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the legal system.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled or permanently excluded from school there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The notification will be in writing. The student will then be given an opportunity to explain his/her side. After that informal hearing the principal or assistant principal will make a decision whether or not to suspend. If a student is suspended s/he and his/her parent(s) will be notified in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed to the Board or its designee. 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 superintendent or the board designee hears the appeal, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representatives request 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 is to the Court of Common Pleas.

Absence from school due to suspension shall be considered an unexcused absence. Students are permitted to make up missed work. Students who are suspended from Millstream Career Center shall also be suspended from Riverdale Local Schools for the same period of time

A suspension may be considered if the student violates one or more of the following student expectations as defined above:

- A. Aiding or abetting violation of school rules
- B. Alcohol and/or drug use
- C. Assault
- D. Damaging Property
- E. Disruption of the educational process
- F. Explosives
- G. Extortion
- H. False alarms and false reports
- I. Harassment
- J. Insubordination
- K. Interference with authority
- L. Profanity/vulgarity/abusive language/obscene gesture to school employee
- M. Theft
- N. Threat made of school personnel/school personnel's property
- O. Use of tobacco
- P. Unauthorized touching
- Q. Unauthorized use of fire

- R. Weapons-knowledge of, threats of, use of an object as

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student (if 18) and the parent(s). This written notice will include the reason for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reason for the expulsion and/or explain the student's actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A formal hearing will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. The student may be represented by his/her parent(s), 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 (if 18) and the student's parent(s) will receive written notice within one (1) school day of the imposed expulsion.

The expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

An expulsion may be considered if the student violates one or more of the following student expectations as defined above:

- A. Alcohol and/or drug use/possession
- B. Bomb threat
- C. Damaging property
- D. Disruption of the educational process
- E. Explosives
- F. False alarms/false reports
- G. Firearms
- H. Harassment
- I. Insubordination
- J. Interference with authority
- K. Profanity/vulgarity/abusive language/obscene gesture to school employee
- L. Threat made of school personnel/school personnel's property
- M. Use of tobacco
- N. Unauthorized touching
- O. Unauthorized use of fire
- P. Weapons – use of/possession of

Permanent Exclusion

When a student is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes on the property of any Ohio school:

1. Conveying deadly weapons onto school property or to a school function
2. Possessing deadly weapons on to school property or at a school function
3. Carrying a concealed weapon onto school property or at a school function
4. Trafficking in drugs on to school property or at a school function
5. Murder, aggravated murder on school property or at a school function
6. Voluntary or involuntary manslaughter on school property or at a school function
7. Assault or aggravated assault on school property or at a school function
8. Rape, gross sexual imposition or felonious sexual penetration on school property or at a school function, when the victim is a school employee
9. Complicity in any of the above offenses, regardless of the location

The process is formal and will usually follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

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

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of 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 random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. Any damage done to vehicles or property during the search is NOT the responsibility or liability of the school and Riverdale Schools or any of its employees will not assume any liability or responsibility.

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

STUDENTS RIGHTS OF EXPRESSION

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

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

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

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

This section (Section 4 – Student Conduct) adopted by the Board of Education 2009

SECTION V – TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students who live farther than one (1) mile from school. The school bus schedule and route is available by contacting the transportation coordinator at 419-694-2211 ext. 1804.

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

A change in a student's regular assigned bus stop may be granted for a special need if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change, and the principal approves the change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain their safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone five (5) minutes prior to schedules stop
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated

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

During the Trip

Each student shall:

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs inside the bus at all times
- Not litter in the bus or throw anything from the bus
- Keep book, packages, coats and all other objects out of the aisle
- Be courteous to the driver and to other bus riders
- Not eat
- Not tamper with the bus or any of its equipment

Exiting the Bus

Each student shall:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least ten (10) steps in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

Videotapes on School Buses

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who is a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and/or the school bus rules/consequences.

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal (or assistant principal or other administrator) will make a decision whether or not to suspend his/her riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, he/she and his/her parent(s) will be notified in writing within one (1) day of the reason for and the length of the suspension. Transportation to and from school is the responsibility of the parent(s). Lack of transportation is not an excused absence.

School Bus Rules

1. Passengers shall arrive at the bus stop five (5) minutes before the bus is scheduled to arrive
2. Passengers must wait in the designated Place of Safety location clear of traffic and away from the bus stop
3. Behavior at school bus stop must not threaten life, limb or property of any individual
4. Passengers must go directly to an available or assigned seat so the bus may safely resume motion
5. Passengers must remain seated, keeping hands and feet to yourself, keeping aisles and exits clear
6. Passengers must observe classroom conduct and obey the driver promptly and respectfully
7. Passengers must refrain from eating, chewing gum and drinking on the bus except as required for medical reasons
8. Passengers must not throw or pass objects on, from or into the bus
9. Passengers may carry on the bus only objects that can be held on their laps
10. Passengers must leave or board the bus at the location to which they have been assigned, unless they have parental and administrative authorization to do otherwise
11. Passengers must not put hands or arms out of the bus windows
12. Passengers may not bring glass, weapons, explosives, aerosol cans, pointed objects or animals onto the bus
13. Personal listening devices and cell phones may be used per the Wireless Communication Device Contract (WCD). Students using their WCD in a manner that is distracting to the driver or does not promote a positive environment will have the device confiscated.
14. Passengers are not to talk at railroad crossings or dangerous intersections
 - Note: if a student is suspended or removed from the bus, due to a major offense s/he may be prohibited from riding the bus for field trips, extracurricular activities, etc.
 - Note: if a student is suspended or removed from the bus over any day that school is cancelled, the suspension will transfer to the day in which school resumes.

MAJOR OFFENSES

1. A student shall not possess, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, or student shall not make, possess, draw, sell, offer to sell, transmit or use any counterfeit or "look-alike" drugs, related tools, and/or equipment.

Step 1 – Ten (10) day bus suspension with recommendation for expulsion; however, with the agreement to meet with a certified alcohol counselor for assessment and a commitment to follow his/her recommendation the student may be permitted to return to school at any time after five (5) days, at the discretion of the administrator.

Step 2 – Ten (10) day bus suspension with recommendation for expulsion

*All sellers and/or distributors' penalties begin with Step 2.

No previous written offenses or warnings are necessary for the following major infractions and could result in automatic removal from all buses. However, these infractions will be referred to the steps below.

1. Fighting, Assault
2. Possession/lighting of matches/lighters/smoking
3. Profanity/vulgarity/abusive language/obscene gestures to school employee or student

4. Injury to another student or damage to another student's property
5. Damage to the bus or tampering with equipment
6. Possession of/use of tobacco products
7. Possession and/or distribution of obscene or pornographic materials

***Suspension from school for this offense will be at the discretion of the administrator.**

***Possession of weapons will be referred to the student code of conduct #19, #39, or #40 and Suspension of Bus Riding/Transportation Privileges.**

***Any other offense deemed as a major offense will be disciplined accordingly.**