

Richmond Heights Elementary School

Student/Parent Handbook

Home of the Spartans!



2020 - 2021

RICHMOND HEIGHTS BOARD OF EDUCATION

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Richmond Heights Elementary School
447 Richmond Road
Richmond Heights, Ohio 44143

Mrs. Elizabeth Boyd, Elementary School Principal
Mr. Lloyd C. Garrett, Dean of School Culture

216-692-0099
Fax: 216-692-8499
www.richmondheightsschools.org

A MESSAGE FROM RHES

Dear Parents/Guardians and Students:

We are excited to partner with you in the education of your child. We hope that your time with us at Richmond Heights Elementary School will be a successful and satisfying experience.

To help provide a safe and productive learning environment for students, staff, parents and visitors, this Student/Parent Handbook has been published to explain students' rights, responsibilities and consequences. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-aged children. We welcome your participation and support this school year, and we also encourage your membership in our parent organization. Working together, we will provide the children of Richmond Heights with a positive learning environment that cultivates each student's talents and strengths.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please call the school office or contact your child's teacher. We feel that open and clear communication between school and home is essential to the success of our educational program.

Sincerely,

Elizabeth Boyd, Principal,
[EBoyd@richmondheightsschools.org]

District Mission Statement

Prepare individual learners to navigate an evolving global community using 21st century competencies

District Vision Statement

Richmond Heights is a first choice school district providing an equitable educational environment that promotes safe, respectful, responsible relationships where pride in self, school, and community flourishes.

Equal Education Opportunity

Richmond Heights Local School District provides an equal educational opportunity for all students. It is the policy of this District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.

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

Renée T. Willis, Ph.D., Superintendent
216-692-0086

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning complaint investigation procedures and equal access to educational opportunity.

FREQUENTLY USED PHONE NUMBERS

Board of Education	(216) 692-0086
Step By Step Learn and Play Centers	(440) 461-4566
Police (Non-emergency)	(216) 486-1234
Fire (Non-emergency)	(216) 486-1212
City Hall	(216) 486-2474
Elem. Attendance Hotline	(216) 692-0086 Ext. 571322
City Recreation Dept.	(216) 383-6313
High School	(216) 692-0094
Transportation	(216) 692-0086 Ext: 571337

SAFETY AND SECURITY

Safety of students and school personnel is a primary concern of the Richmond Heights School District. Numerous provisions are in effect to ensure this safety and security. A security guard is on duty at all times school is in session. All exterior doors are locked, security cameras are in place, and a buzzer entrance system is in effect throughout the day. All school personnel are trained on a variety of security procedures, and a site based crisis team is trained to address all emergency events. All visitors must report to the main office and are required to wear a visitor pass while they are in the building. Staff Members are expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are “hanging around” the building after hours.

SCHOOL HOURS

The Richmond Heights Elementary School serves students from pre-kindergarten through grade six. The regular day is six hours and 30 minutes: our school hours are from 8:30 a.m. – 3:00 p.m. Teachers are in the building from 8:15 a.m. – 3:30 p.m. All students will be admitted into the school building at 8:30 a.m. If you must leave your child at school early, please make arrangements with Step By Step Learn and Play Centers to enroll your child. You may contact Step By Step Learn and Play Centers Inc. at (440)-461-4566. This program opens at 6:00 a.m. and has competitive rates. It is imperative that all students are picked up promptly at dismissal time. There is no adult supervision after 3:15p.m (see “Dismissal). Every Wednesday, students will be dismissed at 2:00pm, but transportation will still be provided.

ATTENDANCE & TARDINESS

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

The elementary school has adopted the following attendance procedures to better ensure the safety of Richmond Heights’ school children and as a result of Ohio’s Missing Children Law:

- If a child is at home sick, the parent must call the school by 9:00 a.m. each morning to report that the child is ill. A record of the parent’s call will be made and a return note to school is not necessary. Please call the attendance phone line at (216) 692-0086 ext. 571322 and leave your message. Children who show a pattern for continued tardiness or absence will be sent a letter and possibly referred to the county attendance officer for investigation after appropriate action is taken by the teacher and principal.
- Students with a health condition that causes repeated absences must provide the administration with a written explanation of the condition from a registered physician.

ATTENDANCE: Accumulating 10 or more days of absence from school in a semester or 20 or more days of absence from school in a year may:

- Place a student in peril of not passing
- Result in other disciplinary consequences such as:
 - Suspension or
 - Expulsion hearing

In accordance with Ohio Revised Code (ORC) 3321.19, the administration has developed the following intervention strategies for those students with excessive absences/ tardies:

- 10 absences/ tardies – parent will receive a letter
- 12 absences/ tardies – parent will meet with principal
- 15 absences/ tardies – authorized medical documentation will be requested for absence verification.
- 20 absences/ tardies – school will make a report to human services
- 30 absences/ tardies – student will be in jeopardy of being retained.

TARDINESS: Tardiness establishes a negative habit and disrupts the classroom. Tardy students start their day behind the other students. **School begins at 8:30 a.m.** Students must be in their classrooms before the tardy bell at 8:50 a.m. to avoid being counted as tardy. ANY STUDENT COMING TARDY TO SCHOOL MUST REPORT TO THE OFFICE AND SHOULD HAVE A NOTE FROM A PARENT EXPLAINING THE REASON FOR THE

TARDINESS. If your child has a doctor or dentist appointment in the morning and arrives after the second bell, he/she will be considered tardy. Excessive tardiness may result in disciplinary action, including detention, in-school suspension and/or out-of-school suspension. No penalty for tardiness shall be imposed if the lateness is caused by the late arrival of a bus at school. Notes from a parent or guardian excusing a student's tardiness will be accepted up to a maximum of 20 times during the year. After this point only a doctor's official note will excuse such instances of tardiness.

EXCUSE FROM CLASS OR RECESS

When a student is in school, he/she will be expected to participate fully in all aspects of our school day (i.e. gym class or recess) . A doctor's note is required in order to excuse a student from any physical activities due to medical conditions.

STUDENT APPOINTMENTS

Any student leaving the building at any time must be signed out at the office by the person picking up the child. In the event that the person picking up the child is not listed as an authorized contact on the Emergency Medical Authorization form, identification will be requested and written documentation from the parent must be provided. If a student needs to be excused for a doctor's or dentist's appointment, etc., **the parent must send a note into the office the morning of the appointment.** Any note must be signed by the parent and must be received before the early dismissal is completed. Leaving school or school grounds without prior approval from the office is considered truancy. Any student leaving the building or school grounds prior to regular dismissal time must have permission from the main office.

