

# **Student Handbook 2015-2016**



**Northside Intermediate School  
701 North Johnson Avenue  
Alliance, Ohio 44601  
(330)-829-2269**

**<http://www.alliancecityschools.org/>**

**Ms. Portia A. Hairston Clay, Principal  
Mr. Matthew Grube, Assistant Principal  
Mrs. Kate Harris, SFA Facilitator  
Mrs. Bethany Rhome, Secretary**

## Welcome to Northside Intermediate School!

Dear Northside Family,

Welcome to the 2015 - 2016 school year at Northside Intermediate School. I am very excited to participate in the growth of all students, academically and socially. Northside is an intermediate school, housing grades 4 and 5, consisting of approximately 450 students from the Alliance, OH area. We are committed to academic growth and keeping students safe, respectful and responsible. Our primary instructional practice is building foundational skills to promote 21st century skills. It is our daily goal to facilitate learning that is contextual, creative and shared. Students will learn by using various instructional strategies, including technology, while educators monitor and analyze progress.

During grades 4 and 5 at Northside, students and families will begin notice subtle changes in student development. A major benefit of having a team aware of these changes, allows us to collectively assist students with the following developmental milestones: understanding different points of view, developing and settling into responsibilities and routines, creating study habits, gaining a sense of agency in learning, and forming friendships that will last through their middle and high school years. Jointly, we will work to teach students to be active learners of the world around them while developing higher functioning skills.

The purpose of Northside Intermediate School's handbook is to inform you of the methods used to support this great task. It is important that families review this handbook **and return the last page signed**. If there are any questions regarding policies and procedures, please do not hesitate to ask a staff member for further assistance. Effective learning can only take place when everyone is aware of the policies and procedures that guide Alliance City School's vision, mission and Aviator Profile.

I solicit your involvement in your child's intermediate years at Northside. We value your input and support. We believe you are essential to all students receiving the best education possible. In addition to academic incentives, Northside hosts many events in which you can help plan, donate, participate and offer feedback. Please consider helping to make Northside one family, deeply rooted in all aspects of our students' formative years.

On behalf of the staff of Northside, we look forward to collaborating with you to create a successful school year for our promising 4th and 5th grade students.

Yours in education,

Portia A. Hairston - Clay  
Principal, Northside Intermediate School  
claypo@alliancecityschools.org

## **ALLIANCE CITY SCHOOLS VISION**

All Aviators will graduate prepared for life, college and careers.

## **ALLIANCE CITY SCHOOLS MISSION**

Our mission is for all students to reach their fullest potential and become productive citizens through teachers who establish high expectations; a safe, positive and engaging learning environment; and content that supports critical thinking, collaboration, communication and creativity.

## **AVIATOR PROFILE**

- Communicators - Ask thoughtful questions, listen well and are able to clearly and concisely express their thoughts and ideas.
- Collaborators - Are able to compromise and work with people of all personality types and backgrounds to reach a common goal.
- Critical Thinkers - Have the ability to analyze and assess complex problems or situations and produce logical conclusions and solutions.
- Creative Innovators - Use imaginative and unique ideas to develop more efficient and effective methods of problem solving.
- Caring Citizens - Have selfless attitudes and strive to build stronger communities through civic pride, volunteerism, and community involvement.
- Courageous Risk Takers - Are not afraid to take chances in order to accomplish something greater or facilitate change, whether it involves their career, finances, personal life or society.

## **SCHOOL CLOSINGS**

If schools are closed because of bad weather or another emergency, the Alert Now System will be activated and you will be notified. School closings will also be announced on Carnation Channel 11 and radio stations WDPN 1310, WZKL 92.5, WHBC 1480, and WHBC 94.1 FM. You may also call the automated attendant line at 330-829-1234 to get information about school closings. Follow the recorded directions for accessing the phone line for emergency school closings. Please do not call the school, the radio stations, or the television station as these actions could result in unnecessary delays in getting the decision announced to the general public.

## **SCHOOL WEBSITE**

Alliance City Schools has an excellent web page. Please feel free to contact teachers and administrators at: <http://www.alliancecityschools.org/>

## **ENROLLING AT NORTHSIDE INTERMEDIATE SCHOOL**

Students that are new to Alliance City Schools are required to enroll with their parents or legal guardian at the designated school of attendance. When enrolling, the parents will need to bring:

- A legal birth certificate (not the hospital certificate)
- Custody or court papers allocating parental rights and responsibilities (if appropriate)
- Social security number
- Proof of residency
- Proof of immunizations
- Most current report card or transcript from previous school (if applicable) - Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the district of residence home school before applying to Northside Intermediate School as an Open Enrollment student.

In some cases, a temporary enrollment for up to 14 days may be permitted. If that is done, the parents will be informed what records are needed to complete the enrollment process.

## **IMMUNIZATIONS**

Ohio law requires all children to be immunized prior to enrollment in school. Written documentation must be on file at the school. Additional MMR immunizations are required for students in grade seven.

## **WITHDRAWAL FROM SCHOOL**

If a student must withdraw from school because of moving to another district, that student should obtain a withdrawal form from the office the day before the last day in our school. This form should be taken to each teacher, the librarian, and the school secretary. After completing the form, it should be returned to the office for final authorization. Failure to follow this policy may cause delay in transferring records. All school fees and lunch accounts must be paid in full.

## **CHANGE OF ADDRESS**

Any change of address or telephone number during the school year is to be reported to the Main Office. Emergency and other situations often arise when this information is vital to school personnel. The school should be given any unlisted numbers.

In some situations where custody is involved or where there has been a change in marital status, a copy of the divorce or separation decree in which it denotes the custodial parent and the residential parent for school purposes, including the presiding Judge's signature, must be provided to the school.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Ohio Revised Code 3319.321 permits school districts to release directory information without the permission of the parents as long as it is not any person or group for use in profit making plan or activity. Parents have the right to object, in writing, to the release of directory information. If parents do not want their child's Directory Information released to groups approved by the Alliance City Schools they should notify the Principal in writing.

## **HOME WALKERS**

Students who walk or ride (car riders) to school are not to arrive at the building until **8:05am**. Students are not permitted in the building before 8:05am. In extreme cases, the principal may grant earlier access to the building.

## **BICYCLES**

Only students who walk are permitted to ride bicycles to school. The school is not responsible for damaged or stolen bikes. Before riding your bike to school, a permission slip must be on file in the main office.

## **FEES**

A yearly fee is assessed for each child to cover the cost of consumable materials used during the school year. The fee is \$20.00 and covers items such as: art supplies, workbooks, and journals. The fee amount per child is set early in the school year and should be paid by the end of the first grading period. If fees are not paid by the end of the second grading period, the child's report card may be held. A minimum of  $\frac{1}{4}$  of the yearly fees must be paid by the end of each grading period in order for the student to receive his/her report card.

If a parent believes they are eligible for a fee waiver, they must apply as soon as possible with the school secretary. Parents are responsible for fees until the waiver is approved.

Field trip fees, once collected, are non-refundable. The field trip expenses are paid in advance to the location the students are attending.

The Alliance City School District has contracted with the Federal Automated Recovery System (FARS) for the electronic collection of checks returned for insufficient funds (NSF).

When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic funds transfer if your payment is returned unpaid.

