

Zane Trace Elementary

Student Handbook

2011-2012



ZANE TRACE LOCAL SCHOOL DISTRICT
ZANE TRACE ELEMENTARY
946 State Route 180
Chillicothe, Ohio 45601
Phone 775-1304

Gary L. Stump
Principal

Dana Myers
Guidance Counselor

Tami K. Wiget
Secretary

Dear Parents and Students,

On behalf of the staff at Zane Trace Elementary School, I would like to welcome all students and parents to our school.

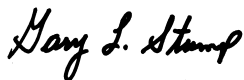
This handbook has been prepared to provide you and your child with information about our school and to answer any questions concerning the operation of our school. You can assist us by becoming familiar with this handbook.

Please feel free to contact the office at any time concerning questions you may have. The teachers will be happy to discuss your child's academic or social progress. When parents and teachers work together, the child receives the maximum benefits of an elementary education.

Please read and discuss this handbook with your child.

We are looking forward to an exciting year - one which we are sure will truly benefit each child.

Sincerely,



Gary L. Stump
Principal

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The mission of Zane Trace Elementary School is to provide an atmosphere whereby students develop an inquiring mind, a positive self-image, and a favorable attitude toward the need for education in a productive learning environment that meets the academic and social needs of the students. All students are encouraged to "Never Settle For Less Than Your Best."

SCHOOL BEGINS AT HOME

Steps to start a Great School Day

We want every child to experience success at school and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time; not late, or too early.
2. Teach your child to respect and obey all school adults. All teachers and other adults (including secretary, custodians, aides, and cooks) have authority and are responsible for the safety of children and general building order.
3. Talk with your child about treating other children in the same manner as he/she wishes to be treated (avoid name calling, arguing, etc.)
4. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
5. Discuss with your child all the information in this handbook so that he/she clearly understands what is expected from him/her at school.
6. Become involved in your school. You can do so by joining the Parent Volunteer Group, or by volunteering in a classroom.
7. Above all else, tell your child when he/she is doing a good job in school--praise him/her for good efforts and good behavior at school. We will do the same at school.

This will be a successful learning experience for your child, but it will take a lot of hard work on his/he part as well as your cooperation as parents. It's worth everyone's best effort and we guarantee to give each child our very best.

SCHOOL ATTENDANCE

Under Ohio School Law, attendance in school is compulsory. Students must be in attendance unless excusably absent. Excusable absences are as follows:

- Personal Illness
- Illness in family
- Quarantine of the home
- Death of a relative
- Medical appointments
- Observance of religious holidays
- Bus transportation failure
- Court Appearance

Possible exceptions to the above list may exist and warrant excused absence. Such situations would be handled by the principal.

All absences during the school year must be accompanied by a written excuse (forms are provided), otherwise an unexcused absence will be recorded.

The Board of Education has adopted the following policy regarding absence:

After 3-5 days of unexcused absences parents will receive a notice of excessive absence. After ten days of absence the parents shall receive a notice that all future days of absence shall be unexcused unless they are accompanied by a physician's statement. A student who is in attendance for less than 85% of the semester will fail the semester. A student who is absent without a legitimate excuse for five consecutive school days, seven or more school days in one month, or twelve or more school days in a school year will be defined as Habitual Truant and will be referred to the Attendance Officer.

If it becomes necessary for the student to leave school during the day parents should send a written note and must sign the student out at the office before leaving the school. Students arriving late are to be signed in at the office. Should the student become ill at school, the home will be contacted and requested to come to school for the student. If this should be impossible, we will try to bring the child home or allow him to remain in the school office. Parents should use discretion in sending their children to school if they are complaining of stomach or head pains. Most often, those children sent home were ill when they arrived to school.

When a child is returning to school after an illness, the student will be permitted to stay in at recess by parent request for two days. After the two days the student must have an excuse from a doctor to stay in.

All children are encouraged to strive for perfect attendance.

FAMILY VACATION POLICY

Vacation absence is permissible only through prior notice and arrangement with the building principal.

FAMILY EDUCATION AND PRIVACY ACT (FERPA)

The purpose of this notice is to provide you with information regarding your rights under the Family Education and Privacy Act (FERPA). Parents of students, adult students and former students who wish to review any or all of the school records pertaining to the students should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of the copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. FERPA also allows a school district to identify certain information as "directory information" which may be released without prior consent by parents or an adult student. Zane Trace Local considers the following to be directory information: A student's name, address, telephone number, date and place of birth and dates of attendance.