DISMISSAL

Students are dismissed at 3:00 p.m. on Monday, Tuesday, Thursday and Friday. **Students are dismissed at 2:00 p.m. on Wednesday.** All students will be dismissed according to their normal dismissal (i.e. riding bus, Step by Step, parent pick up, etc.) unless a note is received from the parent stating otherwise. **Please be aware that a parent phone call will not be accepted as notification for changing student dismissal. WE MUST HAVE ALL DISMISSAL CHANGES IN WRITING FROM THE PARENT.** If a child is being picked up after school, they must be picked up in the office **by 3:15 p.m.** After school supervision is **NOT** available beyond 3:15pm. When a student is not picked up by 3:15 p.m., staff will make every effort to contact the individuals listed on the student's Emergency Medical Authorization form. If no one responds, the Richmond Heights Police Department and/or Children & Family Services may be called. The student will then be under an officer's supervision.

EMERGENCY CLOSINGS AND DELAYS

School closings due to severe weather or other extenuating circumstances will be announced over all major radio and television stations. Parents will also be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays. Parents may also call the Board of Education at (216) 692-0086 for information regarding school closings and delays.

VISITORS

Visitors, particularly parents, are welcome to visit our school! Visitors and parents must report immediately to the main office upon entering the building to sign in and obtain a visitor badge. Any visitor or non-staff member found in the building without a visitor badge shall be directed to the office. For the safety of our students and staff, it is necessary for us to know who is in our building at all times. Students from another school whom you wish to have visit your child's class must be approved by the teacher and the principal prior to the date of the visit. If a person wishes to confer with a staff member, he/she should call for an appointment **PRIOR** to coming to school in order to schedule a mutually convenient meeting time.

CLASSROOM VISITATION

On occasion, parents may wish to observe their child in a classroom setting. In order to protect the privacy rights of other students, and limit the disruption of the normal classroom operation, you may request guidelines that need to be followed when an observation is scheduled. Visits should be arranged through the teacher and last approximately 30 minutes. Prior arrangements are necessary so that parents can observe their child in the specific teaching environment rather than observe test taking or "desk cleaning". We encourage early primary students' parents to wait at least a month before a visitation so that very young children can settle in with their new surroundings.

CLASSROOM CONCERNS

Parents are encouraged to contact the classroom teacher if they have a question or have information that might help guide the teacher in working with their child. Open lines of communication between the home and school are encouraged and foster a positive learning experience for the child.

CONFERENCES

Parent-Teacher conferences are held in the fall and spring. Parents will be given the opportunity to make appointments several weeks before the conferences. Any additional conference may be arranged by calling the school office or the classroom teacher.

VOLUNTEERS

Parent volunteers are a vital resource for our school. We expect all parents to volunteer in some way, as their own child gains a more positive feeling of seeing the home and school working together. To volunteer, please:

- Contact your child's teacher to see ways in which you can help out.
- Contact the school office if you would like to volunteer in other areas of the school.
- Contact the Parent Teacher Organization (PTO) President if you have time or special skills you can donate.

CURRICULUM

The curriculum is designed to align with the Common Core, meet each student at his/her academic level, and to take each student as far and as fast as he/she can learn. This allows the student to learn at a level and pace that is best for his/her academic progress. Each grade level operates as a unit within a team approach. All grade level teachers may take responsibility for a portion of instruction of all students.

HOMEWORK

Homework is designed to be an extension and support of classroom learning. As children progress through the grades, the length and time required for homework varies. In the event of questions concerning any homework assignment, please call or send in a note to your child's teacher.

SUPPLIES

Children should be sent to school with the necessary supplies for their grade level. Supply lists are available online and in the school office. Parents should check with their child periodically throughout the school year to make sure they have enough paper, pencils, etc.

TEXTBOOKS

The school furnishes textbooks to all students. Reasonable wear is expected as a result of daily use throughout the school year. Students are expected to have book covers on all texts. Lost books must be replaced immediately. Students should write their names in textbooks issued to them to avoid use by other students. Unreasonable damage to textbooks will result in fines, and assessments will be made.

REPORT CARDS

Each grade has its own specifically designed report card that follows a general format. This sequence of assessment reports provides a continuum from kindergarten through sixth grade. Content grade achievement and skills are assessed each nine weeks. Kindergarten report cards are issued at the end of each semester. Report cards for grades 1-6 are issued at nine-week intervals four times per year. Halfway between each nine-week grading period, interim reports are issued. Report cards and interim reports should be signed and returned to your child's teacher.

GRADING SCALE: 90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D

HONOR ROLL & MERIT ROLL

At the elementary school, we recognize students who have demonstrated notable levels of achievement throughout a nine-week period. Those students who achieve 3.5 – 4.0 will receive HONOR ROLL designation and those students who achieve 3.0 – 3.49 will receive MERIT ROLL designation.

EDUCATIONAL SERVICES

A full complement of regular and special service personnel is available to our students. All school personnel are highly qualified in their areas of instruction, and parents may inquire about these professional qualifications. In addition to regular education services, students may be recommended for screening to receive special services in the areas of speech, psychology, guidance, individualized instruction, special tutoring, ESL, Title I, and a gifted

instruction. Children are initially screened by the classroom teacher for possible placement in any of these programs. Parents may also initiate screening/testing should they so desire. Children may not be tested or placed without prior written parental agreement.

ENRICHMENT ACTIVITIES

All students at our school have the opportunity to participate in a variety of enrichment activities ranging from in-school assemblies to out-of-school field trips. These activities are a privilege, and appropriate student behavior is expected at all times.

FIELD TRIPS

“Field Trips” is the general term given to any school sponsored activity held off school grounds. Field trips are considered part of the curricular activities. All field trips require the Field Trip Parental Permission Form to be on file. All Richmond Heights School’s policies and rules are in effect during any field trip. Student participation in a field trip requires: parental consent along with a current Emergency Medical Authorization form and Field Trip Permission Form completed and on file in the office. Students who might not participate in a field trip due to disciplinary behavior will be given academic work to complete at school.

EMERGENCY MEDICAL AUTHORIZATION FORM

To ensure the school has the most current contact information, every student attending Richmond Heights Schools must have a current Emergency Medical Authorization (EMA) form on file. The form **MUST** be resubmitted to the school annually as well as when changes have occurred. In the event a phone number or address change, parents **MUST** send in a note to the office to update this critical information. Disciplinary action may be taken towards any student who does not submit such form within two weeks of enrollment.