These items must be included on your check: **Full Name; Street Address; Phone Number**

If there are any questions regarding this matter, please contact Mr. Kirk Heath, Treasurer of Alliance City Schools at 330-821-2100.

## **CUBBIES**

Cubbies remain the property of the school and are assigned to students for their convenience. Cubbies will be searched, without the necessity of student consent, during the school year. Random searches will be carried out during the school year. Students may be disciplined for any item that is found in their cubbie that is prohibited by the student Code of Conduct.

The administration will not investigate stolen items that are not allowed to be in school or that have not been secured.

## **HOMEWORK**

The purpose of homework is to reinforce and extend concepts and learning experiences presented in the classroom. Homework also provides an opportunity to teach each child individual responsibility toward his/her own learning and develops self-discipline in the organization and management of materials and time.

The time required to complete homework assignments will vary by teacher, grade level, and even from day to day. Your support and interest in your child's homework conveys an important message to him/her about the value of education. If your child is/will be absent from school for three days or more and homework is needed, you must request this when reporting your child absent. Homework is ready each day by 3:15pm in the office area if requested for absences of 3 or more days.

## **VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. However, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor guidelines. Rules regarding entry of persons other than students, staff,

and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request. Upon entry, all visitors must sign in at the school office and receive a Visitor's Pass. This is a security measure and is strictly enforced with the support of Ohio law.

## **DRESS CODE**

Students and staff are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting. Cleanliness and appropriateness are the two most important aspects of personal appearance. While the standard of cleanliness is rather obvious, the standard of appropriateness raises some questions. What is appropriate for a formal occasion would not be worn at a picnic. Thus, appropriateness is relative to what the activity is and the activity's purpose. In Alliance City Schools, our activity is education and our purpose is learning.

To assist parents, students, staff, and administrators general guidelines for appropriate dress and appearance include the following:

1. Parents and students maintain responsibility for their dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as career technical classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the staff, has the responsibility of uniformly administering the dress code. The decision of the principal is final.
5. As new trends in fashion or dress are accepted or become out of date, the District reviews the changing standards of the community served.

In order to minimize misunderstanding in terms of what is appropriate for Alliance City Schools, the following regulations will define appropriate standards for dress while at school or school sponsored activities:

1. Shorts or miniskirts must be at fingertip length.
2. No holes in pants that are above the knee level.
3. No shirts and blouses that expose the midriff (they must be able to be tucked in).
4. No tank tops, muscle shirts, halters or excessively low cut shirts. All shoulder straps must follow the 3 fingers width rule. No shirts that expose the back/shoulders are permitted (ie: no racer shirts permitted).
5. No cut off sleeveless shirts.
6. Hats, coats, bandannas, other headwear, and sunglasses are not to be carried to or worn in class.
7. No dress that promotes hate, violence, profanity, vulgar or negative messages, anything advertising or related to alcohol, tobacco, and drugs or anything sexually explicit is permitted.
8. No transparent garments, open mesh garments, or garments with large open sides may be worn without an under liner.
9. Shoes or sandals must be worn and must not present a safety hazard. Slippers are not permitted.
10. No biking pants, spandex, leggings, or tights worn as pants are permitted.

11. No pajama pants.
12. Hair must be clean, worn out of the eyes, and groomed at all times; free of grooming tools such as picks, rollers, combs, and other such articles.
13. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed or worn as outerwear.
14. No “dog collars,” spiked bracelets or chains that could be dangerous to persons or destructive to school property.
15. No gang or cult-related items of any kind.
16. No inappropriately tattered clothing or clothing with inappropriate holes.
17. Body piercings, which present a safety concern or a distraction to the educational process, as deemed by the building administrator, are not permitted.

Student violations of the dress code can result in removal from class and additional disciplinary action. Parents will be contacted to bring appropriate clothing for their student to change attire.

## **ELECTRONIC DEVICES**

While students may possess electronic devices, they are to remain off and out of sight at all times during the school day UNLESS allowed by the classroom teacher for specific classroom purposes.

Students are not permitted to text or call anyone during the school day. All forms of communication must be done through the main office secretary or within the classroom, if the teacher permits. If a student receives any communications during class (even from a parent/ guardian), the teacher has the right to confiscate the phone and turn it over to the principal. Please do not text/phone your student during the school day. We cannot differentiate between a parent phone message and student misuse of their electronic devices. The secretary will be happy to get a message to your child during the day.

### **Internet Connection**

A wireless Internet connection will be provided by the Alliance City Schools for students to connect their devices to the Internet. Students must have a completed Acceptable Use Policy signed and on file at Northside Intermediate School.

### **Consequences for inappropriate use of electronic devices**

Violation of the appropriate use of electronic devices (1) may result in detentions, Twilight School, In School Suspension, Out of School Suspension, or any other discipline deemed appropriate by the administration; and (2) student may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the Main Office at the end of the school day. A refusal to relinquish a cell phone for **any reason** will result in **automatic out-of-school suspension**.

*Alliance City Schools will not be responsible for any lost, stolen, or broken electronic devices brought to school.*

## **ATHLETIC ELIGIBILITY**



In order to be eligible for sports at grades 4-5, students must be passing all courses at all times.

## GRADING SCALE

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents properly judge how well the student is achieving the goals of the District's program and are consistent throughout all buildings in the District. The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades accurately signify his/her degree of accomplishment of those expected learning outcomes. Board Policy 5421 establishes the grading scale as:

A	93-100	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
C+	78-79	F	BELOW 60

## REPORTING STUDENT PROGRESS TO PARENTS

Alliance City Schools believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole student. Reporting student progress serves many purposes, the most important of which is helping students and their parents understand how well the student is achieving program objectives and accomplishing the educational goals of the District.

**Parent Viewer:** This application, which can be found on the Alliance City Schools website under parent information, allows parents to view their child's grades and attendance in a real-time atmosphere. By using your child's student identification number and the password assigned by the school district, parents can view their child's current information as well as information from previous marking periods.

**Interim Reports:** Interim reports are issued at the middle of each nine-week grading period. Parents will be notified if a student's progress is deficient. Other contacts will be made with parents, as circumstances require. The parent/guardian of students receiving deficient grades are encouraged to contact their student's teacher and/or guidance counselor to determine and discuss the reasons for the student's deficiencies.

In addition, parents/guardians are encouraged to contact the teachers and/or guidance counselor with questions and/or concerns regarding a student's performance at any time. Dates for school conferences are listed in the school calendar. These are pre-established dates, but conferences are welcome at any time during the year. Parents/guardians who would like a conference with their student's teacher should call the school office to arrange a convenient meeting time.

<b>INTERIM GRADES</b>	
First Grading Period Interim Date	September 22, 2015

Second Grading Period Interim Date	December 1, 2015
Third Grading Period Interim Date	February 16, 2016
Fourth Grading Period Interim Date	April 20, 2016

**Report Cards:** The school year is divided into four grading periods. Report cards are issued every nine weeks about one week following the end of the grading period. Grades are earned in every subject area. It is the responsibility of the student to deliver the report card to their parent/guardian. Parents are expected to sign the report card holder during quarters 1, 2 and 3 and send the holder back the next school day.

Following the first nine-week grading period, a payment toward owed school fees must be received before report cards, school records, and/or course credits will be released. Any fines or school fees owed by the student will be noted on the first nine-week report card. Questions regarding amounts of owed fines or school fees may be addressed to the school office.

