

# **Powell Elementary School Student Handbook**

2018 - 2019  
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The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in May of 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.nbls.org">www.nbls.org</a> .
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## **FOREWORD**

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

## **MISSION OF THE SCHOOL**

We are committed to meeting the educational needs of all children in a safe, challenging environment by providing every child with a strong academic foundation in which they can experience success.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against 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(s): Superintendent at 419-257-3531. Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

7:45 a.m. School Doors Open. Students arriving prior to this time are not supervised and will be required to wait outside the building.

7:45-8:00 a.m. Breakfast Served.

8:03 a.m. Regular School Day Begins—Students in classrooms ready for school

2:30 p.m. Regular School Day Ends. Students remaining after this time will not be supervised unless they are in an after school program.

3:00 p.m. Office Closed.

## **Breakfast/Entrance/Front Bus Pickup & Drop Off Information**

Breakfast is consumed in the classroom. Students are permitted to enter the building no earlier than 7:45 a.m. and must report directly to the cafeteria to get their breakfast. Breakfast will only be served from 7:45-8:00 a.m. Students arriving to school late may purchase a breakfast until 8:30 but it may differ from what was listed on the menu.

Parents must drop off and pick up students in the circle drive located at the south end of the building. Students who get picked up and are dropped off will enter/exit the doors at the south end of the building. All other students will enter/exit at the Main Street entrance by the trophy cases. Buses will be the only vehicles permitted in the front of the building between the hours of 7:30-8:30 a.m. and 2:00-2:45 p.m. All drop offs before school and pick ups after school should happen at the south end circle drive.

Students coming in tardy (after 8:05) or being picked up early (before 2:15) must use the Main Street entrance by the office. Teachers will be on duty to help direct children. After the 8:03 bell rings, all doors – including the front entrance – will be locked. Visitors/parents will enter through the Main Street entrance and push the button on the gray box located to your right on the wall to gain entry. You will then go to the office located on your left and sign in.

### **PERSONAL BELONGINGS**

It is very important that lunch boxes, book bags, sweaters, and other apparel of this nature be marked with student's name to aid in identification. Children have a tendency to want to bring their possessions to show their friends. Many of these items are disruptive to the learning process or can cause injury to another student. Additionally, students are not permitted to have electronic devices, cell phones, laser lights or any unauthorized objects at school during scheduled school time. These items must remain at home. If a student brings an unauthorized item to school, they will be confiscated and held by the Principal. A parent may then meet with a Principal in order to have the item returned.

With the exception of lunch and school related purchases, students need not bring money to school. When sending money to school for fees and/or special activities, it is requested that it be enclosed in an envelope, marked with the student's name and the teacher's name. Please designate the purpose for the money.

The school is not responsible for any personal property that is lost or stolen.

### **STUDENT FEES**

The student fee for the current school year is \$46.00 for each student. Parents will receive a \$5.00 discount (\$41.00) for paying school fees before the end of the 1<sup>st</sup> quarter grade period. School fees are due immediately and can be paid in the office. You may pay your child's school fees using E-Z Pay. A link to E-Z Pay can be found on the district website. Students will be provided necessary textbooks for courses of instruction without cost.

In accordance with State law, the school charges specific fees for activities and materials. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship that is verified through a completed government meal assistant form. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grade reports and credits or exclusion from field trips, outdoor education camp, or other activities that supplement the state-adopted curriculum.

### **SCHOOL & HOME PARTIES/TREATS**

Several school wide parties are planned for the students during the school year. Birthday treats are permitted to be shared with the entire class at a time deemed appropriate by the teacher. Keep in mind that some children are sensitive to certain foods and they may suffer from potentially dangerous food allergies. Please send healthy food items low in sugar and fat content. Please refrain from sending home party

invitations to school to be distributed in the classroom unless everyone in the class is invited.

### **SCHOOL SUPPLIES**

Thanks to the generosity of an anonymous donor, our basic consumable school supplies for all of our students in grades preschool through six have been purchased and will be gifted to the children upon their arrival. Parents are required to provide a book bag or backpack for each child, a pair of athletic shoes for physical education classes, and a set of headphones or earbuds. Teachers may have additional supply item requirements for their class.

### **FOOD SERVICE**

The nutritional guidelines include 51% whole grain breads, pastas, breading on any product, and pizza crusts. We must serve one red/orange vegetable, one dark green vegetable, one bean, one starch and one other approved vegetable each week. These serving standards are designed to give children at each grade level 1/3 of their daily nutritional needs. If you would like a list of these vegetables, please contact the kitchen staff.

We are a “peanut-aware” not a “peanut-free” district. We work with parents, children and the school health aide to help safeguard our students with food related allergies. All food related allergies that require a special diet must be supported by a physician’s order. This order must be on file with the school health aide and the kitchen manager.

Our Kitchen Staff are all “Serve-Safe Certified” as certified by the School Nutrition Association, and attend meetings, conferences, classes, and webinars regularly.

### **LUNCH**

Powell Kitchen follows the USDA Offer vs Serve provision as part of the National School Meals Program. This means each child must purchase three out of the five food groups that are offered. It is important to understand that we are required to offer all 5 items. We screen student trays at the cash register to ensure compliance.