IMMUNIZATIONS

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

ACCIDENT AND HEALTH PROCEDURES

If an injury is more than a minor cut, bruise, ache, or nose bleed, you will be contacted. The first step in any injury is parent contact. If we are able to contact a parent, the parent’s instructions will be followed.

In the event we are unable to contact the parent, **it is imperative to have an Emergency Medical Authorization Form on file in the office.** This form outlines the school’s procedure should an emergency arise, and students are unable to go on field trips without a completed Emergency Medical Form. A child may also be denied hospital treatment without the Emergency Medical Form being on file at the school.

A seriously injured child will receive attention from the Richmond Heights Fire Department Rescue Squad. The Rescue Squad will transport the child to University Richmond Heights Hospital along with a school official. The school official will stay with the child until the student is released to the parent or parent designee. In the event of a life-threatening situation, the emergency squad may be called before the parent.

The health aide will care for minor wounds by cleaning and bandaging and administering ice to reduce swelling. No creams or salves will be administered, nor will aspirin or other drugs be given to children, except when specifically directed by a physician with a completed Permission Form for Prescribed Medication. That form must be on file in the clinic/office before administration of medications can occur.

Sick children may lie down in the clinic until the parent is contacted. **PARENTS WILL BE CALLED TO TAKE THE CHILD HOME SHOULD THE DISCOMFORT CONTINUE FOR MORE THAN 20 MINUTES.** Regarding communicable diseases, we follow the County Board of Health guidelines.

USE OF MEDICATION

Many students with disabilities or illnesses are able to attend school regularly only through the effective use of medication. When possible, administration of medication at home is strongly encouraged. Students required to take medication during the school day must comply with the following guidelines based on the Ohio Revised Code and our school district policy:

1. A request form for each medication must be completed and signed by the student's physician and be delivered to the school office before medication will be administered to a student. This includes over-the-counter medication as well as prescription medication.
2. Parent/guardian must sign the parent section of the request form prior to medication administration.
3. Parent/guardians shall agree to:
 - a. Deliver medication to school; no student shall carry medication in backpacks, pockets or in hand. An exception may be made for emergency medications which the physician has designated may be carried by the student.
 - b. Notify the school if there is a change of prescribing physician.
 - c. Submit a revised request completed and signed by the physician who prescribed the medication if any information on the original request changes.
4. Notes from parents/guardians will not be accepted in lieu of the physician's request.
5. New request forms will be submitted each school year and may be obtained in the school office.
6. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with:
 - a. Student's name
 - b. Name of medication
 - c. Dosage and route of administration
 - d. Time of administration
 - e. Physician's name
 - f. Pharmacy name and phone number
7. The pharmacist will divide medication into separate containers for home and school upon request. Medication sent to school in any other container will not be administered.
8. Empty medication bottles will be sent home with the student and parents will be called to give notification of the need for more medication. Parent/guardian will deliver replacement medication to the school office. Medication will not be accepted from students.
9. All students are responsible for coming to the school office at the time the medication is to be administered. Medication will be administered by designated school personnel according to the school medication procedure which provides for safe administration and storage of all medications.
10. A medication record will be kept on each student and will become part of the student's confidential school health record.
11. The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if required documentation is not on file.

TRANSPORTATION

Transportation to and from school is the initial responsibility of the students' parents/guardians. Children may walk or ride bicycles to school with written permission on file in the office. Students are urged to follow proper safety procedures at all times (crossing at intersections, etc.). Children may be picked up and released from school only by persons who are listed on the Emergency Contact Form. In the event that the person picking up the child is not listed as an authorized contact on the Emergency Medical Authorization form, identification will be requested and written documentation from the parent must be provided.

BUS TRANSPORTATION

Bus transportation is provided to all Richmond Heights Elementary School students, including those students who are identified with a special transportation need. Conduct on the bus, and at the bus stop, must be in accordance with the regulations of the Board of Education and the Transportation Department. The bus driver is in charge of the bus and its occupants at all times and will report violations and violators to the main office. Students are expected to sit down, talk quietly, and act in a responsible and respectful manner **AT ALL TIMES** on the bus. Students may not eat on the bus, throw trash, make loud noises, move from seat to seat while the bus is in motion, or put heads, arms, etc. out of the window. Any infraction of the Student Rights, Responsibilities and Discipline Code will result in disciplinary action. Loss of transportation privileges may be used as a disciplinary consequence.

The following rules and expectations will be in effect for all students using school buses for transportation to and from school and at all school-related events. Students will sign a "Bus Contract" at the beginning of the school year.

Prior to loading school buses:

- Be at your bus stop **5 minutes before** your scheduled bus arrival time.
- Stay off the road while walking to and waiting for the bus.
- Wait for the bus to come to a complete stop before loading and enter the bus in single file.
- Wait for the bus driver's signal before crossing the roadway.
- **CROSS IN FRONT OF THE BUS!**

During the bus trip:

- Respect others personal property at the bus stop and on the bus.
- Remain seated while the bus is in motion.
- Keep all objects, including body parts, inside the bus.
- Keep the aisle clear.
- Be courteous and show respect to the driver and other bus riders.
- Keep snacks and drinks at home.
- Respect all bus property and equipment.

Leaving the bus:

- Remain seated until the bus has stopped.
- Wait for the bus driver's signal before crossing the roadway.
- **CROSS IN FRONT OF THE BUS!**
- Be alert to a possible danger signal from the driver and follow bus driver instructions.

The bus driver will transport to, and discharge, students at their regular designated stop. However, a note from the parent **MUST BE** approved in the school office, or proper authorization **MUST BE** obtained from the building administrators, if a student is to be transported to, or discharged at, any other place other than their regular bus stop. In the interest of student safety, it is imperative that parents are available to greet their children at the designated drop off location. Please make every effort to be at home for your child's bus arrival.

Penalties for Bus Infractions:

Infractions of the above bus rules may result in any of the following consequences depending on severity of the incident and frequency of the infraction: warning, detention, removal from bus for any specified period of time, suspension from school. If a student is removed from the bus, parents will be notified of this ruling and shall be required to furnish transportation to and from school during the entire period of the suspension. All other behavior expectations as stated in the Student Rights, Responsibilities and Discipline Code are also in effect during all school bus rides.

