

STUDENT/PARENT HANDBOOK

# NEW RIEGEL ELEMENTARY SCHOOL

[www.newriegelschools.org](http://www.newriegelschools.org)



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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. This handbook contains important information that you should know. Please take time to become familiar with the following information 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 July 1, 2007. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2007, the language in the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available from the principal.

## **MISSION OF THE SCHOOL**

The mission of the New Riegel Local School District is to ensure that every student experiences success through high expectations, both academically and socially, in a safe and caring environment. The entire school community encourages individuality and respect for self, others and the environment by building confidence and developing character through daily interactions, multiple learning opportunities, and a wide-range of curricular and extra-curricular offerings.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that that he/she 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 identified below.

Elaine Nye  
Superintendent New Riegel Schools  
(419)595-2256

## **SECTION I - GENERAL INFORMATION**

### **DISTRICT INFORMATION**

Telephone Number– 419-595-2256

Fax Number– 419-595-2901

### **FACULTY / ADMINISTRATIVE ROSTERS**

Kelly Hendrix-Counselor EX: 1143	EX: 1141	David Rombach-Principal
Dan Beisner-Dean of Students EX: 1132	EX: 1161	Joann Gabel-Office Manager
Steve Bouillon-Athletic Director EX: 1178	EX: 1198	Mike Quinlan-Tech. Coordinator EX:
Dennis Kline-Maintenance EX: 1180	EX: 1180	Keith Piper-Bus Coordinator
Judy Smith-Cafeteria EX: 1166	EX: 1188	Ann Arnold-Gifted
Donna Sexton-Art EX: 1116	EX: 1117	Maureen Meyer-MH Teacher
Michael Frankart-Vocal Music EX: 1174	EX: 1213	Jean Cossey-Spanish
Cindy Downey-Instrumental Music EX: 1199	EX: 1214	Laurie Burns-Library
Joyell Zamudio-Business EX: 1101	EX: 1207	Julie Heiserman-Kindergarten EX:
Carla Torok-Special Education EX: 1119	EX: 1128	Miranda Hessick-First Grade
Ginny Shinew-First Grade EX: 1121	EX: 1120	Amy Watson-Second Grade
Margret Schalk-Second Grade EX: 1123	EX: 1122	Bethany Brickner-Third Grade EX:
Janet Ink-Third Grade EX: 1125	EX: 1124	Linda Salvati-Title I & Fourth
Dawn Laird-Fourth Grade EX: 1127	EX: 1126	Lynsey Tilse-Fifth Grade

### **CENTRAL OFFICE**

Elaine Nye-Superintendent	EX: 1139
Amy Bouillon-EMIS	EX: 1136

**BOARD OF EDUCATION MEMBERS**

Stephen Kimmet  
Darlene Mack  
Connie Margraf  
Mary Reinhart  
Rod Williams

**WEBPAGE ADDRESS**

www.newriegelschools.org

**SCHOOL DAY SCHEDULES**

7:40 Students may enter building  
7:50 5 minute warning bell  
7:55 Classes begin  
  
9:30 K-2 Morning Recess  
Snack Milk after Recess  
9:45 3-4 Morning Recess  
11:10 Kindergarten Lunch  
11:12 Grade 1 Lunch  
11:16 Grade 2 Lunch  
11:20 Grade 3 Lunch  
12:00 Grade 4 and 5 Lunch  
12:11 Grade 6 Lunch  
2:55 K-5 Students Released

**TWO- HOUR DELAY SCHEDULE (ALTERNATING PERIODS)**

9:55 – 10:27      Period 1  
10:30 – 11:00      Period 2

Delete Periods 3 & 4      Rest of day normal schedule

**NEXT TWO HOUR DELAY**

9:55 – 10:27      Period 3

10:30 – 11:00            Period 4

Delete Periods 1 & 2            Rest of day normal schedule

**PEP RALLY SCHEDULE**

12:42 – 1:18            Period 6  
1:21 – 1:57            Period 7  
2:00 – 2:35            Period 8  
2:35 – 3:00            Pep Rally