<b>GRADE REPORTING PERIODS</b>	
First Grading Period Ends	October 26, 2015
Second Grading Period Ends	January 11, 2016
Third Grading Period Ends	March 28, 2016
Fourth Grading Period Ends	May 20, 2016

### **P.T.O.**

The P.T.O. (Parent Teacher Organization) will meet as scheduled during the school year. The purpose of the P.T.O. is to encourage citizen participation in, and support of, the educational program. In addition, each elementary school has volunteers who are assisting the classroom teachers and other school personnel. If you would like to become a school volunteer, please contact the main office. Your assistant is always needed and appreciated.

### **CAFETERIA/SCHOOL BREAKFAST AND LUNCH**

All Alliance City Schools participate in a no-cost breakfast and lunch. Students eat at no cost to parents due to a federal grant. All cafeteria meals consist of a balanced diet. Each student has a food service account where their meal status and an account balance is maintained. Money can be added to your student's account with cash, check or on-line payment with Pay-For-It ([www.payforit.net](http://www.payforit.net)). A cafeteria PIN number is used access their account to purchase additional breakfast, lunch, and other food items. Money will be subtracted from the account as it is used to purchase cafeteria food. If the account reaches a negative balance, a payment must be made the following day. Pay-For-It also allows parents to

see their child's account balance, sign up for low balance emails and to see what the child has been purchasing. Menus are sent home and are available on the district website so parents and students can plan ahead for purchasing additional items or carrying a lunch from home. Only school purchased meals or packed lunches are permitted. Do not send pop or glass bottles to school in packed lunches. If your child is going to be late for school, please notify the office by 10:00 AM to order him/her a lunch.

## **OUTDOOR RECESS**

Except for disciplinary reasons, students are not permitted to stay inside the school during outdoor recess. The only exception to this will be with a doctor's excuse. During the winter months, the recess duty teachers and principal will determine if conditions are acceptable for outdoor recess. Your child should come to school dressed appropriately for the weather expecting to go outdoors for recess.

## **ILLNESS**

Ill or injured children are not usually kept at school. The parents will be contacted when a child is ill or injured so that the child can be taken home for proper care. Students with lice (or nits), suspected pinkeye, or other contagious diseases are not permitted to attend school. After treatment for lice, the school nurse or designee must check the student before returning to the classroom. Students who have had fevers should be fever free for 24 hours before returning to school.

There are some health instances where the parents are contacted even though it may not be necessary to send the child home. First aid is administered in the office and a written accident report will be sent home for more serious injuries. The emergency card on file for each student helps us locate the parent or someone else listed on the card in the case of an emergency. Please keep the emergency medical card current at all times.

## **ADMINISTERING MEDICATIONS AT SCHOOL**

Whenever possible, medication should be given by the parents at home. However, if the student must take prescription or non-prescription medication during school hours, the Board Policy 5330 permits use of medications at school providing the following guidelines are met:

1. The applicable "Authorization for Medication or Treatment" form (5330 F1, 5330 F1-a, 5330 F1-b, or 5330 F3) must be completed by the student's physician, parent, and approved by the school principal or his/ her designee prior to medication being taken at school.
2. Medication must be brought to school by the parent in the original container bearing the name of the student, name of the drug, the dosage, and the time to be taken.
3. The principal or his/her designee shall supervise the storage and dispensing of the students' medication, which shall be kept in the school office.

4. The person supervising the taking of the medication will keep a daily medication log. The log will include the student's name, name of medication, dosage, and time and date the medication was given.
5. The Board or designee shall also obtain and retain all parental requests and physician statements.
6. It is the responsibility of the parent/guardian to notify the school of any special instructions regarding emergency circumstances where immediate attention is required (e.g., acute reactions) or of any change in the use of the medication.
7. Medication must be brought to school directly by the parent. A two to four week supply of medication is recommended. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for acute allergies and/or reactions or asthma inhalers.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel at the end of the school year or within one week after the parent is notified of the remaining unused medication.

## **STUDENT INSURANCE**

School accident insurance is available to students. The school by law is not responsible for medical expenses arising from accidents. Students will have an opportunity to be insured under several different plans, which will cover medical expenses. Student accident insurance forms are sent home with students at the beginning of the school year.

## **ATTENDANCE PROCEDURES**

Regular attendance is essential to good schoolwork. It is the parents' responsibility, under the law, to see that children are regular in attendance at school.

### **Compulsory Attendance**

The compulsory attendance laws of the State of Ohio (Revised Code, Section 3321.13) require that all children between the ages of six to eighteen attend school. Exceptions are made to this law in the case of physical ailment.

### **Northside Intermediate School - Daily Attendance Procedures**

1. Students who arrive to class after 8:15am must report directly to the Main Office.
2. On the day of the absence, the parent/guardian must call the Main Office at 330-829-2269 before 10:00 a.m. Voicemail is available for reporting an absence the night before or early the morning of the absence. Notes from the parent/guardian excusing an absence must include the student's first and last name and grade, the parent/guardian's name and signature, a phone number where the parent/guardian can be reached, and the reason for the absence. This note must be received in the Main Office on the first day of the student's return. This note must be received by the Main Office before the first bell.

3. If a phone call or written excuse is not provided, the absence will be marked unexcused. Students may not be granted credit for make-up course work for unexcused absences and work missed may be counted as failing.
4. Unexcused absences may result in discipline and possible referral to the Court Liaison, which may lead to further action through the Stark County Juvenile Court System.
5. Students absent from school but arriving before 11:45am will be marked as a ½ day absence. Students absent from school but arriving after 11:45am will be marked as a full day absence. These times will be adjusted to 10:45am on early release days and 12:45pm on delayed start days.
6. A student failing a course due to attendance will remain in the course and continue to participate with the goal of receiving as much knowledge as possible. The student may earn up to a 59% for each class deemed as “failing” due to excessive absences.

### **Absenteeism**

When your child is absent, parents are required to contact the school office before 10:00 a.m. When a parent does not report the absence, the school will attempt to contact the home. However, it is the parent's responsibility to notify the school on the morning of the child's absence. A post card will be mailed to your home if you do not contact the school on the day of your child's absence.

**Early Release/Late Arrival** - Students requesting early dismissal will report to the Main Office prior to the beginning of school with a note. This note must include the student's name and grade, the parent/guardian's name and signature with a phone number where the parent can be reached, the reason for the dismissal and the time of dismissal. The Main Office will process the note and issue a building pass. When students leave school under early dismissal they must sign out at the Main Office. Upon returning to school, they must sign back in at the Main Office.

### **Tardiness to School**

Your child is tardy if he/she arrives to school after 8:15am. A note of explanation from the parent is required for all tardiness. Students will be disciplined for excessive tardiness.

### **Excused Absence**

In accordance with Ohio Revised Code, the school shall require from the parent of each student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each absence.

A principal may excuse the student if the parent has notified the school by telephone or if the student presents a written note from the parent or physician upon return to school indicating one of the following reasons:

Absence from school is legal for the following reasons under Section 3301-69-02 of the Ohio Administrative Code:

- a. **Personal illness** - If there is a pattern of frequent absence for personal illness, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and treatment that is being provided to rectify the condition. The principal

may require a physician's written confirmation within twenty-four (24) hours of the absence if she/he deems it advisable.