LUNCH AND RECESS

Richmond Heights provides a hot lunch for purchase option each day school is in session. The lunch period is 40 minutes in length. They report to the Cafeteria/Correteria for Lunch the first 20 minutes. Children go outside for a supervised recess period the last 20 minutes. *During inclement weather, the children will spend recess indoors. We will have outside recess whenever possible, even on most cold weather days. We can safely go out in temperatures as low as 23 degrees F., including wind chill. Please provide appropriate clothing for your child to participate in outside recess. Children who are too ill to go out for recess should not be in school.

MILK PASSES

Our program also accommodates students who only buy milk. Milk is included in the hot lunch and does not have to be purchased separately.

Our program system enables parents to make deposits into your child's account with cash, check, or online deposit. Collections may also be deposited daily in each classroom, however all money/checks must be in an envelope with the student's name and home room teacher. Your child may also "brown-bag" any day by simply bringing a lunch to school. Milk is available for purchase daily.

Free and reduced price lunches are offered for families who are eligible. Forms are sent home the first week of school or they may be picked up at the office.

OUR POLICY DOES NOT EXTEND CREDIT FOR LUNCH PURCHASES. If a child does not have a lunch, we will provide a cheese sandwich and milk. Please make every effort to plan for your child's lunch each day.

LUNCH / RECESS BEHAVIORS

We believe that children need a structured environment where they can relax and enjoy lunch. To that end, a program has been established that promotes positive results. The success of our cafeteria program depends on the cooperation of all students. Please discuss the expected behaviors that are listed below. Also, if you would like to have lunch with your Spartan, you may sign them out of the school building in the main office.

In the Cafeteria/Corrteria:

We will:

1. Use indoor voices so that we are heard only by our immediate neighbors.
2. Stay seated until we have permission from the cafeteria aides to stand or leave our seats. Raise our hand to get that permission.
3. Walk at all times when in the cafeteria.
4. Keep hands and feet to ourselves.

In the Serving Area:

We will:

1. Stay in line with our hands and feet to ourselves.
2. Ask for food politely. "May I please have _____?"

HALLWAY BEHAVIORS

Going to and from the playground and lunch room:

1. Students will walk.
2. Stay on the right-hand side of the hallways/walkways.
3. Remain silent so classes in session can learn.

PLAYGROUND BEHAVIORS

It is the school expectation that students will be able to enjoy outside recess whenever possible. During inclement weather, inside recess may be necessary. The following rules are expected to be followed at all times:

- Respect and be courteous to others.
- Take turns on equipment.
- Stay within the playground area at all times.
- Walk quietly and line up by class at the instructor's signal.
- Play only non-contact games except tag.
- Stay in sight of the recess aides at all times.
- Use caution in playing around equipment.
- Rocks, snow, sticks and other debris are to be left on the ground.
- Use playground equipment appropriately.

RESIDENCY

The Richmond Heights School District serves the residents of Richmond Heights. It is a requirement of Richmond Heights Schools for each student to provide proof of residency upon registration. Three (3) items **MUST** be provided as proof of the parent/legal guardian's residence upon the enrollment of any child into the Richmond Heights local School District:

ALL Richmond Heights residents must provide (1) OF THE FOLLOWING:

- Current signed lease
- Mortgage statement
- Purchase agreement or settlement statement

AND (2) additional proofs of residency

- A current utility bill showing the name & address of the parent/legal guardian
- Income or employment verification
- Tax statement
- Home, rental or car insurance bill
- Verification from a bank or other financial institution.

Please note: If you are residing with a **Home Owner**, they will need to prove residency for you. If you are residing with a **Renter**, you will need a note from the leasing agent to prove residency for you. **If you move** to a new address at any time during your child's enrollment in the District, it is your responsibility to inform school officials of your new address and bring proof of residency to the Registrar's Office or Elementary School office. Failure to provide current proof of residency will result in a visit from the school's Attendance Officer and possible withdrawal from school.

WITHDRAWALS

Pupils withdrawing from school must obtain a withdrawal permit from the main office before school on the last day of attendance at Richmond Heights. The procedures are as follows:

1. The parent or guardian must call the school or send a note indicating the student is withdrawing and indicate the last day of attendance at Richmond Heights.
2. Parents should notify teachers and their guidance counselor that their child will be leaving before their last day.
3. A withdrawal form should be filled out and any outstanding school fees paid including any library fees. Any outstanding library books should be turned in. The withdrawal form may be obtained from the main office.
4. Parents must return the withdrawal slip to the main office by the end of the day.
5. All records will be mailed or faxed within 14 days pending all financial obligations are met.

ANY DEVIATION FROM THESE PROCEDURES MAY RESULT IN STUDENT RECORDS BEING HELD BY THE OFFICE.

STUDENT CUSTODY

Child custody is a matter of court record, and the school abides by the most recent court order. We allow only legal parents/guardians to receive student records. Parents/Guardians/Approved custodians may take students from school grounds.

NON-CUSTODIAL VISITATION

Parents not having custody of students but wishing to exercise their visitation rights need to call the school and set up a time for school/classroom visits.

SCHOOL RECORDS

Richmond Heights Elementary School complies with all provisions of State and Federal law concerning access to student records. Parents may view their child's records by calling the office for an appointment.

CONTROLLED SUBSTANCES

All illegal substances are prohibited on school grounds. Staff Members are required to confiscate such material and report the incident to the office. Possession of controlled substances will result in severe disciplinary action.

PERSONAL PROPERTY PROHIBITION

Students are not to bring personal property or pets to school except as it directly involves a classroom activity and with the permission of the teacher. Such property will be confiscated and turned in to the office. Parents will be contacted to pick up those items. Examples: cell phones, radios, computer games, iPods, PSP's, CD players, balls, bats, mitts, cards, etc.

FIRE / TORNADO / LOCK DOWN DRILLS

Fire, tornado, and lockdown drills are performed periodically throughout the year as a safety precaution. Each student is expected to follow the safety instructions as directed by the teacher or adult in charge. During fire drills, students are to quietly leave the room and proceed to the appropriate exit as posted in each classroom. Students are not to block driveways or doorways as they move from the building onto the school sidewalks. During severe weather alerts or drills, each student will quietly leave the room and sit in the assigned hallway as directed by the teacher or adult in charge. If directed, the students will face the wall while sitting and cover the back of the neck and spine with their hands for protection from possible injury. During lock down drills, students must follow all directions given by the teacher and or supervisor. Students are not to talk during drills so they may hear all instructions that are given.