If you do not wish this information released without consent, please contact the building principal in writing within 10 days of the posting of this notice. If school district contacts do not receive your notice by that date, we will consider this to mean that you have no objections to the release of this information.

MISSING CHILDREN'S ACT

The state legislature passed the Missing Child Act on April 9, 1985. The law is an attempt to put into statute a process by which missing children can be identified and located quickly.

As we are now required by law to do, we are asking the following of all Zane Trace parents:

1. If your child will be absent from school please call the office (775-1304) between 8:00 a.m. and 8:30 a.m. to report this. Because many calls may be received during this time, please be brief, just give the child's name and his/her teacher's name.
2. Parents who do not have a phone are asked to notify the school of their child's absence by any of the following means:
 - a. Using a pay phone or a neighbor's phone.
 - b. Sending a note to the office on the morning of absence with a brother, sister, neighbor, or bus driver.
 - c. Coming to school to notify us in person.
3. If the school is not notified of a child's absence by 9:30 a.m. We are required to notify the parents that the child is missing.
4. When your child returns to school, please return the absence card stating the reason for absence. (This is our current policy).

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ARRIVAL AT SCHOOL

Those students not transported by the bus should arrive at the school by 8:15 a.m., but not before 8:05 a.m. Staff members will supervise students beginning at that time. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEFORE THAT TIME.**

Tardy times: 8:15 a.m. and 2:00 p.m.
Half day absences: after 10:00 a.m. and before 2:00 p.m.
Students who come to school late or leave early will be counted as tardy.
Excessive tardiness may result in disciplinary action.
This will affect perfect attendance.

MESSAGES TO STUDENTS

Written or telephone messages from parents to students are to be handled through the office. Only when permission has been give by the office can students use the school telephone.

STUDENT DROP-OFF AND PICK-UP

The student drop-off areas are located East of the Elementary building and in front of the High School building. Students may be dropped off beginning at 8:05. On the east side of the building, parents are to follow the driveway by the playground to the front of the building, drop students off at designated spot, and return back onto Route 180. If entering from Sulphur Spring Rd., follow the arrows through the parking lot to the drop-off area and release your child at the crosswalk. Please remain in your vehicle. (If you need to enter the building for any reason, please park in designated areas).

Parents picking students up at the end of the day must send a note to your child's teacher. When picking students up at the end of the day, please park in designated areas (**PARKING ALONG ROUTE 180 IS NOT PERMITTED AS THIS IS A SAFETY HAZZARD**), sign your child out, and wait in the designated area by the office. Students will be sent to this area at the 2:30 bell. Students not picked up at this designated time will be sent to Latchkey and the parent will be billed Latchkey fees.

LOST AND FOUND

CHILDREN ARE NOT PERMITTED to bring items such as cell phones, radios, walkie talkies, money, (other than lunch, pencil, paper, etc.) which can be lost or stolen.

In case an item is lost or found, the child can check in the office's lost and found box. If the item is still missing, the child should report it to the office and his/her teacher.

EMERGENCY MEDICAL TREATMENT

Any accident occurring on the way to, from, or at school should be reported to the office as soon as possible.

The office maintains an emergency card file which each parent fills out during the first few days of school. Any changes which would alter the information on these cards (new telephone number, change of jobs, doctors, etc.) should be promptly reported to the office.

In the event of a serious accident and parents or guardian cannot be located, the principal, after checking the card for further directions, will follow the appropriate course of action.

UPDATING FAMILY AND MEDICAL INFORMATION

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information which is included on the Emergency card.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

MEDICINES IN SCHOOL

There have been numerous students, particularly at the elementary level, needing to take prescribed medications sometime during the school day. This has been posing an undue amount of responsibility on the office of the principal in that he has the assignment of seeing that the proper medication gets to the proper student at the proper time. With this in mind and for the legal protection of the principal, the Board of Education has established this policy:

- *all prescribed medications must be brought to school by the parent.
- *parents must have their doctor notify the school in writing of the prescribed dosage, proper storage, useful life and correct administration of the prescribed medication.
- *parents must sign an authorization letter and liability disclaimer for the school.
- *patent or non-prescribed medicines such as aspirin, cough syrups, throat lozenges, alkalizers, etc. shall be excluded from this policy.