### **BREAKFAST**

We serve breakfast in the cafeteria from 7:45-8:00 a.m. daily, and students consume their breakfasts in their classrooms. This will give the children a little more time to eat. All children will be able to purchase breakfast. If you decide that you do not want your child to eat breakfast at school, please send an e-mail or a letter to your child’s teacher. Serving breakfast has been well documented to improve the academic performance of students. Please remind your child to use their table manners in the classroom as well as in the lunchroom.

### **MEAL ASSISTANCE**

Applications to apply for free and/or reduced breakfast and lunch are sent home at the beginning of the school year and they are available in the school office throughout the school year. Please turn in these applications to the school office by September 15<sup>th</sup> or as soon as your financial situation changes at any time during the school year. Breakfast and lunch charges will begin to accrue on your child’s account starting October 1<sup>st</sup> and these charges cannot be waived. It is imperative that your form is returned by September 15<sup>th</sup> or as soon as your financial situation changes so you do not incur any unwaivable expenses.

You will be notified if your application is denied or if your child(ren) qualifies for free or reduced breakfast and lunch. All information is kept confidential. There is no discrimination or identification of children utilizing this service.

**PLEASE NOTE:** Applications Must Be Submitted Every School Year by Sept. 15<sup>th</sup>!

**PAYMENTS**

School meals may be pre-paid weekly, monthly, or bimonthly. When sending in a check, please write your child’s name or lunch code in the memo portion of the check to ensure proper deposit. Make checks payable to Powell Elementary School. “E-Z Pay” is an on-line meal payment program. You can log onto the North Baltimore Schools website at [www.nbls.org](http://www.nbls.org), click on the E-Z Pay link, and follow the on screen directions. You must have your child’s student I.D. number to set up an account. If you or your child doesn't know their student I.D. number, you may contact the office. Once you have registered, you may pay for meals plus view what your child is purchasing at breakfast and lunch. You may also pay your child’s school fees using E-Z Pay.

**BREAKFAST/LUNCH PRICES AND CHARGES**

Students may not exceed a negative cafeteria account balance in excess of \$10.00. In certain circumstances, students may be allowed to exceed this limit with the consent of the building principal and/or director of food service. Once your child’s cafeteria account balance is in the negative, students will be given daily reminder slips that money is needed on their account. When the balance nears \$10.00, the school will make every reasonable attempt to contact parents via phone to let them know of the situation.

BREAKFAST PRICES

Free	0.00
Reduced	0.30
0.40	
Full Pay	1.25
2.95	
Milk	0.50
0.50	

LUNCH PRICES

Free	0.00
Reduced	
Full Pay	
Milk	
Adult	

3.45

*USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER*

**STUDENT RESPONSIBILITIES**

The School’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members’ directions and to obey all school rules. Students must arrive at school on time, and be prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Principal. In order to keep parents informed of their child’s progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail, e-mail, or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an updated emergency medical authorization form completed and signed by a parent or guardian on file in the School office. It is the responsibility of the parent or guardian to update the School office when changes occur. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

# **SECTION I - GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy or paying tuition. New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. Certified birth certificate
- B. Social Security card
- C. Court papers allocating parental rights and responsibilities, or or custody (if appropriate)
- D. proof of residency
- E. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have the official records from their previous school in order to complete the enrollment process. An administrative assistant will help you in obtaining the records, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison for Homeless Children with regard to enrollment procedures. In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

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

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

### **CHILD CUSTODY**

If neither parent has presented a court order to the Principal, both parents have equal and unlimited parental rights for the child. The parents are presumed to be equal in the eyes of the law, until a court order specifically limits the rights of either parent. See Ohio Revised Code §3109.03. This is true even if the parents are separated or divorced. A court order limiting parental rights may include a: Temporary Domestic Relations Court Order, Civil Protection Order, Judgment Entry and Decree of Divorce, or Shared Parenting Plan that has been incorporated into a Decree of Shared Parenting, or Post-Decree Modification of an earlier child custody order. If a court has approved a Shared Parenting Plan, the parents must provide a certified copy of the plan to the Principal. Each Shared Parenting Plan must state which parent is the school placement parent. See O.R.C. § 3109.04(J). Typically, custody orders and shared parenting plans address non-school hours, and both parents would have the same access to their children as parents who are not divorcing.

### **SCHEDULING AND CLASSROOM ASSIGNMENT**

The teachers, in collaboration with the Principal, will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal. Parent requests for a specific classroom/teacher may be considered in preparing student/teacher assignments. These requests must be submitted in writing directly to the Principal and state sound educational reasons for the request. The information provided in the letter of request will be considered along with other important information when teacher assignments are made. However, parent requests are never a guarantee that a child will have a specific teacher. The teachers and the Principal will make the most appropriate placement to enhance the educational setting of all students under their care. Written

requests must be submitted to the building principal prior to April 1 each year. Requests must be made each year. They do not carry over from one year to the next.

#### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

#### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18. Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

#### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. 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 questions about immunizations or exemptions should be directed to School Health Aide.

#### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. It is the parents obligation to notify the school of changes of address, emergency contact numbers, or custody within two school days. Should an emergency arise, it is critical that we know who to contact and what current number to call.

#### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building Health Aide before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma

medication. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medications must be registered with the Health Aide and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Health Aide by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school health aide. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The Principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

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

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Health Aide. Physician authorization is not required in such cases. If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Health Aide's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Students who are suspected of head lice will be examined by school personnel. When cases of head lice are confirmed, the parents will be notified and required to take the child for treatment by a method approved by the Health Department. Symptoms of head lice include: head and scalp itching and yellow-brown nits at the nape of the neck, crown of the head, and above the ears. Students will be permitted to return to school after the Health Aide, the Principal, or his/her designee confirms that the student has been treated and the nits have been removed.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A.) Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B.) Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C.) Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Health Aide and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 – Exposure Report). The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or emergency care facility. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or an emergency care facility. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

#### **TITLE I – PARENTS' RIGHT TO KNOW**

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
  1. information on the level of achievement of their child(ren) on the required State academic assessments;
  2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

#### **PARENT INVOLVEMENT**

Parent Involvement is a vital part of the Title I Program. The thrust of parent involvement shall include, but not be limited to, parent input into the design and implementation of programs, participation by parents in school activities and programs, and training/materials which build parents' capacity to improve their children's learning in both the home and school. The following goals will help to build a partnership between home and school:

1. to inform the parents of the program, the reasons for their child's participation, and the specific instructional goals
2. to train parents to work with their children to attain instructional goals
3. to develop partnerships by communicating with parents regularly

4. to provide opportunities for parents to be involved in the design, operation, and evaluation of the program
5. to provide opportunities for the full participation of parents who lack literacy skills or whose native language is not English

The Title I School-Wide Program at Powell Elementary shall be based on an annual assessment of educational needs. This assessment will help to identify students who are at risk in reading and math. Title I services will be provided to qualifying students. Title I funds will be used to enhance, not replace, state and local funds.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the Elementary School Principal at 419-257-2124 to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the Elementary (school Principal) at 419-257-2124.

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

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

### **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and

restrict access to students' personally identifiable information. Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator. Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant; a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). "Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest. The Board authorizes the administration to:

A.) forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1.) a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

2.) the parent or eligible student, upon request, receives a copy of the record; and

3.) the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B.) provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C.) report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D.) release de-identified records and information in accordance with Federal regulations;

E.) disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction.

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

F.) disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16) The District will verify that the authorized representative complies with FERPA regulations. Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a

government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

G.) request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records. The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required). Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

#### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice. Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least five (5) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request. The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A.) college or other postsecondary education recruitment, or military recruitment
- B.) book clubs, magazine, and programs providing access to low-cost literary products
- C.) curriculum and instructional materials used by elementary and secondary schools
- D.) tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E.) the sale by students of products or services to raise funds for school-related or education-related activities
- F.) student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A.) inspect and review the student's education records;
- B.) request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C.) consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D.) challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E.) file a complaint with the United States Department of Education;
- F.) obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A.) the proper storage and retention of records including a list of the type and location of records;
- B.) informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records. No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations. Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement /compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be obtained through the School Board Office. Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school

program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the principal to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

B. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.

C. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables. Elementary students are not permitted to have cell phones turned on or carried on their person during the school day.

### **SAFETY AND SECURITY**

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

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of an audible sound. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will send out a pre-recorded *One-Call-Now* telephone message, send out a text alert, and/or notify local television and radio stations. Parents are responsible for signing up for the automated call service and text message alerts. To register, please contact the Board office. Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the

presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

#### **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

#### **LOST AND FOUND**

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

#### **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency situation, students will not be called to the office to receive a telephone call.

#### **USE OF WIRELESS COMMUNICATION DEVICES**

The use of any personal wireless communication devices is prohibited at the elementary school. "Sexting" is prohibited at all time on school property and at all school functions. Sexting is the electronic transmission of sexually-oriented messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and confiscation of the device.

#### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt. The School has a central information distribution area located in the main lobby that may be used for posting notices after receiving permission from the Principal.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a

current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips. Participation in field trips and co-curricular activities and extra-curricular activities can be denied for failure to pay student fees, for library fines, or for excessive or prolonged lunch charges.

Only parents and legal guardians or their spouses are permitted to serve as chaperones. Grandparents or close relatives may be approved to attend in the place of parents or legal guardians if there is a lack of chaperones. Such exceptions will be reviewed by the Principal on a case-by-case. The chaperone:student ratio will also be determined by the principal for each approved field trip. Some field trips may not require any parent or guardian chaperones. Teachers will compile a list of potential chaperones for a field trip and present it to the Principal for final approval.

Students are not permitted to ride to and from any field trip with anyone other than their parent or guardian. A written notice indicating a parent's/guardian's intent to transport their child to/from a field trip destination must be submitted to the Principal for approval no less than 24 prior to departure.