**ONE HOUR EARLY DISMISSAL**

12:42 – 1:06            Period 6  
1:09 – 1:33            Period 7  
1:36 – 2:00            Period 8

**SCHOOL CALENDAR 2007-2008**

August 20            Teacher Work Day  
                          Open House 6:00-7:30

August 21            First Day of Classes

September 3        Labor Day – No School

October 15            Teacher Professional Development – No  
School

October 24            End of 1<sup>st</sup> Nine Weeks

November 1 & 8      Parent/Teacher 4:00-7:30

November 21-23     Thanksgiving Vacation – No School

  

December 21, 2007  
-January 1, 2008    Holiday Break

January 2            Classes Resume

January 21            MLK Day – No School

January 31            Parent/Teacher Conferences K-6 – 4:00-  
7:30

February 1            Teacher Professional Development – NO  
SCHOOL

February 7            Parent- Teacher Conferences K-6 – 4:00-7:30

February 8            Elementary Grade K-6 – NO SCHOOL

February 18           President's Day – No School

  

March 19            End of 3<sup>rd</sup> Nine Weeks

March 20-24        Spring Break—NO SCHOOL

March 25	Classes Resume
May 22	Last Day for Student – End of 4 <sup>th</sup> Nine Weeks
May 23	Teacher Professional Development
May 25	Graduation

**GRADING PERIODS**

- August 21- October 24 (46)
- October 25 – January 11 (46)
- January 14 – March 19 (45)
- March 25 – May 22 (43)

**INCLEMENT WEATHER – MAKE-UP DAYS**

- May 23, 2008
- May 27, 2008
- May 28, 2008
- May 29, 2008
- May 30, 2008

**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. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

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 or hand delivery to ensure contact. 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. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students 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 or not the student should remain in school or go home. No student will be released from school without proper parental permission.

- Any student sent home with head lice will be required to be cleared by the County Health Department or by their physician. The student will be considered having an excused absence for up to three days. Any absence over three days will be considered unexcused and will be required to make up their school work.
- If a student has pink eye they must be under the care of their physician before they can return to school. They must have a signed note from their doctor stating that they can return to school.

### **LUNCH AND MILK**

All elementary students have the opportunity to purchase a hot lunch daily in the cafeteria. The price is \$1.50 for students in grades K-3 and \$1.75 for students in grades 4-6. Students may also pack their own lunch and may purchase milk for \$.30. Milk is also available during a recess break for students in grades K-3 for also \$.30.

### **FREE AND REDUCED LUNCHES**

Free and Reduced lunch forms will be available in the office beginning the first day of classes. At anytime during the year, those who feel they might qualify should contact the office for a form.

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

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 an official transcript from their previous school in order to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been 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 who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may 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.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

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

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (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 fourteen (14) days of the parents' notice or request.

### **CHANGES IN DISMISSAL**

Please send a note with your child(ren) if they will not be taking their normal routine home. This includes taking a different bus, someone picking them up, or staying after school for an afterschool activity. Only in an emergency can changes be made without a note signed by parents. One note may be written for all 4-H meetings, all practices, etc. Note forms will be sent with students in August, and are also available in the office for after school activities.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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 waiver. Any questions about immunizations or waivers should be directed to School Nurse or Principal.

### **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 or at the beginning of each school year.

### **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine 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 principal 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 Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication 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.

- 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 building 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 physician's written request and the parent's written release.

### **NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed 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 complete and on file in the Principal'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.

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 only for the contagious period as specified in the School's administrative guidelines.

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

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease 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.

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal to inquire about evaluation procedures and programs.

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, New Riegel Schools may charge specific fees for activities and materials used in the course of instruction. These fees will be sent home in the first semester.

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.*
- ✓ *Students can avoid late fines by promptly returning borrowed materials.*
- ✓ ***Failure to pay fines, fees, or charges may result in the withholding of grades and credits.***

### **STUDENT FUND RAISING**

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

- ✓ *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 are encouraged not to 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 will not be liable for any loss or damage to personal valuables.

**FIRE AND TORNADO DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. 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.