DAY CARE

The Step By Step Learn and Play Centers INC. meets the needs of working parents in need of day care for their children. The program is available from 6:00 a.m. to 8:30 a.m. and from 2:30 p.m. to 6:15 p.m. on all days Richmond Heights Schools are open. Children involved in the program take part in many activities such as computer science, organized sports and games, arts 'n crafts, drama, and homework time. Nutritious snacks are provided daily. For further program information or to register your child, call (440)-461-4566.

TELEPHONE CALLS

Students will not be permitted to make or receive telephone calls during the school day. In case of emergency, students will be in contact with parents/guardians via staff and school telephone.

DISCIPLINE

In order to maintain a positive learning environment for all our students, the school is very firm regarding acceptable student behavior. Rules and regulations follow our District Policy.

Parents need to be aware of our discipline policy. Specifically, any child sent to the office for a discipline problem will have a notice sent home to the parent. Please be aware that any time a child is sent to the office for a classroom referral, parents are informed in writing. Whenever a discipline notice is received at home, please take time to discuss the severity of the problem with your child.

The school detention program may be during school and/or lunch/recess. Detentions serve as an intermediate step between a simple warning or reprimand and a possible school suspension.

Parents and children should know that some rule infractions will result directly in a suspension: i.e.: fighting, possession of weapons, and gross disrespect and insubordination. Any of these may result in immediate suspension at the discretion of the building administrator.

Corporal punishment is not acceptable. Our school uses a progressive discipline policy. Discipline measures escalate from classroom discipline to office intervention to suspension or expulsion. *See Code of Conduct.*

STUDENT RIGHTS AND RESPONSIBILITIES

Rules and regulations are based on underlying principles determined by the Board of Education. They are applied with discretion using good judgment and sound rationale. School authorities have latitude in the application of rules and regulations as long as said application is educationally defensible.

- **Right:**
Students who are within the age range outlined in state law have a right to attend school.
- **Responsibility:**
Students have a responsibility to maintain appropriate behavior in school. Students who fail to behave properly may be denied the right to attend school.
- **Right:**
Students have a right to attend school in a safe, healthy atmosphere.
- **Responsibility:**
Students have a responsibility to conduct themselves in a manner that contributes to a safe and healthy atmosphere. Students must be aware of the rights of others and know school rules and regulations.

- **Right:**
Students have a right to be treated with respect and dignity.
- **Responsibility:**
Students have a responsibility to treat all members of the school community with respect and to respect the constituted authority of the school.
- **Right:**
Students have the right to attend school without the threat of physical or emotional harm.
- **Responsibility:**
Students have a responsibility to refrain from physical or verbal assault on another student or staff member and to refrain from causing or provoking physical or verbal aggression.
- **Right:**
Students have the right to expect that the school program is relevant and consistent with their needs and abilities.
- **Responsibility:**
Students have a responsibility to attend school and to exert consistent and conscientious effort toward school work.

- **Right:**
Students have the right to express opinions, take a stand, or support a cause within reason as to the time, manner and place in which such rights are exercised.
- **Responsibility:**
Students have a responsibility to use good taste and restraint in their expression. They must refrain from vulgar, profane, obscene, or slanderous expression or expression that violates state or federal law or official school policies, rules and regulations.
- **Right:**
Students have the right to have a time set aside in the school day as a lunch period.
Responsibility:
Students have a responsibility to know and follow the rules and regulations in the cafeteria and to behave in a manner that is appropriate in a large group setting.
- **Right:**
Students have the right within the guidelines of the state of Ohio and the Richmond Hts. Board of Education to be transported to and from school on a school bus.
- **Responsibility:**
Students have a responsibility to comply with the rules of the transportation department which are established for the safety and welfare of those being transported.
- **Right:**
Students have the right to use school facilities under the supervision of school personnel.
- **Responsibility:**
Students have a responsibility to use school facilities properly and to refrain from any acts which may result in damage to or destruction of public property.

SCHOOL AUTHORITY AND JURISDICTION

Students are subject to the authority and jurisdiction of school personnel.

- During the regular school day.
- During the period of time when students are in transit between home and school.
- At school sponsored events on school property during or after school hours.
- At school sponsored events away from school property whenever they occur including weekends.

When a student violates the Student Code of Conduct during any period of time as outlined above, the student is subject to disciplinary action at the discretion of the school administration and/or the Board of Education.

School authorities are committed to the concept that the consequences for student misconduct must be determined through just and prudent consideration of the facts. School authorities may consider the following criteria when determining the appropriate consequence for student violation of school policies, rules, and regulations:

- Age of the student.
- Nature and gravity of the offense.
- Degree of spontaneity or premeditation of the violation.
- Time of the offense.
- Effect of the misconduct.
- Additional factors as the situation warrants.

Any action judged by school officials to involve misconduct that is not specifically mentioned in the *Student Code of Conduct* may be considered insubordination and is subject to appropriate disciplinary action.

SEARCH AND SEIZURE

School authorities have the right to search a student's person, personal belongings, car, and/or school locker(s) if there is reasonable suspicion that the student is in possession of an object, materials, or substance that violates any school policy, rule, or regulation. School authorities have the right to confiscate any items, materials, or substances that are in violation of school policy, rules, or regulations, or that pose a potential hazard to the health, safety, and welfare of students or other persons. Said items may not be returned to the student at the discretion of the administration. School authorities may utilize drug-detecting canines in their search.

REMOVAL, SUSPENSION, EXPULSION AND EXCLUSION

Board policy on student suspension, expulsion or removal is in compliance with the due process clause of the Ohio Revised Code. When a student is denied permission to attend school, the student has

- The right to receive written notification of the reason for disciplinary action.

- The right to an informal hearing.
- The right to appeal the suspension or expulsion.

Emergency Removal

Emergency removal is defined as the denial of permission to attend school, individual classes, or school activities when the student's presence poses a danger to persons or property or when the student's presence is likely to cause a disruption to the academic process either within the classroom or elsewhere on school grounds. Removal may not exceed 24 hours.

Removal is imposed at the discretion of the Principal/Principal's Designee who may interpret the student's misconduct as a violation of school rules, regulations, and/or *Student Code of Conduct*.

Suspension

Suspension is defined as the denial of permission to attend school or take part in any school related activity for a period of at least one but not more than ten school days.

Suspension is imposed when the Principal/Principal's Designee determines that the student has participated in one or more types of misconduct that is in violation of the *Student Code of Conduct*.

Expulsion

Expulsion is defined as the denial of permission to attend school or take part in any school related activity for a period of up to ninety school days.