### **GRADES**

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

- A+ 97-100% (4.0)
- A 94-96% (4.0)
- A- 90-93% (4.0)
- B+ 87-89% (3.0)
- B 83-86% (3.0)
- B- 80-82% (3.0)
- C+ 77-79% (2.0)
- C 73-76% (2.0)
- C- 70-72% (2.0)
- D+ 67-69% (1.0)
- D 63-66% (1.0)
- D- 60-62% (1.0)
- F 0-59% (0)
- I = Incomplete
- P = Acceptable achievement
- O = Outstanding
- S = Satisfactory
- U = Unsatisfactory

### **HOMEWORK POLICY**

Regular homework is important because it gives pupils the opportunity to practice at home the tasks presented in class and helps pupils work to improve important skills. It also helps students to become confident and independent in their learning, which will help them throughout their time at school and in adult life. Homework will not be assigned or designed to be punitive or busy work. Family time and activities outside the school day are an important part of a child's life.

### **Role of the Teachers:**

1. Assign the following amounts of homework:
  - Preschool through third grade may have up to 30 minutes per day/150 minutes per week.
  - Fourth through sixth grade may have up to 60 minutes per day/300 minutes per week.

\* These times do not include independent reading assignments.
2. Assign relevant, challenging and meaningful homework that reinforces classroom learning. Assignments should allow for varied learning styles by including choices in the types of assignments when possible.

Homework assignments include:

  - Practice exercises to follow classroom instruction
  - Preview assignments to prepare for subsequent lessons
  - Study or review for tests or unit topics
3. Give clear instructions and make sure students understand the purpose.
4. Give feedback and/or correct homework. It is important to review homework assignments in class so that students learn that homework is important.
5. Involve parents and contact them if a pattern of late or incomplete homework develops.
6. Modify homework assignments/grades based on students' individual needs. (i.e. IEP, 504 Plans)
7. Provide rubrics to score/grade projects that are completed outside the school classroom and school day for clear expectations.

### **Role of the Parents:**

1. Set a regular, uninterrupted study time each day.
2. Establish a quiet, well-lit study area for their child to work.
3. Monitor student's organization and daily list of assignments in their agenda. Students in grades 4 through 6 will utilize an assignment notebook.
4. Help student work to find the answer.
5. Be supportive when the student gets frustrated with difficult assignments.
6. Report homework concerns to the teacher.
7. Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.
8. Parents may sign children's unfinished homework if the time allocation has been used. From time to time, students may need some additional minutes to complete homework based on their individual understanding and ability. If this becomes a concern, the parent should contact the teacher.

### **Role of the Students:**

1. Write down assignments in an assignment notebook in grades 4-6.
2. Be sure you understand assignments; don't be afraid to ask questions if necessary.
3. Set aside a regular time for studying and independent reading.
4. Find a quiet, well-lit study area to complete homework assignments.

5. Work on homework independently whenever possible, so that it reflects the student's ability.
6. Produce quality work that demonstrates effort according to teacher expectations.
7. Make sure assignments are done according to the teacher's instructions and completed on time.

### **Homework Grading**

The purpose of this portion of the policy is to encourage students to complete homework assignments and motivate them to make up missed work in order to earn credit. Also, homework teaches students to be responsible. A student will receive credit for each completed homework assignment and an incomplete for each missing homework assignment. "Missing work" will be accepted and given partial credit for a period of seven (7) calendar days beyond the original due date. After seven days, students will be referred to the Principal and assigned after-school detentions until the work is completed. Teachers will determine what credit, if any, they will award after seven days. Students will have the same number of school days that they were absent plus one to complete the homework. For example – A student misses three days of school. They will have three days plus one additional day ( $3+1=4$ ) to complete the assignments due.

### **GRADING PERIODS**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Interim reports, indicating weak and/or strong areas, are sent home to parents in the middle of each grading period so that corrective action can be started and parental intervention conferences can begin. Kindergarten students receive interim reports for only the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> marking periods. Students receiving special education services will also receive progress reports detailing their progress toward stated academic goals each time that interim reports or grade cards are distributed.

Parent/Teacher Conferences are scheduled during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. One full day is set-aside in the fall and one in the spring for Parent/Teacher Conferences. However, teachers and parents are encouraged to confer with each other at any point in the school year concerning pupil progress and other questions or problems. Parents are asked to make an appointment to confer with school personnel.

### **PROMOTION, PLACEMENT & RETENTION**

Promotion, placement (minimum level of standards met), or retention (minimum level of standards not met in two or more academic areas) to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity

Retention of students should be discussed with parents as a possibility no later than the February parent/teacher conferences, with few exceptions (i.e. poor attendance). Retentions are discussed with families, working as a team to make the best educational decision for the student. If a consensus cannot be reached, the final decision will be

made by the Principal. A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and/or reading.
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade. Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted. No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law. Students not passing 2 of 3 areas in math, reading and writing will be placed in the next grade level. A grade of C or S is a passing grade. A grade of D or S- is not a passing grade.