- ✓ *The School conducts tornado drills during the tornado season following procedures prescribed by the State.*

**EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WFOB 1430 AM	WKXA 100.5 FM	WTOL Channel 11
WFIN 1330 AM	WBNI 96.7 FM	WTVG Channel 13
WCKY 103.7 FM	WTTF 1600 AM	WNWO Channel 24
		WBNS Channel 10

- ✓ *Parents and students are responsible for knowing about emergency closings and delays.*

**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 signing in and having a visitor’s 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.*

## **LOST AND FOUND**

The lost and found area is in the school auditoria. 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 TELEPHONES**

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

- ✓ All electronic devices must be stored in the student's locker in the off position.

## **ADVERTISING OUTSIDE ACTIVITIES**

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

## **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.*
- ✓ *Students who violate school rules may lose the privilege to go on field trips.*



## **HOMEWORK**

When assigned, all homework is to be done by the student to the best of his or her ability, completed neatly, and returned to the teacher on time.

As a general target, the average student in school can expect homework as follows:

Grades K-3 30 Minutes

Grades 4-6 60 Minutes

## **STUDENT ASSESSMENT**

### **October 1-5, 2007**

Grade 3: Reading Achievement

### **April 28-May 9, 2008**

Grade 3: Reading and Mathematics Achievement

Grade 4: Reading, Mathematics and Writing Achievement

Grade 5: Reading, Mathematics, Science and Social Studies Achievement

Grade 6: Reading and Mathematics Achievement

- ✓ Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.
- ✓ Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

## STUDENT RECORDS

- The School District maintains many student records including both directory information and confidential information.
- 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 of such "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 wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in elementary, middle school and high school offices.
- 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.
- 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 Principal. 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.
- Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.
- 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 the student.

- Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- 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 building principal.

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

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

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **SECTION III – STUDENT ACTIVITIES**

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

- ✓ *Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.*
- ✓ *Non-district-sponsored organization may not use the name of the school or school mascot on any materials or information.*

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## SECTION IV – STUDENT CONDUCT

### **ACCEPTABLE USE (COMPUTER TECHNOLOGY AND NETWORKS)**

Before any student may use the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed at opening day packet.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board 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 the Board has 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 Board supports and respects each family's right to decide whether to apply for independent student access to the Internet. Students and staff members are responsible for good behavior on the Board'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. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

- ✓ *Users who disregard this policy and its accompanying guidelines may have their use privileges suspend or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's*

*computers, assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.*

- ✓ *Use of the school's computer network including the internet and in some cases email is a privilege not a right and can be terminated at any time.*

### **ATTENDANCE POLICY**

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed.

- ✓ A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, or seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.
- ✓ A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200.

## **EXCUSED ABSENCES**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Personal illness
2. Severe illness in immediate family
3. Medical appointments- students will not be excused for the entire school day unless it can be shown that the appointment necessitates this.
4. Death of a relative
5. Religious observance
6. Emergency at home (validity determined by principal)
7. Family vacation – students who request to be absent from school due to vacation must **MAKE APPLICATION TO THE OFFICE AT LEAST FIVE DAYS PRIOR** to absence and pending principal's approval, make arrangements for making up class work prior to absence.

- ✓ Prior notification to office is necessary for family vacation.

Reasons for absence from school other than the above must be approved by the principal.

## **NOTIFICATION OF ABSENCE**

If a student will be absent, the parents must notify the School at (419) 595-2256 by 8:15 and provide an explanation. If no notice of a student's absence, the school office will attempt parent contact at home or work. If prior contact is not possible, the parents should provide a written excuse with date and parent's signature, reason for absence as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A student must have permission from the office before leaving the building due to illness or other reasons. The school secretary will release the student to the parent or an authorized person.

- ✓ A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

- ✓ Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **TUTORING REQUIRED AFTER 18 DAYS OF ABSENCE**

The staff of New Riegel Elementary School knows that as a parent or guardian, you want to be kept informed of your student's attendance in school.

Absences are considered as being excessive when they exceed 18 for a year course and 10 for a semester course.

Students who exceed this number of absences must make them up by being tutored in each subject area by a certificated person one hour for each day in excess of the maximum allowable absences.

All tuition fees incurred for such tutoring is the responsibility of the student and/or parents.