Expulsion is recommended by the Principal/Principal's Designee and is imposed when the Superintendent determines that the student has participated in one or more of the types of misconduct that are a grievous violation of the *Student Code of Conduct*.

Permanent Exclusion

The Board of Education may permanently exclude any student over the age of 16 who has been found guilty of committing any of the following offenses on school grounds and which are considered to be crimes committed by an adult: possession or involvement with a deadly weapon; trafficking in drugs; murder, involuntary manslaughter, assault or aggravated assault; rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the District; or complicity, regardless of where complicity occurs, of any of the above crimes.

Academic Participation during Removal, Suspension, and/or Expulsion

Students who are suspended or expelled forfeit their right to participate in the educational program during the period of suspension and/or expulsion. Students may receive credit for work that is assigned during the suspension and/or expulsion. Students are expected to complete all course work assigned during their absence.

2019 – 2020 RHES STUDENT CODE OF CONDUCT

The Richmond Heights Board of Education believes that the students of Richmond Heights Local Schools have the right to attend school in an atmosphere that promotes academic and social growth. The Board adopts policies related to student conduct to insure that the schools are free from disruption, hostility, or intimidation.

Student rights are accompanied by student responsibility. Each student is expected to comply with the established policies, rules, and regulations of Richmond Heights Local Schools by adhering to the *Student Code of Conduct*. When a student violates a section of this code, the administration has the right to impose disciplinary action at its discretion. Disciplinary action may include the denial of the student's right to attend school through suspension and/or expulsion.

A copy of the Board of Education Bylaws and policies pertaining to the *Student Code of Conduct* is available for public inspection at Richmond Heights Board of Education office.

A student shall not repeatedly violate school rules nor have flagrant disregard of school policies or acceptable standards of school behavior. The *Student Code of Conduct* is as follows:

RULE	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Academic Dishonesty/Plagiarism/ Copyright Laws	No credit on assignment/test Notify Parent	No credit Notify Parent 3-day L/R Det.	½ Day ISS	1 Day OSS

Assault	Admin. Discretion	OSS		
Bus/Transportation Misconduct	Warning 1 – 3 Day L/R	Administrative Discretion	Bus Suspension	Bus Suspension
Classroom and/or School Disruption	Teacher Referral to Office	Admin. Discretion	ISS	OSS
Dangerous Instruments and/or Dangerous Materials	Administrative Discretion	OSS		
Destruction of Property, Vandalism, and/or Theft	Admin. Discretion			
Drugs and Alcohol	OSS			
Fighting	Administrative Discretion	OSS		
Forgery/Fraud/Gambling	Administrative Discretion	Administrative Discretion	ISS	OSS
Harassment/Threatening Behavior/Intimidation and/or Bullying	Administrative Discretion	ISS	OSS	
Inappropriate Physical Contact	Administrative Discretion	Administrative Discretion	ISS	OSS
Insubordinate/Failure to Comply with Directives	Administrative Discretion	Administrative Discretion	ISS	OSS
Malicious Mischief	Administrative Discretion	Administrative Discretion	ISS	OSS
Profanity, Abusive or Inappropriate Language and/or Gestures	Teacher Referral to Office	Administrative Discretion	ISS	OSS
Tobacco and Tobacco Products	OSS			
Unauthorized Sale	Administrative Discretion	ISS	OSS	
Unlawful Activity	OSS w/police referral			
Weapons or Look-Alike Weapons	OSS w/police referral			
Dress Code Violation	Parent Contact; Change of clothing required	Administrative Discretion		

Key: ISS = In-school Suspension, OSS = Out-of-school Suspension, L/R = Lunch/Recess

IF A STUDENT IS SUSPENDED, A PARENT CONFERENCE MAY BE REQUIRED

BEFORE RETURNING TO SCHOOL

EXPLANATION OF STUDENT CODE OF CONDUCT

Students may be assigned to Detention, In-school Suspension, Out of School Suspension and/or recommended for Expulsion for the following misconduct:

- A. ASSAULT:** A student shall not intentionally cause or attempt to cause physical injury on another person or behave in such a way as could reasonably cause physical injury to a student, staff member, or school employee. Faculty directed assault will result in immediate suspension and/or expulsion.
- B. FIGHTING/INAPPROPRIATE PHYSICAL AGGRESSION** with another individual or among groups with or without provocation. A fight is defined as any physical confrontation between two people or groups, such as hitting, pushing, punching, slapping, unauthorized touching and disruptions on school property, and are strictly prohibited, as are pseudo fights that may only be in fun.

STUDENTS WHO CHOOSE TO DEFEND THEMSELVES BY FIGHTING ARE ALSO CHOOSING TO ACCEPT THE CONSEQUENCES OF SUSPENSION AND/OR A RECOMMENDATION FOR

EXPULSION. STUDENTS ARE EXPECTED TO SEEK HELP FROM STAFF MEMBERS IF THEY ARE PHYSICALLY THREATENED.

C. HARASSMENT/AGGRESSIVE BEHAVIOR/ INTIMIDATION (Including Bullying/Cyberbullying)

The Richmond Heights School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, or bullying toward another student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This includes, but is not limited to: aggressive behavior; physical and/or verbal abuse; extortion; unwelcome or improper sexual advances or contact; abusive or sexual remarks; speech or action that creates a hostile, threatening, or abusive environment; derogatory remarks with regard to gender, race, religion, or ethnicity. The Board of Education will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events, where students are under the school's control, in a school vehicle, or where an employee is engaged in school business (ORC 3313.666).

Bullying is "the behavior causing both mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)." This includes intentional written, verbal, graphic, or physical acts.

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

Faculty directed harassment/threatening behavior/intimidation will result in recommendation for expulsion.

D. WEAPONS OR LOOK-ALIKE WEAPONS

Students may not handle or transmit any object that can reasonably be considered a weapon (i.e.: sharp objects, toy guns, plastic knives). Items such as these are grounds for suspension with the possibility of expulsion. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, he/she shall be expelled for one year. Students who bring a knife onto school property, in a school vehicle, or to any school-sponsored activity may be expelled for up to one year. In all cases, a police report will be filed in compliance with federal law.

A 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 silencer, or any destructive device. A destructive device includes but is not limited to any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife shall be defined as any cutting instrument consisting of at least one sharp blade.