- b. **Illness in the family** - If she/he deems it advisable, the principal may require a physician's written confirmation of the family illness within twenty-four (24) hours of the student's absence.
- c. **Quarantine of the home** - This is limited to the length of the quarantine as fixed by the proper health officials.
- d. **Death of a relative** - The absence arising from this condition is limited to a period of three days unless reasonable causes may be shown for a longer period of absence.
- e. **Medical or dental appointment** – The principal may require the written statement of a physician or dentist if it's deemed appropriate.
- f. **Observance of religious holidays** - Any student shall be excused for observing a religious holiday consistent with his/her creed or belief.
- g. **College visitation** -The principal may require verification of the date and time of the visitation by the college, university, or technical college.
- h. **Family emergency or set of circumstances** which, in the judgment of the superintendent, constitutes a good and sufficient cause for absence from school.

Students who intend to be absent from school for any reason other than illness must confer with the school office before being absent from school to determine whether the absence will be excused. Absence for any reason other than those cited above presumably is illegal and constitutes truancy.

### **Absence for School Related Activities**

- 1. **Field Trips** – Approved field trips or class trips supervised by certified teachers or principal's designee will not be counted as absent if the student has completed the Field Trip permission form and is present on the field trip. If a student is absent on the day of the field trip, they will be marked absent from school.
- 2. **Athletic Participation** – Students missing school while participating, as a representative of Northside Intermediate School, in an athletic contest under the supervision of their coach will not be counted as absent. Each contest must have prior approval from the Principal. Only Alliance City Schools sanctioned athletic programs will be excused under this policy.
- 3. **Others** – Student and Parent/Guardian must obtain prior approval from the Principal.

### **Pre-Arranged Absences Or Vacations From School**

The purpose of this policy is to permit students to be out of school when they must accompany parents who have vacations during the school year and/or when other reasons, as approved by the principal, may apply. Pre-arranged Absence Forms are in the Main Office. The student and parent/guardian fill out the form and return it to the Main Office. The Main Office will then fill out the attendance record and take it to the Principal for approval. The student's prior attendance record will be considered when deciding upon approval.

Approval or denial for vacations will be defined as follows:

**Unexcused Absence - No Grade Penalty:** Permission is granted for the student to be absent providing:

- 1. The student will be responsible for notifying all teachers of the absence.
- 2. The student is responsible for all the work that is missed while gone.

3. Arrangements were made prior to leaving.
4. The absence will be counted as an “unexcused absence,” but will not be a factor in determining a course grade unless the make-up work is incomplete. The absence will count towards the 7 day failure.
5. Students may be given their books, and teachers should tell the student the approximate materials and pages to be covered, but separate daily assignments need not be provided. The reason for this is to help the student remain as current as possible with the progress of the class.
6. The time missed will be counted as absent and the student will be required to make up the work. All assignments that the teacher gave to the student prior to the absence will be due on the student’s first day back.
7. The student shall make up all tests/quizzes within 72 hours upon return to school.
8. When the student returns to school, he/she will not be excused from any work or assignments and must assume full responsibility for all course work.

**Unexcused Absence:** Permission is NOT granted for the student to be absent. No work may be made up by the student for credit.

### **Co-curricular Activities**

Students must be in attendance at school by 11:45am (10:45am on early release days and 12:45pm on delayed start days) on the day of an athletic event, practice, dance, club meeting, or any student activity after school to be eligible to participate. Students must stay in school the remainder of that day in order to remain eligible for that day's activity/event. (Extenuating circumstances will be considered and ruled upon by the building principal. e.g. funerals.)

### **Make-up Work (Non-Vacation)**

When a student will be absent for more than three (3) days, the parent/guardian may call the Main Office and request assignments. Upon returning to school for any excused absence, the student will be given the same number of days that he/she was absent to make up any work including tests or quizzes. A maximum number of ten school days will be applied to this make-up policy. Students placed on home instruction will come under separate guidelines.

On scheduled exam days, students with excused absences will be required to come to school on the designated exam make-up days. They will receive an incomplete (I) for failure to complete course requirements. If exams are not made up within the designated time, the “I” will revert to an “F” for the exam and an “F” for the semester.

### **Chronic Absenteeism**

Chronic absenteeism or tardiness can be disruptive to your child's education. At all grade levels, excessive unexcused absences and/or trancies can result in referral of the student and/or parent to the Court of Common Pleas, Family Court Division of Stark County. After eight (8) parentally reported absences, the school office will require a doctor's note. Further absences without a doctor's excuse will be considered unexcused. When extenuating circumstances exist, a determination will be made by the school administration.

### **Unexcused Absence/ Truancy**

All absences other than those listed under "Excused Absence" are unexcused trancies. For example, a student's absence from school will not be excused if it is for oversleeping, missing the bus, etc. A

student shall be considered truant each day he/she is inexcusably absent from his/her assigned location without the knowledge of a parent and/or school official. No student shall be truant from school for all or part of a day. This includes unexcused tardiness and/or absences from class, advisory, or any other properly assigned activity (such as lunch, media center, etc.).

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which action will be taken as follows:

- A record of the truancy will be entered in the student's record
- A parent conference shall be held
- Specific discipline guidelines will be followed for trancies to school.

**If a student is habitually truant or chronically truant**, a conference with the court liaison, parent, student, and building principal shall be held to design and implement an intervention strategy. An intervention strategy may include counseling, a parental education program, or placement of the student in an alternative school program.

If the intervention is not effective in improving the student's attendance, the court liaison will take legal action, which may include filing a complaint with the juvenile court against the student and may include filing a complaint against the parent, guardian, or other person responsible for the attendance of the student.

A student is deemed a "**habitual truant**" when he/she is absent without legitimate excuse for five (5) or more consecutive school days or seven (7) or more school days in one month or twelve (12) school days in a school year. (ORC 2151.022(C)-Unruly Status Offense)

A student is deemed a "**chronic truant**" when he/she is absent without legitimate excuse for seven (7) or more consecutive school days or ten (10) or more school days in one month or fifteen (15) or more school days in a school year. (ORC 2151.022(F)-Delinquency Offense)

### **Procedure for Informing Parents of Student Absences**

The parent/guardian of students with excessive absences will be informed through:

1. Telephone calls or postcards - daily
2. Letters - upon the fifth day of unexcused absence from school, the school principal or court liaison will notify the student and parent of possible legal action for truancy.
3. Legal notice/conference - conducted by the district's court liaison upon notification by the building principal of the student's seventh (7th) day of unexcused absence from school.
4. On the twelfth unexcused absence from school, charges will be filed with the Juvenile Court. (Excludes medical and approved excused absences)

## **ALLIANCE CITY SCHOOLS STUDENT DISCIPLINE CODE OF CONDUCT**

The Alliance Board of Education recognizes the rights of students as individuals and therefore seeks to balance and protect those rights by establishing the rules and regulations necessary to create a suitable curricular climate as well as a suitable co-curricular climate.



Students in Alliance City Schools have the responsibility to act in such a way as not to interfere with the right of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves accordingly to the rules, regulations, and provisions governing the operation of these programs.