- ✓ The only exceptions to this policy are:
  1. Hospitalized for any period of time
  2. Extended illness or confinement under a physician's care
  3. Epidemic

NOTE: Each of these exceptions will require appropriate certification by the physician of record or the health department.

- ✓ This tutoring is to be given by a certified teacher compensated by the parent at the current rate prior to the start of the following school year.
- ✓ After a student has been tutored to make up the time that exceeded the limit, an affidavit signed by the tutor-teacher and listing the certificate number, must be presented to the principal in order for credit to be given.
- ✓ Parents will be notified via letter for students who are chronically absent.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

**SUSPENSION FROM SCHOOL**

A suspended student will not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed.

## **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

- ✓ No credit shall be given for any school work not completed as a result of truancy.
- ✓ Any unauthorized vacation will be counted as an unexcused absence.
- ✓ Unexcused absences will be subject to equivalent make up time.

If a student, under the age of 18, has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, he/she will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

If a student, under the age of 18, has consecutive unexcused absences, he/she will be reported to the attendance officer.

## **TARDINESS**

- ✓ All students who are not present in their first period classrooms by 7:55 will be considered tardy. Students who arrive to school after 8:15 will be considered unexcused and will be subject to disciplinary actions. Students who are late to class will be considered tardy.
- ✓ Tardy students are to check in at the office.

## **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

- ✓ A **vacation form** must be completed at least 5 days prior to the absence and must be approved by principal. This form allows the teachers to make arrangements for assignments and make-up work.

## **SECTION V – CODE OF CONDUCT**

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

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

- ✓ abide by national, State, and local laws as well as the rules of the School
- ✓ respect the rights of others
- ✓ act courteously to adults and fellow students
- ✓ be prompt to school and attentive in class
- ✓ work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- ✓ complete assigned tasks on time and as directed
- ✓ help maintain a school environment that is safe, friendly, and productive
- ✓ act at all times in a manner that reflects pride in self, family, and in the School
- ✓ never be in high school or elementary teachers' lounges for any reason
- ✓ no playing games or music on computers
- ✓ no book bags at lunch

### **FOOD IN SCHOOL**

Eating and drinking are permitted in the auditoria. They are not permitted in classrooms unless the teacher allows for special projects. Bottled water is allowed according to each classroom teacher's rules. Some teachers will allow students to bring a small healthy snack for after morning recess.

### **CAFETERIA RULES**

- ✓ Your best behavior and manners are required at all times.
- ✓ No kneeling or standing on the chairs.
- ✓ Each student will leave their area clean and chair pushed in.
- ✓ No shouting or talking overly loud.
- ✓ A microwave is available for student use. Students in grades K-3 must ask for assistance from one of the lunch monitors.

## **PLAYGROUND AND GENERAL RECESS**

### Expectations

#### Outside Recess

- ✓ Appropriate behavior is expected at all times during recess.
- ✓ Recess will be outside unless raining or temperature (including wind chill factor) is 20 degrees F or less. Please dress appropriately.
- ✓ If a student needs to stay in at recess time a note must be given to the teacher.
- ✓ Each student is responsible for any toys brought from home. No exchanges of toys.

#### Inside Recess

- ✓ Each class will stay in own homeroom unless otherwise advised.
- ✓ No running or ball throwing in the classroom.
- ✓ You are to follow the classroom rules for computer use, whiteboards, and other equipment.

#### Recess Rules of Conduct

- ✓ Violent behavior will not be tolerated on the playground.
- ✓ No throwing snowballs, stones or sliding on ice.
- ✓ Playground equipment will be used safely and properly at all times.
- ✓ No hard balls are allowed on the playground.
- ✓ Bring conflict to the immediate attention of the recess monitor.

#### Consequences for Behavior

- ✓ Time out from play
- ✓ Referral to classroom teacher
- ✓ Referral to office

## **DRESS AND GROOMING**

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

- ✓ Violators of the dress code will be subject to disciplinary action

The following styles or manners of dress are prohibited:

1. Shirts or clothing with alcohol, tobacco or drug advertising.
2. Shirts with suggestive remarks or symbols.
3. Clothing with un-mended holes or tears even if considered "in-style".
4. Cut-offs/sweatpants/warm-ups are not to be worn to school unless principal has pre-approved for spirit type days.