### **ACCELERATION**

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. The required nomination forms are available through the Principal's office. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

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

#### **Quarterly Academic Recognition Awards (Grades 4, 5 & 6)**

##### ***Honor Roll***

Honor Roll is awarded to students who earn all A's and B's in a quarter.

##### ***"A" Team***

"A" Team is awarded to students who earn all A's in a quarter.

##### ***Perfect Attendance***

Perfect Attendance is also recognized each quarter.

##### ***BUGS Recognition***

BUGS recognition (bringing up grades significantly) is awarded the second, third and fourth quarters to students who at least improve by 2 letter grades in one subject or improve by 1 letter grade in 2 subjects. However, if they drop a letter grade in other subject area(s), they are disqualified.

### **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet. Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards. Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in

Policy 7540.03. Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address. Smooth operation of the Network relies upon users adhering to the following guidelines.

The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

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

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of

network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending her/him messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file

- or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  - M. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
  - N. P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
  - O. Q. Students may not establish or access personal web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
  - P. R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
  - Q. S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Principal. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose.

### **STATEWIDE ASSESSMENT**

Unless exempted, each student must complete all portions of the State-mandated assessment test as a requirement for graduation. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

These are most often administered by the staff. As always, you will be notified in advance of any formal assessments and provided with the results when they become available.

### **PUBLIC SCHOOL CHOICE OPTIONS**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available. Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

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

Powell Elementary may provide students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

#### **Excused Absences include:**

1. Personal Illness
2. Illness in the family requiring the student to be at home
3. Death in the family
4. Religious Observances

5. Travel related to the educational program of the student
6. Medical, dental or legal appointments - Medical, dental, or legal appointments that cannot be made during out of school hours will be excused for the duration of the appointment. For example: leaving the doctor's office at 10am will not excuse a student for the entire day. Doctor's notes must be in original form or faxed directly from the office.
7. Other legitimate reasons that receive prior approval of the principal - this includes necessary trips with parents with a documented vacation form completed in the office at least 5 days prior to the trip. Late vacation forms may result in parent excused absence. Students only get 5 vacation days per school year unless the principal grants an extension for good reason. Also, since only 5 parent excused absences are given, those days over 5 could result in unexcused absence with zeros for any missed class assignments, tests, etc. Vacation requests may be denied if a student has (1) five vacation days have already been used for the school year, (2) used up their 5 parent excused absences in that semester, (3) has grades lower than Cs OR (4) the student has had 10 overall absences during the same semester as the vacation request. Also, students do not get the same amount of time to make up school work as allotted for sickness (1 day per each day missed +1 if excused). Students on a vacation get  $\frac{1}{2}$  the amount of time to make up school work. Example: A student is on vacation for 4 days, then work must be made up in 2 days upon return.

**Unexcused Absences include, but are not limited to:**

- Oversleeping, car trouble, trains, missed bus, shopping, babysitting, truancy
- Attending a doctor's appointment of other family members is not excused with a doctor's note. Only the 5 parent days can be used to excuse that.
- Other absences not listed as excused

Any work missed by a student due to an unexcused absence cannot be made up and will result in loss of credit for that class period. This can lead to failure in a course or courses. In addition to possible credit loss, Ohio law states that parents must attend a meeting at school to get involved with why their child is absent. If a student who is 18 years old takes on the responsibility of their learning by removing parent/guardian restrictions then grade cards stop and attendance is the responsibility of the student. The same rules apply for doctor's notes/excused absences.

**Procedures for Reporting Absences**

Ohio's "Missing Child Law" requires parents to notify the office when their child is absent from school. If a student is absent from school, parents should call the school between 8:00 and 8:45 A.M. to inform the office of the student's absence. If it is inconvenient for the parent to notify the school of their child's absence between 8:00 A.M. and 8:30 on the day of the absence, please call the school anytime, day or night. The school has an automatic answering machine, available 24 hours a day, to take your messages (257-2124). Please leave the information requested on the answering machine when you call the school. If the school does not receive a call from the parent, the school will make every effort to initiate a call to the home or work place to confirm the absence with the parent. If no contact is made with the parent, a letter or postcard will be mailed to the home informing parents of their child's absence. If personal or telephone contact between parent and school is made, a written excuse is not required in order for a student to be permitted to make up missed work if the absence qualifies

as excused. Parents may excuse a student from any portion of a school day with only 5 occurrences per semester.

### **Procedure Following Absence From School**

Upon returning to school following an absence, a student must report to the main office. They are to present a written excuse to the main office unless personal or phone contact was made with the parent/ legal guardian on the day of the absence. This written excuse must state the specific reason for the absence – (See reasons 1-7 above). **The excuse must be submitted no later than the end of the second school day following the absence or the absence will be counted as unexcused.** Stated differently, after 2 days after an absence has passed, the work on the day of the absence will remain unexcused and no credit will be given.

### **Procedures for Leaving Early From School**

Students who must leave school during the day must present a note to the school office in the morning before school that states the specific reason for leaving – (See reasons 1-7 above.) At the proper time, the student shall report to the office and wait to be signed out. If someone other than the parent will be picking up the student, the note sent in must identify this individual and their relationship to the student. Students returning to school the same day must report to the office upon arrival and be signed back in. In the case of medical, dental, or legal appointments, the student must present a written excuse from that particular professional office that day or within two calendar days or the absence will be considered unexcused.