**Enforcement of the Code of Conduct:** All school personnel are charged with the responsibility to enforce proper discipline. A variety of techniques and methods are employed to enforce the Student Code of Conduct. It is easy to punish, but more difficult to change behavior. Efforts are designed to change the behavior. Efforts are designed to change the negative behaviors and to enable students to learn respect, responsibility, self-discipline, and a positive attitude for learning.

The building Administrator has the discretionary authority to use or authorize other school personnel to use the following disciplinary measures. The order of this listing does not connote a procedural order or degree of severity.

Some disciplinary measures which may be used are: student conferences, parent conferences, detentions, reduced schedule (shortened school day), behavior contracts, before or after school detentions, financial restitution, restricted lunch, exclusion from school programs or events, or special programs (before, during, and after school).

Some behaviors require a removal from the classroom, such as in-school suspension, as a means of limiting the disruption of school for other students. In other cases, behavior may be so severe and intolerable that out-of-school suspension, emergency removal, expulsion, and/or police referral may be necessary.

The Student Code of Conduct describes the misconduct that will lead to disciplinary action and procedures to be employed in the removal, suspension, and expulsion of students. The code shall be made available to all students and posted in a central location within the school. Types of misconduct for which a student may be suspended, expelled, and/or removed from school or from school sponsored supervised activities are as follows:

1. **Aiding or Abetting Violation of School Rules** – If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. At no time should a student lie, mislead, or withhold information regarding any problems or other actions that are in violation of school rules.
2. **Alcoholic Beverages, Drugs, or Other Look-Alike Substances** – Possessing, using, selling, buying, transmitting, or secreting an alcoholic beverage, intoxicant, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, related drugs or look-alike substances, or related paraphernalia or intoxicant on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activities is not permitted. (Students will be referred for assessment and the police authorities may be notified.) Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

3. **Cheating** – Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action. Cheating is prohibited and may result in a zero (no credit, no points) being recorded for the article of work involved. Additional penalty may also be given.
4. **Criminal Acts** – Any criminal acts toward or related to the school will be reported to law enforcement officials and students will be disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.
5. **Disrespect** – Willful intimidation, insult, or other abuse, verbally or written, of school personnel or other students is not conducive to learning and will not be permitted.
6. **Disruption** – Engaging in any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption of any school function or activity is prohibited. This includes conduct that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well being of the rights of the other students. Some examples include running, throwing an object, horseplay, littering, being persistently unprepared for classes, eating food in classes, note writing, failure to follow rules established in the classroom, and other disruptive actions as determined by the Principal.
7. **Electronic Devices and Communication Devices** – See page 8.
8. **False Alarms and/or Inducing Panic** – The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause is a violation of state law and is subject to discipline by the school and possible contact of police authorities. (Reference: Ohio Revised Code)
9. **Fighting** – Hostile contact toward a student or other person associated with the District that may or may not cause injury is inappropriate. The act of hostile bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored activity, which is likely to result in physical harm, and/or a substantial disruption will not be tolerated for any reason. Any fight may result in police charges being filed. Most fights can be stopped if the students involved will simply inform a staff member of the pending problem. Rarely is a fight spontaneous. Usually, several students are aware of a situation that may lead to a fight before it occurs. These students are responsible for making the problem known to the school staff. Additionally, any students who instigate a fight will be disciplined accordingly.
10. **Fire** – The unauthorized use of any fire while in attendance at any Board of Education sponsored activity or on Board of Education property or vehicles is not permitted. Anything, such as fire, that endangers school property and its occupants will not be tolerated.
11. **Forgery** – Forgery is the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school. Using another student's planner is a violation of this rule. Forgery of hall/bus passes and excuses or false identification are not acceptable.
12. **Gambling** – The act of illegal gambling for money or valuables on school premises or at school events is prohibited. Gambling includes casual betting, betting pools, organized sports betting,

any other form of wagering, or activities/items that promote gambling. Students who bet on an activity in which they are involved will be disciplined and may be banned from that activity.

13. **Grooming and Attire/Violation of Dress Code** – Dress or appearance that constitutes a threat to the student’s health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism shall be prohibited. (See District Dress Code for further explanation.)
14. **Harassment** – Every individual deserves to be able 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. Harassment is any speech or action that creates a hostile, intimidating, or offensive learning environment. Physical, verbal, or sexual harassment on the basis of religion, race, ethnicity, gender, age, and or disability will not be tolerated. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law.
15. **Hazing** – No student, including, but not limited to, leaders of student organizations, shall plan, encourage, or engage in the hazing of any person. As used in this policy, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.
16. **Inciting Others to Violence or Disruption** – Students will be disciplined if they, by words, acts, or deeds directly incite others to commit violence or a disruption to the atmosphere of order and discipline necessary for effective learning.
17. **Insubordination** – Insubordination is the noncompliance of directions or reasonable requests made by any school authority, including intentional interference with a teacher’s conducting of the class or failure to identify oneself to school personnel when requested.
18. **Loitering and Trespassing** – Although schools are public facilities, the law does allow the school to restrict access on 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. Willful presence in a school building or a restricted area of a school building at unauthorized times is also be considered trespassing and subject to discipline.
19. **Misuse of the Internet** – Students are expected to comply with Board Policy regarding use of technology and Internet services. Using technology to access, view, possess, or transmit offensive or slanderous materials is not acceptable.
20. **Offensive, Violent. Or Sexual Materials/Actions** – Possessing, using, selling, buying, transmitting, doing, and secreting any of the following is not permitted: Materials or actions, which appeal predominately to base or other prurient sexual interests, which are potentially offensive to prevailing standards in the community, and which are without redeeming social value. OR Materials or actions, which contain language potentially offensive to prevailing community standards. OR Materials which are lies or slanderous to any person or institute, or which are intended to hold any student, teacher, or other employee, race, ethnic group, or religion, as such, up to scorn, ridicule, or contempt.

21. **Persistent and/or Expanded Misbehavior** – Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will result in the acceleration of the typical system of disciplinary consequences. The student could be suspended or expelled for repeated violations of regulations governing student conduct.
22. **(A) Physical Attack and/or (B) Threat Thereof** – The act of physically assaulting or threatening to assault any person on school property, including Board of Education owned vehicles or while in attendance at any Board of Education sponsored activity is prohibited. A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of violence against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be condoned.

**(C) Bullying-** Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted (cyber bullying), psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber bullying" – the use of information and communication technologies to post slurs or rumors or other disparaging remarks about a student on a web site or on weblog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites.

### **Bullying is Prohibited**

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through other behavioral interventions.