5. Shorts may be worn in the months of August, September, May and June or whenever the administration deems appropriate. Length of shorts, skirts/dresses and/or the opening of a slit skirt/dress must be appropriate length.
6. Hats, curlers, hairnets and bandanas will not be worn at school.
7. Unacceptable are bare midriffs, transparent clothing, bare shoulders, bare back styles including dresses, over-sized cut-out arm holes, see through clothing.
8. Strapped undershirts as outerwear and shirts without sleeves are unacceptable.
9. Grooming and dress of students involved in extra-curricular activities may be governed by the rules and regulations established by the coach/advisor of the activity.
10. Hairstyle/coloring, attire and/or personal adornment which is disruptive to the educational process is unacceptable.
11. Jackets/coats shall not be worn in the building during the school day.
12. All undergarments should be covered, and worn only as undergarments.
13. No chained wallets are allowed on school premises.
14. Pants are to be worn at the waist. 14 and 15 reverse
15. The waiving of dress code can only be done by administration.

Students who are representing New Riegel Schools 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.

## **GANGS**

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

## **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, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

For future reference OSS will represent Out of School Suspension and ISD will represent In-School Detention.

The discipline actions listed below are a guide. They may be amended accordingly.

### **USE OF DRUGS AND/OR ALCOHOL**

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

Step 1                      3 days OSS and referral to the Seneca County Sheriff's Department

Step 2                      6 days OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private-administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If

a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use un-refuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

**USE OF TOBACCO**

The use of tobacco products (or paraphernalia such as lighters) is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

- |        |            |
|--------|------------|
| Step 1 | 1 day OSS  |
| Step 2 | 3 days OSS |
| Step 3 | 5 days OSS |

### **USE AND/OR POSSESSION OF A FIREARM**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **USE AND/OR POSSESSION OF A WEAPON**

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Step 1            10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2            Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

### **USE OF AN OBJECT AS A WEAPON**

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

Step 1            10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

**KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

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

**PURPOSELY SETTING A FIRE**

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

Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

**PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT**

Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

**VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT**

Any statement or noncontact action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault which may subject a student to discipline.

Step 1 5 days OSS

Step 2 10 days OSS with recommendation for expulsion

**MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS**

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



### **MISCONDUCT OFF SCHOOL GROUNDS**

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

Step 1	Detention
Step 2	Saturday School
Step 3	ISD or OSS

### **EXTORTION**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

### **GAMBLING**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

### **FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY AND PLAGIARISM**

Forgery of hall/bus passes and excuses, as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code.

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

Step 1	Saturday School and loss of credit for work done
Step 2	1 day ISD and loss of credit
Step 3	3 days ISD loss of credit for work done and failure of course

### **FALSE ALARMS AND FALSE REPORTS**

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

Step 1 Violations will be subject to 10 days OSS with recommendation for expulsion and charges will be filed with the Seneca County Sheriff's Department

**EXPLOSIVES**

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

Step 1 Violations will be subject to 10 days OSS with recommendation for expulsion and charges will be filed with the Seneca County Sheriff's Department

**TRESPASSING**

Although schools are public facilities, the law allows the Board to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal. Any violations will be reported to the Seneca County Sheriff's Department.

**THEFT**

Students caught stealing from school, staff, teachers or other students will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal or administration. The School is not responsible for personal property.

Step 1 Saturday school, restitution  
 Step 2 3 days OSS suspension and referral to the Seneca County Sheriff's Department  
 Step 3 10 days OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

**INSUBORDINATION**

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

Step 1 Saturday School  
 Step 2 3 Day ISD to OSS  
 Step 3 10 days OSS with recommendation for expulsion

**DAMAGING PROPERTY**

Vandalism and disregard for school property, student property, staff property will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

Step 1 1 – 3 days OSS and restitution for damages  
 Step 2 10 days OSS and restitution for damages and referral to the Seneca County Sheriff's Department

Step 3            10 days OSS and recommendation for expulsion, restitution and referral to the Seneca County Sheriff's Department

**DISRUPTIVE BEHAVIOR**

Refers to any negative behavior that disrupts the educational process.