### **ABSENCE DEFINED**

- Tardy to school - absence up through 20 minutes after school begins. **A detention for being tardy will be issued at 3rd tardy and all others 6th or more. Tardies do not reset at semester.**
- 1/2-day absence - absence exceeding 20 minutes, but not more than 3.25 hours
- 1-day absence - absence of more than 3.25 hours

### **EXCESSIVE ABSENCE POLICY/HABITUALLY TRUANT (HOUSE BILL 410)**

- A parent or guardian may excuse a student from school only 5 occurrences per semester. A letter may be mailed home notifying the parent/guardian that the student has exhausted the allotted parent excuses.
- Student absences beyond 5 occurrences will be unexcused unless a doctor, court, or funeral director excuses the absence
- Habitually truant is defined as 30 unexcused hours of school consecutively, 42 or more hours in a month or 72 or more hours in a year. The student will be referred to the school's Absence Intervention Team, which includes the student, the parent, the SRO, Guidance Counselor and Principal. The Director of Special Education will also be included on the Absence Intervention Team if the student is served by a 504 Plan or an IEP. Failure to follow the attendance plan developed at that meeting results in court referral.
- A parent or guardian may excuse a student from school only 5 times per semester. Beyond that, students are unexcused unless a doctor, court, or funeral director

excuses the absence. Families who abuse our attendance policy by providing a doctor's note an excessive number of times will still be brought up on truancy charges. The Wood County Juvenile Prosecutor will decide the validity of excessive absences. If found truant the parent is fined, and the student is placed on probation.

### **Make-Up Work**

Each student who is absent must immediately, upon return to school, make arrangements with her/his teacher(s) to make up the schoolwork. The student will have the same number of days that s/he was absent plus one day (+1) to complete make up work. Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. Each case will be considered based on its merits by the Principal and the respective teacher(s). Parent requests for school work for 1 or more days of unplanned absence require 24 hours advanced notice so teachers have time to gather the requested work. Work that will be missed to do a planned absence must be requested ahead of time. The number of school days given to a teacher to prepare work for a child that will be gone must equal or be greater than the number of school days the child will miss. For example, if a child will miss five days for a family vacation, the teachers must be given five school days or more to prepare his/her lessons in advance and compile the materials the child will miss ahead of time.

### **CODE OF CONDUCT**

A major component of the school's educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

**STUDENT RIGHTS & EXPECTATIONS:** Students in our school deserve to learn and play in the best environment possible. Accordingly, all school staff, visitors, volunteers and students will make every effort to demonstrate the following:

#### **Students in our school have a right to:**

- Learn in a disruption-free environment that meets their learning needs
- Know what is expected of them at all times in every area of the school
- Be protected from physical and emotional harm
- Be protected from verbal abuse
- Have their positive behavior and accomplishments recognized
- Have their concerns heard and addressed
- Be treated with respect, kindness and compassion

#### **Students in our school are expected to:**

- Represent our school in an outstanding manner
- Work to the best of her/his ability and strive to learn new things
- Treat others with dignity, worth, and respect
- Keep our campus beautiful and clean

- Obey all the rules set forth by our teachers, staff and school
- Work to keep a positive relationship with parents, peers, and adults

**SCHOOL-WIDE STUDENT BEHAVIOR EXPECTATIONS  
THE TIGER 5**

1. Be responsible
2. Be respectful
3. Follow directions the first time
4. Keep your hands, feet, and objects to yourself
5. Be there – Be ready

**CONSEQUENCES FOR GRADES K – 6  
CONDUCT NOTE SYSTEM**

Examples of appropriate consequences that will be assigned based on the severity of the misconduct:

- Loss of privilege
- Weekday Detention – generally 2:30 – 3:30 pm
- Friday Detention – generally 2:30 – 5:30 pm
- Saturday School – generally 8:00 am - noon
- ½ day in-school suspension
- Full day in-school suspension
- Session(s) with the School Resource Officer
- Full day Parent/Guardian in-school supervision OR Out-of-School suspension at home
- Parent/Guardian seeks counseling at their expense OR meet with a school behavior specialist and/or Principal to create, implement & support a student behavior plan.

*\*Students must have conduct notes signed by a parent or guardian when they are sent home. Failure to return a signed conduct note will result in additional consequences.*

**DETENTIONS**

Detentions are generally held from 2:30-3:30 p.m. Wednesdays, but times and dates may be changed by the Principal as needed. Parents will be notified in advance of the date and time of the detention. Parents are responsible for transporting the child home from school after serving the detention. The Principal may assign detentions during recess and/or lunch as well.

**FRIDAY DETENTION**

Friday school is a supervised, in-school detention program offered in place of or in conjunction with in-school or out-of-school suspensions. All sessions are held at Powell Elementary on assigned Friday afternoons from 2:30 – 5:30 pm. Parents are responsible for transportation to and from Friday school. Students failing to appear will be automatically suspended from school, either in-school or out-of-school the following Monday morning and their suspension from school will begin at 2:45 pm Friday which means students who skip Friday detentions cannot attend weekend school events such as athletic contests, school dances, or other social events. Parents will be notified in advance of the date, time, room location and supervising staff for Friday detentions.