Any student who is a bystander to any bullying conduct and encourages this bullying conduct also may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying conduct. Any student who is

determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

23. **Possession of Fireworks or Explosives** – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are dangerous and forbidden. The act of unauthorized possession, use, or threatened use of any fireworks, explosives, or other such instruments capable of inflicting bodily injury will not be tolerated.
24. **Possession or Use of Weapons** – The act of transporting, possessing, using, or threatening to use a weapon will not be tolerated. A weapon includes conventional objects like 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. Students who violate this rule will be suspended and may be recommended for expulsion. Criminal charges will be filed for this violation.
25. **Profanity** – The use of profane or obscene language or gestures is not acceptable.
26. **Public Display of Affection (PDA)** – Public display of affection is not permitted. Demonstration of affection is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
27. **Refusing to Accept Discipline** – The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in sterner action. This includes refusing to take a detention slip from a staff member, throwing the detention slip away or refusing to serve a detention.
28. **Sale of Articles** – Students may not sell or offer for sale within the school or on school grounds any articles or services to fellow students or employees, or solicit contribution of such persons. This is not to be interpreted as a restriction of approved school fundraising activities.
29. **Shakedown and/or Strong Arm** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else and it is against the law. Students who engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school, upon Board of Education owned vehicles, or while in attendance at a Board of Education sponsored activity, unless both parties enter into the agreement freely and without the presence of either implied or expressed threat, will be disciplined and authorities may be contacted.
30. **Theft** – Theft is the act of taking or acquiring the property of others without their consent including personal or school belongings, testing/evaluation materials and school forms (building passes, etc.). When a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.
31. **Tobacco** – The use or possession of tobacco or tobacco products on school premises or at school-sponsored functions, including Board of Education owned vehicles is prohibited.
32. **Truancy and/or Persistent Tardiness** – Ohio attendance laws require students to be in school all day or have a legitimate excuse for absence. Excessive tardiness to school, excessive

tardiness to class, truancy from school, truancy from class, and truancy from detention are considered violations of this rule and subject to discipline.

33. **Use of an Object as a Weapon** – Any object that is used to threaten or harm another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on or an object converted from its original use to an object used to threaten or injure another. Students who violate this rule will be suspended and may be recommended for expulsion. Police charges may be filed for this violation.
34. **Vandalism and/or Destruction of Property** – The act or attempted act or willful destruction or defacement of school or private property either on school grounds, or during a school activity, function, or off-site school event will be cause for discipline by the school and possible contact of police authorities.
35. **Violation of Bus Rules** – Students are expected to comply with bus rules. Rules for the bus include the following: no throwing any object inside or outside of the bus; no body parts hanging outside a window or door; no consumption of food or beverages; riders must remain seated until the driver gives permission to leave; using the emergency exit door without permission; and leaving or boarding a bus at locations other than the assigned stop unless parental and administrative authorization has been given. Students may be denied bus privileges for not following the bus rules.

**NOTE:** *If a student is told to report to or go to the Office by any staff person or school personnel, including teachers, secretaries, custodians, cafeteria workers, or administrators, they should do so immediately without discussion or argument. Explanations can be given after the student reaches the Office at the appropriate time. It is the student's responsibility to deliver all communications concerning discipline and other school business to their parent*

## **STUDENT DISCIPLINE REFERRALS**

Students exhibiting misconduct during school hours and/or at school-sponsored activities will be referred to the administration by staff or school officials. Students receiving a referral to the Principal's Office will be dealt with according to the policies/procedures outlined in the Student Code of Conduct and/or Student Discipline Guidelines.

In all cases of normal disciplinary procedures where a student is removed from a curricular or co-curricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion at that time, due process requirements, outlined in this policy, do not apply.

## **EXTENDED DAY DETENTIONS**

Teachers, administrators, and/or the Attendance Officer may assign student detentions. Detentions are assigned for minor behavior problems and tardiness. These detentions are to be served after school as assigned by the building administrator or teacher. Students will be required to attend detention at Northside Intermediate School from 3:30 p.m. until 4:15 p.m.

## **TWILIGHT SCHOOL**

Twilight School is an alternative to an Out-of-School Suspension for students. Twilight School is assigned for trancies and other disciplinary cases. The student is assigned to this program by the principal or his/her designee and will be making up lost instruction due to truancy or lack of classroom

participation. Students will be required to attend a Twilight School session at Northside Intermediate School from 3:30 p.m. until 4:45 p.m. Students are to bring needed materials for school work.

### **IN-SCHOOL SUSPENSION PROGRAM (ISS)**

Students who have attendance and/or behavior problems may be assigned to an In-School Suspension (ISS), usually for one to three days. Students will be given credit in their regular classes for all the work they complete while in ISS. If a student is absent while assigned to ISS, that time must be made up before the student is returned to regular classes. Students who have discipline problems in ISS will be suspended from school. Students who have been suspended for discipline problems in ISS will not be permitted to return to regular classes until they have successfully complete their ISS obligations. Students will eat their lunch in the ISS room. Electronic devices are not permitted in ISS and must be checked in with the ISS instructor at the start of the day.

### **SOCIAL PROBATION**

Social Probation means that a student *may not* attend as a spectator any school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, ceremonies, and trips. A student may be placed on Social Probation as a result of academic/disciplinary actions. If a student is placed on Social Probation, he/she shall:

1. not be allowed in the school or on school grounds outside of school hours (8:15am to 3:15pm) except as a participant in a school activity (i.e. school musical, academic assist, etc.) or sport under the direct supervision of a staff member; and
2. not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends. (i.e. athletic contests, school concerts, dances, etc.)

A student will be placed on Social Probation for poor attendance, inappropriate behavior, and/or poor academic performance.

### **SHORT TERM REMOVAL FROM CLASS OR CO-CURRICULAR ACTIVITY**

If a student's presence and behavior poses a continuing disruption or danger to persons or property, the student may be removed from curricular or co-curricular activities under staff supervision with the following conditions:

1. Students are not to be removed from the school premises. They are to be sent to the office of the principal or to the primary advisor in the case of co-curricular activities on non-school time. (If the student refuses to comply, a School Administrator should be summoned immediately.)
2. A student's removal from the class or activity shall be limited to no more than one school day for any single incident.
3. The specific reasons for removal by the teacher must be submitted to the administrator in writing immediately or when practicable.
4. The administrator will give notification of the disposition to the teacher.
5. Following any short-term removal, a conference between the principal, teacher, parent/guardian, and student may be required before reinstatement to the curricular or co-curricular activity is approved.

## **PROMOTION CEREMONY REQUIREMENTS (5th GRADE)**

In order to be considered for participation in 5th grade promotion ceremonies on May 24, 2016. Students must meet all of the following requirements:

1. Meet satisfactory academic promotion requirements.
2. No disciplinary suspensions or open consequences for behavior unfulfilled.
3. Minimal attendance requirements are met during 4th quarter.

More specific information regarding each of these requirements will be available during 2nd semester.

## **EMERGENCY REMOVAL BY ADMINISTRATOR**

If a student's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises the Superintendent, Principal, or Assistant Principal may without notice or hearing, remove the student from the school premises, curricular, or co-curricular activity.

If it is intended that the student be removed for more than twenty-four (24) hours, within three school days after the initial removal, the student shall be given written notice and provided with a due process hearing as defined in the section on Procedures for Suspension. If it is probable that the student is going to be recommended for expulsion, the due process hearing shall be conducted in accordance with the section on Procedures for Expulsion.

## **PROCEDURES FOR SUSPENSION**

In the case of a student's intended removal from school for purposes of suspension, the following procedure shall be enacted:

1. The student shall be informed, in writing, of the intended suspension and reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain his/her actions.
3. A written notice shall be sent to the parent/guardian within twenty-four (24) hours. The written notice will outline the specific reasons for the suspension and include notice of their right to appeal the suspension to the Superintendent or his designee, to be represented in appeal proceedings, and to request such hearing to be held in closed session. The student will remain suspended from school during the appeal procedures. If the suspension is overturned through the appeal process, the suspension will be expunged from the student's file and all class work can be made up and credited.
4. Written notice of the suspension shall also be sent to:
  - a. Treasurer of the Board of Education
  - b. Student's record

Suspensions may not be longer than ten (10) school days beginning with the first day of the removal from school. Only school administrators including the Principal, Assistant Principal, Principal Intern and/or the Superintendent may initiate suspension proceedings. If there are fewer than ten (10) days remaining in the school year, the Superintendent may apply part or all to the following school year.