Step 1            Detention  
Step 2            Saturday School  
Step 3            3 days ISD or OSS  
Step 4            10 day ISD to OSS with recommendation for expulsion

**OFFENSIVE LANGUAGE OR GESTURES**

The use of offensive language/gestures towards student or staff or in the presence of students or staff is prohibited.

Step 1            Detention  
Step 2            Saturday School  
Step 3            3 day ISD or OSS

**LEAVING BUILDING WITHOUT PERMISSION**

Permission from the school office is needed to be out of the building or to leave the building when not scheduled to do so. Whenever a student leaves the building they must sign out in the office and have permission of high school secretary or principal.

Step 1            Saturday School  
Step 2            3 days ISD  
Step 3            10 day ISD or OSS with referral to the Seneca County Sheriff's Department

**AIDING OR ABETTING VIOLATION OF SCHOOL RULES**

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**DISPLAYS OF AFFECTION/SEXUAL ACTIVITIES**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Step 1            Warning with parent notification  
Step 2            Detention

Step 3  
Step 4

Saturday School  
3 days ISD

**POSSESSION OF ELECTRONIC EQUIPMENT**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of Principal. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

All electronic devices must be stored in the student's locker in the off position.

Step 1	Warning
Step 2	Detention
Step 3	Saturday School

**VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES**

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

Step 1	Detention
Step 2	Saturday School
Step 3	1 day ISD

**VIOLATION OF BUS RULES**

Please refer to Section VI on transportation for bus rules.

**DISRUPTION OF THE EDUCATIONAL PROCESS**

Any actions, or manner of dress, that materially and substantially disrupts or interferes with school activities; or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Step 1	Detention
Step 2	Saturday School
Step 3	1 day ISD or OSS

## **HARASSMENT AND/OR BULLYING**

The harassment and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

Step 1	Saturday School
Step 2	1 day ISD referral to Guidance Counselor
Step 3	1-3 OSS
Step 4	5 days OSS recommendation for expulsion

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 District's Complaint Coordinator(s): [list from Administrative Guideline 5517]

The Complaint Coordinators (guidance counselor, principal, superintendent, dean of students) are available during regular school hours to discuss a student's concerns related to harassment and/or bullying, 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 Complaint Coordinator either by a written report or by 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 and the nature of the harassing/bullying incident(s). The Complaint Coordinator will promptly compile a written summary of each such report, which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. 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 individuals involved in an investigation as either, a witness, victim or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation.

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

Given the nature of harassing/bullying 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/bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse, which must be reported to the proper authorities.

Under no circumstances will the School tolerate threats or retaliation against anyone who makes harassment/bullying complaint or participates in an investigation. Individuals who engage in retaliation will be subject to disciplinary action.

### **HAZING**

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **VIOLENT CONDUCT**

Students may face expulsion 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).

### **BOMB THREATS**

Making a bomb threat against a school building, school bus or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year and referral to the, Seneca County Sheriff's Department and Federal Authorities.

### **FIGHTING**

Fighting is when two or more students are engaged in violent physical contact toward each other. Fighting will not be tolerated.

- ✓ Subject to disciplinary action

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed, to providing prompt, reasonable discipline consistent with the severity of the incident.

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

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the School. It includes:

- writing assignments
- change of seating or location
- lunch-time detention
- after-school detention
- in-school detention
- Saturday school

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. Detentions are 1 hour after school every Wednesday. Any exceptions need to be made with the Dean of Students or the principal. Students are expected to be working on homework or classroom assignments during the detention. Work will be assigned if the student brings nothing to work on. When school is delayed or closed the detentions will be reassigned. The student or his/her parents are responsible for transportation.

### **Saturday School**

- ✓ Saturday school will be in session from 8:00 a.m. to 12:00 p.m.
- ✓ It is a work program and students are expected to wear work clothes. If there is inclement weather on the day of Saturday School you will be called.