**SATURDAY SCHOOL**

Saturday school is a supervised, in-school detention program offered to permit students who have violated the code of conduct an opportunity to maintain their educational

program. All sessions are held at Powell Elementary on assigned Saturday mornings from 8:00 am – noon. Parents are responsible for transportation to and from Saturday school. Students arriving after 8:00 a.m. will not be admitted into the building and they will be considered absent. Parents will be notified in advance of the date, time, location and supervising staff.

Failure to appear for a detention, a Friday Detention, Saturday school or in-school suspension will result in additional consequences and/or referral to the School Resource Officer or Wood County Juvenile Court.

### **IN-SCHOOL SUSPENSION PROGRAM**

This option may be offered (in place of a suspension) to permit students who have habitually violated the code of conduct an opportunity to maintain their educational program during the school day. The student will be assigned to room supervised by a certified staff member located in the elementary school so that they can receive credit for the school day and receive behavior intervention.

### **OUT-OF-SCHOOL SUSPENSION**

This option may be necessary if a student has demonstrated significant violations of the school conduct code, or when the safety and security of the student or other students is potentially threatened. The student will be prohibited from attending school, prohibited from all school property, and barred from playing in any extra curricular activities taking place on school property or on behalf of the school. Students will not receive credit for missed work.

### **SSSP (SUPERVISED SCHOOL SUSPENSION PROGRAM)**

This supervised school suspension program is sponsored by the Wood County Juvenile Court. The intent of the program is to provide diversion from further behavior problems at school and ensure supervision in a structured environment for children during his/her suspension.

### **JuMP PROGRAM (Wood County Prosecutors Office)**

This program provides an additional alternative for dealing with juvenile offenders. Disputing parties are given the opportunity to meet with a neutral third party and negotiate all of the elements involved to reach a mutually acceptable and achievable agreement.

### **DRESS AND GROOMING**

Student dress and grooming and hygiene are considered the responsibility of the parent. Any reasonable dress and grooming is acceptable as long as it does not interfere with the health, safety, and educational process of the child or other students, does not violate reasonable standards of decency, or does not damage school property. If you have questions about appropriate clothing, please check with the Principal prior to wearing it to school.

1. Students must wear regular or athletic shoes for protection against injury and debris. Neither flip flops or sandals (secured about the ankle/heel) are permitted.
2. School appropriate dress consists of clothing in good taste that does not disrupt the educational process. The Principal will contact the parents/guardians in an effort to secure appropriate clothing when necessary. In the event that a parent cannot be contacted, the student may be asked to wear the clothing item inside out.

3. Shorts may be worn but they must be longer than the child's fingertips when the arms are held downward at their sides in the natural position. Shorts may be worn at any time that the outdoor ambient air temperature is appropriate.
4. Shirts that do not cover midribs, tank tops, muscle shirts, and shirts made from mesh material are not allowed. Tank tops with spaghetti straps, halter-tops, or any top which shows undergarments is not allowed.
5. Items that indicate disrespect or display profane language, drawings, pictures, promote alcohol and/or drugs, gang affiliation, hats, caps, bandanas/scarves, headgear, and sunglasses worn in the building are not permitted.
6. All pants must be worn at the waist and be properly fastened. Students are not permitted to wear their pants in a manner that leaves any part of their undergarments exposed. Excessive holes/tears are not permitted.
7. With the exception of special school events, students are not permitted to wear, hoods, hats or stocking caps inside the building.
8. Students who are representing Powell Elementary School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Any questionable attire will be reviewed by the Principal for a binding decision on its appropriateness.

### **GANGS**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, including any damage to Board-owned Chromebooks or electronic devices, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Code of Conduct.

### **ZERO TOLERANCE**

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

### **RECESS**

School personnel will supervise students during recess. When weather permits, all students are expected to go out to the playground with their classmates. Recess will be held outdoors when there are no storms, substantial precipitation or accumulation of ice or snow on the playing area, and when the temperature and/or wind-chill factor is above 20 degrees F. During fair weather, all children are expected to be outside for their recess. Therefore, it is important that each parent makes sure that his or her child is properly dressed for the weather including hats, gloves and boots.

At the written request of the parent/guardian, a student returning to school after an illness may stay indoors for a period not to exceed one day. If a longer period of time is needed, a note from a doctor will be required that states the dates the student is required to remain indoors.

### **PLAYGROUND RULES**

The students are expected to be well mannered and courteous at all times.

1. No fighting, wrestling, hitting, or kicking at any time.
2. No tag and tackle football in which a child may be hurt.
3. Stay on school property
4. Balls are the only things to be thrown during recess
5. No inappropriate language
6. Do not leave the playground without permission
7. Line up quickly and quietly after recess
8. Do not bring toys or other play equipment from home
9. Be respectful and kind to others
10. Play safely on the equipment and use equipment properly
11. Follow the directions from playground staff

### **CAFETERIA RULES**

The students are expected to be well mannered and courteous at all times.