When a student has an out-of-school suspension, class assignments may be made up or accepted for credit at the discretion of the teacher.

Once a student has reached four or more days of suspension during a school year, his or her parent/guardian must meet with an administrator before they can be reinstated to school. This process will continue for subsequent suspensions throughout the school year.

## **PROCEDURES FOR EXPULSION**

A student may be expelled by the Superintendent of schools in accordance with procedures outlined by the Ohio Statutes.

In most instances, an expulsion recommendation shall be warranted only after efforts have been made to involve the parents and student in an attempt to change the behavior pattern. An expulsion shall not extend beyond 80 school days unless the violation includes a weapon, then the expulsion may be up to one year.

If a student brings a weapon on school property, in a school vehicle, or to any school sponsored activity, she/he shall be expelled for one year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. In compliance with Federal Law, the Superintendent shall also refer any student expelled for possession of weapon to the criminal justice or juvenile delinquency system serving the District.

A weapon is defined as any firearm, 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, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

If, at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

Before a student may be expelled, the student and his/her parent or guardian must be given written notice of the intention to expel and the reasons for the intended expulsion. This notice shall include information on the right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion, the time, and place of the hearing, and the right to have a representative at the hearing. The time to appear shall not be earlier than three or later than five school days after the notice is sent. If applicable, the notice must state that the offense is one for which permanent exclusion may be sought.

Following a student's expulsion from school, the Superintendent shall, within one school day:

1. Notify the student and his/her parent/guardian in writing, of the expulsion, the reason for the expulsion, the right of the student or the parent to appeal to the Board or the Board's designee, the right to be represented in all appeal proceedings, the right to request such hearing be in

executive session; and (if applicable), that the offense is one for which permanent exclusion may be sought.

2. If a student is expelled for more than twenty (20) days or if any period of the expulsion extends into the following semester or school year, the Superintendent is required to provide the student and his parent/guardian with information about services offered by public or private agencies that work toward improving the student's attitudes and behavior that contributed to the incident that gave rise to the expulsion. This information must include the names, addresses, and phone numbers of the appropriate public and private agencies.
3. Written notice of the expulsion shall also be sent to:
  - a. Treasurer of the Board of Education
  - b. Student's record

During the period of absence due to suspension, expulsion, removal, or permanent exclusion the parent/guardian or the student (if she/he is 18 years of age or older) is responsible for the conduct of the student. While suspended, expelled, removed, or permanently excluded from school, students are not permitted to attend curricular or extracurricular activities, or be on the school property. If the student is suspended or removed only from one particular class or activity, she/he may not attend the class or participate in the activity for the duration of that suspension or removal.

## **COUNTERFEIT "LOOK-ALIKE" DRUGS**

House Bill 535, amended section 2929.01, and enacted section 2935.37 (Ohio Revised Code) prohibit making, selling, and possessing counterfeit drugs and related tools. Statutes provide severe criminal penalties for the sale or possession of so-called "look-alike" drugs, when sold as controlled substances, or falsely represented to be a different type of illegal drug.

Section 3 of the act requires each board of education to develop a method of conveying the provisions of this law to **all students** in the district. Therefore, we are including the provisions of the law in the student handbooks and the district calendar for students and their parents.

Specifically, the laws deal with counterfeit controlled substances, which are defined in amended Section 2925.01 (P) of the Ohio Revised Code to mean any of the following:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its markings, label, packaging, distribution, or the price for which it is sold or offered for sale.

A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV, or V (Ohio Administration Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants, and hallucinogens, as well as any other types of drugs. Violation of counterfeit, controlled substances laws can result in maximum fines ranging from \$1000 to \$5000, and a possible maximum prison term ranging from 6 months to 10 years.

**Students involved in any infraction dealing with counterfeit, “look-alike” drugs will be subject to suspension/expulsion procedures, consequences, and referral to law enforcement authorities.**

## **BUS TRANSPORTATION**

Alliance City Schools provides bus transportation for students in grades Preschool through 12th who reside with their legal guardian and live one mile or further from their assigned school of attendance.

Riding a school bus is a privilege. The school bus is part of each child’s school environment. It is the student’s duty and obligation to obey all bus rules and expectations for safety reasons. Any questions or concerns about bus transportation should be directed to the Transportation Supervisor at 330-829-0348.

Alliance City Schools strives to make the bus ride to and from school a safe experience for all students. Student safety is our #1 priority. Parents/Guardians need to be aware of the following procedures if their child misses the bus. Please see below:

- If the bus is late, the following may be the reason; road conditions, weather, traffic, waiting on a student not ready, trains, blocked roads, trash trucks, road work, and emergency vehicles.
- If your child is going to be absent from school, please call the bus garage at 330-829-0348 and the student’s assigned school building. This will help the bus driver to only make necessary stops.

### **Alliance City School District Bylaws & Policies: 8630 - Student Removal/Suspension From Transportation**

*The Board of Education holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.*

*The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the principal. A student may be suspended from bus transportation by the Principal for disciplinary reasons up to maximum of ten (10) days (in addition to other school-based discipline if warranted), in which case the parents are responsible for the student’s transportation.*

### **School Bus Violations For Which A Student Will Be Disciplined**

1. Smoking, tobacco products, and lighters and matches
2. Fighting

3. Possession of any alcoholic beverage or drug and/or medication
4. Throwing object(s) inside or outside bus
5. Physical or verbal abuse of driver
6. Physical or verbal abuse of another student or rider
7. Body parts hanging outside window or door
8. Possession of weapons or explosives, including fireworks
9. Vandalism to the bus, bus equipment or possessions of driver or another rider
10. Use of chewing tobacco or snuff
11. Expectoration (spitting)
12. Consumption of food, beverages or chewing gum
13. Use of obscene language or visual forms of vulgarity
14. Refusal to remain seated until the driver gives permission to leave
15. Refusal to comply to the instructions of the driver
16. Any misconduct, visually acknowledged and in the judgement of the bus driver may threaten the safety and well being of persons or property at a bus stop
17. Unauthorized use of the emergency exit door
18. Leaving or boarding bus at location other than assigned stop (unless parental and administrative authorization have been given)
19. Possession of glass contains, animals, insects, laser devices, and light pointers
20. Prohibited items: Sport equipment, e.g. skateboard, baseball bat, football, basketball, etc.  
Instruments other than band instruments that can sit on the rider's lap.

### **Consequences**

School bus violation will result in school-based discipline, as determined by building principal. Consequences will be age and grade appropriate. A student who poses danger to others or themselves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus as outlined in the student handbook.

### **School Bus Safety Expectations**

We have **AVIATOR PRIDE** because we:

1. Talk quietly and remain seated.
2. Keep our hands, feet, and all materials to ourselves and inside the bus.
3. Are respectful of others.
4. Keep all food and drink in our backpacks.

\*School Bus Safety Expectations will be posted on each bus and reviewed by the bus driver.