E. VANDALISM, DESTRUCTION AND/OR THEFT OF PROPERTY

When a student willfully or otherwise marks, defaces, or damages any part of the school building, the school's property, or another person's personal property the student and his/her parent/guardian are liable. The student will be expected to pay for the replacement and/or repair of damaged property in all cases. **The student and his/her parent/guardian may be prosecuted under the law.** The same or similar consequences, including criminal prosecution, may occur if a student steals school property or personal property from another person.

F. MALICIOUS MISCHIEF

Unauthorized telephone calls to 9-1-1 or to any public service organization, such as the fire department, police department, or ambulance services are illegal. Capricious threats of violence, bomb threats, or any other disruptive communication are illegal. **Tampering with the fire alarm and fire extinguishers is a violation of federal law.**

G. TOBACCO AND TOBACCO PRODUCTS

Richmond Heights Schools are public buildings and are smoke-free facilities as mandated by law. The possession, use or transmission of tobacco or tobacco products in school or on school grounds, or at any school sponsored

activity or event whether on or off school premises during or after school is strictly prohibited and is subject to disciplinary measures. In addition, a police report will be filed as required by law.

H. DRUGS AND ALCOHOL

The use, possession, sale, or transmission of drugs and/or alcohol in school or on school grounds, or at any school sponsored activity or event whether on or off school premises during or after school is strictly forbidden. Alcohol, narcotics, marijuana, inhalants, and all other illegal substances, as well as the devices or equipment used for the consumption of these substances, are prohibited. The use, possession, sale, or transmission of non-controlled substances or any "look alike" substances is also prohibited. In addition, a police report will be filed as required by law.

I. ILLEGAL DRUG AND WEAPON DETECTION

The Richmond Heights Local School District as part of its overall safety and security program may from time to time during the school year request local law enforcement agencies to cooperate in assisting the district in detecting the presence of illegal drugs and/or weapons in our schools. Such searches will be unannounced and random in nature and may involve the use of dogs trained in detecting the presence of drugs or weapons. Any time a dog alerts to a particular vehicle, locker or other container, it will be considered to create reasonable suspicion to search the vehicle, book bag or other container in accordance with established procedures.

J. DANGEROUS INSTRUMENTS AND/OR DANGEROUS MATERIALS

Possession of any type of dangerous instrument or any object used as a dangerous instrument or material is prohibited. Any type of material, such as fireworks, stink bombs, flares; smoke bombs, snappers, and caps are strictly prohibited. Any instrument constructed by a student, such as shooters or slingshots, that pose a potential danger are not permitted in school. Lighters and matches are considered dangerous instruments.

K. HAZING

The hazing of students for the purpose of initiation into an organization, group, or club is strictly forbidden and subject to disciplinary measures. Hazing activities can cause mental and physical harm and are prohibited in any case, even when an individual gives consent or participates freely in the initiation.

L. PROFANITY, ABUSIVE OR VULGAR LANGUAGE AND GESTURES

Students are prohibited from using profane, abusive, or vulgar language or gestures, and from directing such language or gestures toward any other individual for any purpose. In addition, pornographic or sexually explicit materials are not permitted under any circumstances. Use of profanity or obscenity is not permitted in the halls or classroom. Circumstances surrounding the use of profanity will determine the severity of the consequences or suspension. **Faculty directed profanity, whether written, verbal, or gestures, will result in immediate suspension and/or expulsion.**

M. DISRUPTION OF SCHOOL/CLASSROOM DISRUPTION

Students shall not willfully or otherwise engage in misconduct or encourage others to engage in misconduct that disrupts the function or mission of the school. Student behavior that in any way interferes with the ability of school personnel to teach and/or supervise individual or groups of students is prohibited. Horseplay is considered a disruption of school.

Classroom Disruption: Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

N. TRUANCY

Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session. Absence is excused for the following reasons only: personal illness or hospitalization; illness in the student's family; quarantine of the student's home; death of a relative; attendance at a school sponsored activity; observance of the family's religious holidays; school bus service failure; other emergencies at the discretion of the principal; special needs as requested by the family. Absence that is not excused is considered truancy and is subject to disciplinary action. **Truancy from school can result in a juvenile court filing.**

O. UNAUTHORIZED SALE OF MATERIALS OR GOODS ON SCHOOL PREMISES, POSTING OR DISTRIBUTION OF LITERATURE ON SCHOOL PREMISES

Students may not sell, offer to sell, buy or trade, or offer to buy or trade any service, product, materials, substances, or items without prior authorization of the building principal. In addition, students may not, on school grounds, post or distribute any form of literature or printed material without the prior approval and permission of the administration. Any violation of this policy which results in the disruption of the normal operation of school or poses a threat to the health, safety, or welfare of any member of the school community will be considered severe insubordination and will result in disciplinary action that may include suspension or expulsion.

P. INSUBORDINATION/FAILURE TO COMPLY WITH DIRECTIVES

Students who fail to comply with a reasonable request or direction made by any member of the school staff will be considered insubordinate. Consequences for insubordination will be determined on a case by case basis. School authorities will consider: the age of the student; the nature and gravity of the insubordination; the degree of spontaneity or premeditation related to the misconduct; the time and place of the offense; and the effect of the violation.

Q. MISCONDUCT ON THE SCHOOL BUS

Students must exercise self-discipline on the school bus. They must conduct themselves in a manner that permits the driver to concentrate on driving the bus. Distracting or otherwise unacceptable behavior will be reported to the administrator. Lack of cooperation on the school bus can result in suspension of bus privileges for up to ten days at a time in addition to other disciplinary action.

R. UNLAWFUL ACTIVITY

Students are prohibited from involvement in any conduct that violates local, state or federal law. Violators are subject to school disciplinary action in addition to civil or juvenile prosecution.

S. FRAUD/FORGERY

Students are prohibited from signing the name of another person for the purpose of defrauding school personnel; altering any school document, and/or acting with another person to defraud.

T. ACADEMIC DISHONESTY/ PLAGIARISM/ COPYRIGHT LAWS

All federal, state, and local laws regarding copyright infringement will be strictly enforced. Students who turn in written, spoken, or drawn work from credit that is not of their own creation, including but not limited to poems, lyrics, journal or magazine articles, reference materials, logos, artwork, internet articles, etc., that has been copyrighted or previously published shall be considered plagiarism and academic dishonesty on the part of the student. No class credit will be given for that assignment and the student will be subject to disciplinary action. In addition, where a student has copied their assignment from another student and turned it in for credit, both students will receive no credit for that assignment and will be subject to disciplinary action.

U. GAMBLING

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Playing of cards is not permitted at school or school sponsored events.