A student missing any portion of his/her assigned time in Detention, In-School Detention, and Saturday School may be given an additional detentions or

hour(s). Failure to timely serve Detention, In-School Suspension or Saturday School may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

### **In-School Detention (ISD)**

ISD will be during school hours and the student will be expected to work on school assignments all day. Students will receive full credit for all work completed. All assignments will be done or NO credit will be given.

The following rules shall apply to Detention, In-School Detention:

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

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, out of school suspension (OSS) for up to ten (10) school days, expulsion for up to eighty (80) school days, 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 or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time the student will be notified of the charges and given the opportunity to respond.
- ✓ Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of 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 may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she 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 3 days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her 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, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting 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 or may not be removed immediately. A meeting 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 meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 5 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.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

### **SEARCH AND SEIZURE**

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever the School authorities 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 that 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, which have been confiscated.

## **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, is 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
    - 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.

## **SECTION VI – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

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

The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

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

The driver will assign seating or direct students in any reasonable manner to maintain transportation safety.

#### **Prior to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone 3 minutes prior to scheduled stop;
- wait until the school transportation is completely stopped before moving forward to enter;
- do not cross a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

- ✓ It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or drink on bus including gum or candy;
- not tamper with the school vehicle or any of its equipment.

### **Exiting the school vehicle**

Each student shall:

remain seated until the vehicle has stopped;  
cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; and  
be alert to a possible danger signal from the driver.

- ✓ The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials and a note from parent or guardian.

## **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Students riding to and from school on a bus should realize that this is a privilege and all students must follow the rules of the bus driver. Conduct code items and bus regulations are applicable at all times while riding the bus. Students are assigned to a particular bus by the superintendent; the bus driver shall assign seats. Please review all the bus regulations with your child.

1. Passengers shall arrive at the bus stop prior to the scheduled arrival time.
2. Passengers must wait in a location clear of traffic and away from the bus stop designated by the bus driver.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Passengers must go directly to an assigned seat so the bus may safely resume motion.
5. Passengers must remain seated at all times, keeping hands, feet to yourself and keeping all aisles and exits clear.
6. Passengers must observe classroom conduct and obey the driver promptly and respectfully.
7. Passengers must not use profane language.
8. Passengers must not eat, chew gum or have any drinks on the bus unless for medical reasons and cleared through the bus driver.
9. Passengers must not use any tobacco products on the bus.
10. Passengers must not have any form of alcohol or drugs in their possession or use on the bus.
11. Passengers must not throw or pass objects on, from or into the bus.
12. Passengers may carry on the bus only objects that can be held on their laps or stored under their seat. Exceptions will be made for band instruments, golf bags or other items related to school with bus driver approval.
13. Passengers must leave or board the bus at the location to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
14. Passengers must not put hands or arms out of the bus windows.
15. Passengers may not bring glass, weapons, explosives, aerosol cans, pointed objects or animals onto the bus.
16. Radios, Walkman or personal CD players may not be used on the bus. Exceptions may be made for athletic trips or extra-curricular with the approval of the bus driver and transportation coordinator.
17. Passengers are not to talk at railroad crossings or dangerous intersections.

- ✓ Any violation of the above rules will result in disciplinary action.

\*\* Note: If a student is suspended from school or removed from the bus, that student may not ride the bus for field trips or extra-curricular activities.

### **MAJOR OFFENSES**

No previous written offenses or warnings are necessary and could result in automatic removal from the busses:

**\*Suspension from school for these offenses will be at the discretion of the administration\***

1. Fighting, Assault

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension
- Step 3: Ten (10) day bus suspension

2. Possession, use, transmit or selling of alcohol or illegal drugs, look-a-like drugs or drug equipment or drug paraphernalia.

Step 1: Ten (10) day bus suspension with recommendation for expulsion and referral to Seneca County Sheriff's Department. However, with the agreement to meet with certified alcohol counselor for assessment and a commitment to follow the counselor's recommendation, the student may be permitted to return to school after five (5) days at the discretion of the administration.

Step 2: Ten (10) day bus suspension with recommendation for expulsion and referral to the Seneca County Sheriff's Department.