### **School Bus Safety Responsibilities**

Parent:

1. Students will ride their assigned bus both to and from school unless a written request asking permission to be let off at some other stop is presented to the bus driver and signed by the parent/guardian. Parents will assume the responsibility of the child when such a request is made and granted. Students will not be permitted to ride a bus other than their regular bus unless the Principal approves a request from the parent/guardian for the change.
2. Parent/guardians are responsible for the safety of students while going to and from pick points and for meeting the bus on schedule. Be ready at least five (5) minutes before the bus is to arrive.
3. Buses operate on a time schedule as outlined by the Transportation Supervisor
4. Parents/Guardians will be responsible for any vandalism or damage to a bus by their children.
5. Students shall be waiting at the curbside of the street to board the bus when it stops in the morning.
6. No unauthorized passengers shall be transported on a school bus.

**Student:**

1. Smoking, drinking, drugs, eating, gum, chewing, and littering are not permitted on the buses by students, adults, and chaperones.
2. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
3. Absolute quiet must be maintained at railroad crossings or other danger areas.
4. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
5. All parts of student's bodies shall be kept inside the school bus at all times.
6. Students may sit three to a seat at AELS, Rockhill and Parkway Elementary Schools. Students may sit two to a seat at NIS, AMS and AHS.
7. Seats will be assigned by the driver to maintain order and for evacuation purposes.
8. While students are riding on the bus, animals, firearms, ammunition, explosives, and other dangerous materials or objects that may interfere with the safe operation of the vehicle shall not be transported.
9. Wait away from the road.
10. Stay out of the Danger Zone, which is ten (10) steps around the bus on all sides.
11. Only cross the road in front of the bus, never behind the bus.
12. Use handrails to get on and off the bus.

***Related violations of any of the behaviors listed under "School Conduct" may result in suspension or expulsion from riding the bus.***

**Northside Intermediate School's P.B.I.S. Matrix  
(Positive Behavior Intervention and Supports)**

	<b><u>Be Respectful of Others</u></b>	<b><u>Be Respectful of Self</u></b>	<b><u>Be Respectful of Property</u></b>
<b><u>Hallway</u></b>	<ul style="list-style-type: none"> <li>*Single file line</li> <li>*Hands, feet and objects to yourself</li> <li>* Do not pass students in the hall</li> <li>* Respect all adults</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others the way you want to be treated</li> <li>*Use self control</li> <li>*Arrive at destination in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>*Use self control</li> <li>*Be a good role model</li> <li>*Arrive at destination in a timely manner</li> <li>*Keep the hallways clean</li> </ul>
<b><u>Cafeteria</u></b>	<ul style="list-style-type: none"> <li>*Do not take things that do not belong to you.</li> <li>*Share condiments</li> <li>* Keep your hands, feet, and objects to yourself</li> <li>*Say please and thank you</li> <li>* Respect all adults</li> </ul>	<ul style="list-style-type: none"> <li>*Use self control</li> <li>*Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Keep the hallways clean</li> </ul>
<b><u>Classroom</u></b>	<ul style="list-style-type: none"> <li>* Be honest</li> <li>* Keep your hands, feet, and objects to yourself</li> <li>* Be a team player</li> <li>* Be considerate of the feelings of others</li> <li>* Respect all adults</li> </ul>	<ul style="list-style-type: none"> <li>* Always do your best</li> <li>*Be organized/prepared</li> <li>* Take responsibility for your actions</li> <li>*Stay in your seat unless you have permission from your teacher</li> </ul>	<ul style="list-style-type: none"> <li>* Pick up after yourself</li> <li>* Keep Desk Clean</li> </ul>
<b><u>Restroom</u></b>	<ul style="list-style-type: none"> <li>*Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act-consider consequences for your actions</li> </ul>	<ul style="list-style-type: none"> <li>*Take pride in your school and keep our bathrooms clean</li> <li>*Throw your trash in the trash can</li> <li>* Do not waste soap, water or paper towels</li> </ul>
<b><u>Bus</u></b>	<ul style="list-style-type: none"> <li>*Keep your hands and feet to yourself</li> <li>*Use quiet voices at all times</li> <li>*Be polite and follow driver instructions</li> <li>*Ask the driver for permission before opening/closing windows</li> </ul>	<ul style="list-style-type: none"> <li>*Remain in your assigned seat at all times and keep the aisle clear</li> <li>*Face forward</li> </ul>	<ul style="list-style-type: none"> <li>*Respect the seat, windows, and all parts of the bus</li> <li>*All trash should be thrown away</li> <li>*Always close the windows when exiting the bus</li> </ul>

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Alliance City Schools to provide an equal education 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, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, Mr. Rob Gress, at 200 Glamorgan St., Alliance, OH, 44601. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal opportunity. Under no circumstance will the District threaten or retaliate against anyone who raises or files a complaint.

## **NONDISCRIMINATION POLICY**

It is the intent of the Alliance Board of Education to comply with the nondiscrimination provisions of the federal laws and regulations with regard to race, color, creed, national origin, sex, marital status, age, handicap or other physical characteristics. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities offered by the district, or in the employment or treatment of school district personnel. In accordance with all federal, state, and local laws, the Alliance City School district does not discriminate on the basis of sex, race, color, age, religion, disabilities or national origin. Alliance City Schools' Section 504 Coordinator is Mrs. Jane Stoner, 200 Glamorgan Street, Alliance, OH 44601, 330-821-2100. The Title IX Coordinator is Mr. Rob Gress, 200 Glamorgan Street, Alliance, OH 44601, 330-821-2100.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 330-821-2100.

## **SPECIAL NEEDS THAT REQUIRE ADDITIONAL ACCOMMODATIONS**

Upon request to the building administrator, the District shall make reasonable accommodations for disabled persons, including those persons with hearing impairments, to participate in school activities. To make proper arrangements for the needed accommodation, please submit a written request to the building administrator a minimum of one week in advance of the scheduled school activity.

## **ALLIANCE ELEMENTARY SCHOOLS ARE TITLE I BUILDINGS**

Title I is a federally funded program that provides assistance for our nation's schools. Title I funds enhance educational programs at our school and encourage parental involvement. The goal of Title I is to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessment. In order to meet this goal, home and school partnerships are essential. Parents, students, and teachers work together so that all of our children succeed in school.

**Verification of Receipt of the  
Northside Intermediate School  
Student Handbook 2015 - 2016**

I have received a copy of the Northside Intermediate School Student Handbook. I understand that the handbook contains information that I may need during the school year.

Student Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian,

In addition to the statement above, Northside staff uses Google as a preferred method of sharing information and communication. If you do not have a gmail account, please consider creating one and provide that information below. Please check **ALL** preferred methods and times of communicating information through the school year.

Parent Name (please print) \_\_\_\_\_

\_\_\_\_\_ I check this email/gmail address daily: \_\_\_\_\_

(Circle one)

\_\_\_\_\_ Within 1 hour at this number: \_\_\_\_\_, I will...

\_\_\_\_\_ respond by text message

\_\_\_\_\_ answer a phone call

\_\_\_\_\_ listen to a voicemail/all call

At the following times:

\_\_\_\_\_ Mornings 7 - 8am

\_\_\_\_\_ Extended School Day 8 - 5pm

\_\_\_\_\_ Evenings 5 - 8pm

\_\_\_\_\_ I prefer paper notices sent home.

Signature \_\_\_\_\_

Date \_\_\_\_\_