SCHOOL PUBLICATIONS

Students are not permitted to author, promote, post, display, or distribute printed materials without prior approval and permission of the administration. Any violation of this policy which results in the disruption of the normal operation of school or poses a threat to the health, safety or welfare of any member of the school community will be considered severe insubordination and will result in disciplinary action that may include suspension or expulsion.

INAPPROPRIATE PHYSICAL CONTACT

Students are expected to refrain from physical interaction that is judged inappropriate by school and/or community standards. Exhibitionism, including excessive physical contact, kissing or any physical interaction of a sexual nature is a disruption to the school climate. Violations will result in notification of the student's parent/guardian and may be subject to disciplinary action.

PHYSICAL RESTRAINT

Both certificated and non-certificated school employees, including school bus drivers, may, within the scope of their employment, use as much force as is reasonable and necessary to quell a disturbance threatening physical injury to

others, to obtain weapons or other dangerous objects in the possession or control of a pupil, to protect other persons or property, or for self defense. O.R.C. 331919.41(B)

CONDUCT ON SCHOOL GROUNDS

Before and after school, and during the lunch period, students are required to display proper conduct. Throwing of objects, rowdiness, loud and boisterous behavior, name calling, improper language and inappropriate running are discouraged. Personal injury or damage to property can occur as a result of irresponsible conduct.

TRESPASSING

No student shall enter a school building at any time school is not in session nor be on school property if not in attendance at a school sponsored activity. A student shall not enter any unauthorized area nor be on school property during any period of suspension. Disciplinary action may result.

RADIOS, HEADSETS, PAGERS, CELLULAR TELEPHONES, ELECTRONIC DEVICES

Radios, headsets, cell phones, pagers, iPods, laser pointers, and other electronic devices are not permitted in the halls or in classrooms in Richmond Heights Elementary School. Such items will be confiscated and kept in the principal's office until a parent/guardian is notified. The parent/guardian will be required to come to the school to pick up the item. These devices will not be returned directly to students. Continued disregard for this policy will be considered an act of insubordination and is subject to disciplinary action.

COMPUTER TECHNOLOGY AND NETWORKS

Computers and computer networks are used in the Richmond Heights Local Schools to allow students to access a greater number of educational resources and to improve the learning environment. Because this technology is shared certain obligations are imposed.

- Each student and his or her parent must sign an agreement that defines the conditions under which a student may use the school's computers. The agreement addresses the use of the Internet, computer hardware and software, and data files.
- Student use of the computer should be directly related to curricular or extracurricular programs authorized by the Richmond Hts. Board of Education. Students must be able to verify the validity of use of the computer.
- Student users must respect the privacy of the files and documents that are accessible through the network. No file or document shall be altered in any way without the express permission of the creator of said file.
- Students may not reconfigure or alter preferences of software applications or system software to suit individual needs. Students are prohibited from copying software programs for private use.
- Students may not install software on school computers.
- Students may store information on designated disks only. Students may not insert disks that have been used on home computers unless they have been subjected to a virus scan.
- Personal files may not be stored on school computers and/or disks. Any and all disks are subject to inspection by school personnel upon request.
- Students may access on-line services through school accounts only. Students may not access personal accounts or services that are not approved by the board.
- Students should be aware of the storage capacity and time limitations in each usage session to avoid interfering with the use of computers by others.
- Students who inadvertently access inappropriate or explicit sites on the Internet are responsible for exiting the site immediately.
- Students are prohibited from uploading or downloading documents or programs and from viewing obscene, vulgar, threatening, or abusive language or materials. Students may not participate in illegal activities, commercial transactions, or political activities.
- Students may not violate the privacy of others by disclosing passwords, addresses, phone numbers, or social security numbers.
- Students are required to follow the posted regulations in individual classrooms or labs with regard to the teacher/coordinator's expectations.
- Students may not attempt to access school district restricted computer networks or any other unauthorized databases.
- Students are responsible for their computer during the time they are logged on to the network. Students are reminded not to share passwords with other students, not to allow other students to work on their computers under their login name, and not to leave their computers while they are logged on to the network.

Parents will be notified of each offense. The building principal may enforce the Student Code of Conduct in addition to the suspension of computer privileges. Repeated offenses may result in recommendation for expulsion.

DRESS CODE RULES AND REGULATIONS

DRESS GUIDELINES

Students are expected to maintain dress and appearance that is appropriate for the school setting. Inappropriate dress will be judged using the following criteria:

- Clothing that presents a hazard to the health and safety of the student or others.
- Clothing that materially interferes with school work, creates disorder, or disrupts the educational program.
- Articles that can damage school property (chains, rivets, cleats, etc.).
- Clothing that prevents the student from achieving educational objectives due to blocked vision or restricted movement.
- Boxer shorts, bicycle/spandex shorts, frayed shorts or short shorts are not permitted (except when required for physical education classes). **The guideline is the bottom of the shorts/skirts length should be just above the knee.**
- Leggings must be worn with a tunic, skirt, shorts or pants.
- Shoes must be worn at all times. Slippers are not permitted. Flip-flops are not permitted. All laced shoes must be tied.
- Buttons, insignias, or shirts that express a point of view are permitted, with the exception of those containing disruptive, controversial, or vulgar statements, pictures, or labels.
- Any apparel that displays or advocates the use of chemical substances, tobacco products, or alcohol is strictly forbidden.
- Cut-off shirts, halter tops, spaghetti strap tops, bare midriffs in any type of shirt or blouse, fishnet shirts, and vests without shirts are not permitted. **Shirts must be able to be tucked into pants, shorts, or skirts if requested.**
- Proper underclothing must be worn. No visible undergarments are permitted.
- Caps, hats, bandannas, headbands, sweat bands, scarves, or any other headgear are not permitted.
- Coats, jackets, or other outerwear must be removed before homeroom and are not permitted in the halls or classrooms during the school day.
- All clothing should be neat, clean, and free of holes, inappropriate patches, tears, and frays.
- Any apparel that glorifies the use of violence or profanity is not permitted.
- Book bags are not permitted in classrooms.

Styles and fads not specifically mentioned in school rules and regulations are subject to the judgment of school personnel based on the above guidelines. Students whose dress is judged to be inappropriate will be asked to remove, change, or cover the item(s) in question. The school may call the parent/guardian to discuss the problem and how it may be resolved. It may be necessary to remove the student from class or school until an adequate solution is reached. Students who persist in violating dress guidelines will be subject to disciplinary action.