3. Smoking/Lighting of matches/Lighters

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension
- Step 3: Ten (10) day bus suspension

4. Profanity/Vulgarity/Abusive Language/Obscene Gestures

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension

5. Injury to another student or damage to another student's property

- Step 1: Three (3) day bus suspension with restitution
- Step 2: Five (5) day bus suspension with restitution
- Step 3: Ten (10) day bus suspension with restitution

6. Damage to bus or tampering with bus equipment

- Step 1: Three (3) day bus suspension with restitution, if applicable
- Step 2: Five (5) day bus suspension with restitution, if applicable
- Step 3: Ten (10) day bus suspension with restitution, if applicable

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:**

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Parent Request & Authorization to Administer a Prescribed Medication/Drug or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medications Form 5330 F3**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Student Handbook Certification Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Annual Notification to Parents Regarding Student Records & Specific Events/Activities Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**

- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**

On the New Riegel School website ([newriegelschools.org](http://newriegelschools.org)) under the Board of Education tab, all New Riegel School District Bylaws & Policies including forms are available.

**SIGNATURE PAGES  
2007-2008 SCHOOL YEAR**

STUDENT'S NAME \_\_\_\_\_

GRADE \_\_\_\_\_

**Missing Child Registration Form**

In compliance with the **Ohio Revised Code 9.55.3 (Senate Bill 321), Missing Child Registration Act**, parents/guardians of New Riegel Local students are asked to notify the school office the day a student is absent or to send in a note if the absence is known about in advance. If the school is not notified, we are required to contact a parent/guardian by telephone. Please notify the school of your child's absence: Grades K-6 call 595-2265; Grades 7-12 call 595-2256.

In order to be prepared to do this, if necessary, we need to have on file a current phone number for home, work and an emergency number.

Work Phone Number: Mother \_\_\_\_\_  
Father \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

**Parent – Student Handbook**

By checking this box I agree that my child and I have reviewed the New Riegel Parent – Student Handbook for the current school year and agree to follow its contents.

**Field Trips**

By checking this box my child has permission to participate in school sponsored field trips and/or activity trips, walking or using a school bus or van for the current school year. A short notice will be sent home prior to a trip indicating the type of experience, lunch provisions, admissions, and full details. By having your permission signature on file we can avoid last minute problems and possible disappointments. A particular experience can be refused by the parents by a note. (See Field Trips – Page 15)

**Directory Information**

By checking this box, I DO NOT object to the New Riegel Local Schools releasing directory information to non-profit organizations.

### Fluoride Mouth rinse Program

By checking this box I want my child to participate in the Fluoride Mouthrinse Program.

### Media Release

By checking this box I understand that:

- 
- A. Newspaper photographers may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
  - B. My child may be videotaped and/or photographed for educational purposes.
  - C. There are times during the school year when parents and/or room mothers require a class list of student names, phone numbers, and/or an address for various reasons such as; classroom events, birthday parties, etc. I give permission for my child's name, phone number, and/or address to be distributed on a classroom list.

Unless I revoke my permission in writing, the New Riegel Schools have permission for all of the above activities for the current school year.

✓ (Please circle any of the above in which you DO NOT wish your child to participate)

### Acceptable Use (Computer Technology and Networks)

By checking this box I understand that:

I have read the acceptable use policy and have completed an acceptable use form for the 06-07 school year and would like it to be used for this school year.

✓ Please DO NOT check the above box if you wish to update or review last year's form. (Please contact the office if you have any questions)

### Severe Weather Emergency

Occasionally weather conditions become such a concern for us that we feel it is necessary to dismiss school early. We make every effort not to send children home early because we understand the burdens this places on working parents. By completing the form below, you can assist us in guaranteeing the safety of each child under severe conditions.

### Directions in the event of: Early School Dismissal

\_\_\_\_\_ My child will always be able to get into our home or to a neighbor's home and is to be sent home in the usual manner. (This choice is best for the child and the school if it can be arranged).

\_\_\_\_\_ My child should be sent to the following residence:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

**We have discussed this situation at home and my child is aware of the procedure to be followed should early dismissal be necessary.**

I have read all above information and have check marked all that apply. By signing below, I verify the information is correct.

**Parent/Guardian Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Please return these pages by Friday August 24, 2007**