1. Use 12-inch voices to help keep the noise level at an appropriate level
2. Do not toss or throw food and other items
3. Clean up your area before you leave the cafeteria
4. Carbonated and/or caffeinated beverages are not permitted
5. Follow directions of the cafeteria staff
6. Do not take lunch food/beverages back to the classrooms for consumption
7. Remain in your seat

### **BUS CODE OF CONDUCT**

Students have duties and obligations which contribute to their safe and orderly bus riding, and, therefore, are responsible for complying with the following rules:

1. Load and unload the bus at your designated stop and designated place of safety, in an orderly manner and avoid crowding and pushing when getting on or off the bus.
2. Ride your regularly assigned bus and unload at your regular stop unless authorized personnel, from the building you attend, signs a pass for the driver stating otherwise. Only North Baltimore students are permitted to ride school buses. Others require authorization from the Principal.
3. Students are required to remain on the bus once they have boarded.
4. Eating, drinking, chewing gum, and littering are not permitted on the bus.
5. Use 12-inch voices on the bus shall be kept to a minimum. However, there must be absolute quiet at all railroad crossings and other places of danger as specified by the driver. The student is under the authority of and directly responsible to the bus driver. The same behavior is expected on a school bus as in a classroom except that quiet conversation is permitted.
6. You must go directly to your assigned seat and remain in your seat, keeping the aisle and exits clear.
7. You must not throw anything while on the bus.
8. You must not hang any object or part of your body out of the bus window.
9. You must obey these bus rules:

- a. Observe the same conduct as in the classroom.
  - b. Be courteous, use no profane language.
  - c. Do not eat, chew gum, or drink on the bus.
  - d. Keep the bus clean.
  - e. Cooperate with the driver.
  - f. Do not be destructive.
  - g. Do not smoke or use tobacco products.
  - h. Stay in your seat.
  - i. i . Keep head, hands, and feet inside the bus.
10. Cross the street at least ten (10) steps ahead of the bus.
11. You are never permitted to transport animals or potentially dangerous objects (such as glass, knives, lighters, drugs, alcohol, etc.) on the bus.

### **BUS DISCIPLINARY CONSEQUENCES**

#### **Bus Conduct/Office Referral Report**

A student who fails to behave in a safe and appropriate manner will be referred to the principal's office. A bus driver may complete a bus conduct report or call the principal directly and provide a detailed description of the inappropriate behavior over the phone. In the latter case, the building administrator will complete an office referral form detailing the student's conduct and disciplinary action. Discipline may include, but not be limited to detention, a Friday detention, a Saturday school, in-school or out-of-school suspension, and/or loss of bus riding privileges. Immediate removal from board-owned transportation is authorized when the pupil's presence poses a danger to persons or property, or a threat to the safe operation of the school bus. Students have a right to "due process" in accordance with 5611 of the district by-laws and policies.

### **BULLYING**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

#### **Bullying Definition**

A person is bullied when she/he is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he/she has difficulty defending him/herself.

Bullying has three main components:

1. The behavior is aggressive and it involves unwanted, negative, hurtful actions.
2. The behavior involves a pattern of behavior repeated over time.
3. The behavior involves an imbalance of power or strength.

Forms of bullying behavior include but are not limited to:

1. Assault
2. Taunting
3. Spreading Rumors

4. Social Exclusion
5. Communicating hurtful comments and information in any manner verbal, written and/or electronic

### **HARASSMENT**

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

- Verbal – The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, sexual orientation, or disability.
- Nonverbal – Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, sexual orientation, or disability.
- Physical – Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, sexual orientation, or disability.

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

### **REPORTING HARASSMENT AND BULLYING**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Principal to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student. The student may report his/her concerns to the Principal either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s).

The Principal will promptly compile a written summary of each such report that will be forwarded to the Superintendent. Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness,

victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence. Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges. Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities. These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

### **VIOLENT CONDUCT**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **FORMAL DISCIPLINE**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement

beyond the end of the school year in lieu of applying the expulsion to the following school year.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students being considered for suspension are entitled to an informal meeting with the building Principal prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

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

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the Principal will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 2 days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent or Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building Principal of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure.

In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply. If

the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or her/his student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session. Within 2 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **VIDEO SURVEILLANCE**

Video surveillance/electronic monitoring equipment is in use at the elementary school. Please be advised that visitors and students actions/behaviors may be monitored/recorded.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the Principal (or a designated staff member) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the Principal will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or

display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting or excessive violence; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

### **PUBLIC/PARENTAL CONCERNS**

Constructive criticism of the schools is welcomed by our school when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their tasks more effectively. Although no member of the community will be denied the right to bring her/his complaints to the school, she/he will be referred to the proper administrative channels for solution before investigation or action by the Board.

Exceptions may be made when the complaints concern Board actions or Board operations. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the principal or, superintendent or Board; therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

- 1. Employee
- 2. Principal
- 3. Superintendent
- 4. Board of Education