Parents are discouraged from sending these types of medicines with their children.

CAFETORIUM

Beginning at approximately 10:30 a.m. our cafetorium serves a "Type A" hot lunch. An extra milk may be purchased at an additional cost. Lunch tickets may be purchased by the month, weekly, or buy a lunch daily. Lunch charges

will be available but these charges must be paid within 5 days. Serving of the elementary students ends at approximately 11:30 a.m. Parents are always welcome to visit the cafetorium and eat with their child.

All students eat their lunch in the cafetorium and are expected to conduct themselves in a quiet, mannerly fashion. Each student is expected to practice proper table manners. The following rules will be enforced:

- *children will enter the cafeteria in a quietly, orderly manner;
- *children will sit where assigned by the supervisor;
- *children will remain seated until they are dismissed;
- *children will not throw food;
- *children will not talk loudly or turn around to other tables;
- *sharing of food is not permitted;
- *students are responsible for policing their area and placing garbage in proper receptacles;
- *children will use proper table manners at all times.

To aid both student and parents in regard to their decisions concerning the cafetorium a monthly menu is planned and a copy is sent home with each student.

PLAYGROUND

All recess periods are supervised to help prevent accidents or other problems which may arise. Safety is our main concern on the playground as well as in the building. Our general playground rules are: 1.) Keep hands and feet to self. 2.) DO NOT throw rocks, sticks, mulch, snowballs, etc. 3.) When recess bell sounds, stop playing, walk to line, and line up quietly. 4.) Treat others as you would like to be treated. 5.) Do Not Talk to adults through the fence. 6.) No playing on hillside. 6.) No gymnastics. 7.) Football, soccer, and kickball on grassy area. Classroom teachers will go over rules for specific playground equipment. Violation of these rules will result in disciplinary action ranging from loss of recess privileges to out of school suspension.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Zane Trace Elementary School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Elementary office for specific details.

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P.T.O.

The Zane Trace Parent-Teacher Organization is a supportive group for our school district. All parents, friends, and followers are invited to become active members in this organization ... membership fee is \$.25. Many helpful

services have been performed for the students attending our schools as a result of diligent work through the Sausage Booth at the Ross County Fair.

The P.T.O. provides money for their scholarship funds for Zane Trace Graduates each year. Funds from the booth are also shared among the elementary, middle school, and high school buildings.

Meeting of the P.T.O. are scheduled in October, December, February, and April. Meetings are held at the Middle School gymnasium and the Cafetorium over the course of the school year. Final meeting dates and times will be announced during early weeks at the beginning of school.

PARENT ADVISORY COUNCIL

In compliance with Federal guidelines, a Parent's Advisory Council is organized at the elementary school to help in the operation of our district's Title I Program. Membership on this council is voluntary. All parents in our school district are invited to attend and participate, especially those whose children are participating in the Title I Program.

Currently, this program concerns itself with helping those students (generally in grades 1-3) who have fallen behind in their expectancy levels in Reading. Such students selected are given approximately 30 minutes a day of intensified instruction designed to strengthen those skills where the child is weak.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office and obtain a visitor pass upon entering the School. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School, in order to prevent any inconvenience. VISITORS ARE NOT PERMITTED ON PLAYGROUND.

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

LEARNING DISABILITIES

The Learning Disabilities classes are ones in which the student can learn his/her academics in a sequential manner in a controlled environment. Each child has his individual program designed to fit his/her own abilities and disabilities.

To be eligible for the program, a child's teacher refers the child to the school guidance counselor for a test. If further testing is needed, the parents will be asked to permit the child to be given a more complete test by the school psychologist.

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A team meeting consisting of the principal, the classroom teacher, special teachers, and the school psychologist decide if the child should be placed in a special class.

DEVELOPMENTALLY HANDICAPPED

Developmentally Handicapped is a program to help children learn at their own rate through prescriptive teaching. The children are taught to understand oneself and get along with others, to live safely, to understand the physical environment, to be healthy, and to learn family living skills. Academically they are taught communicating ideas through Reading, Math, and Language Arts and how to manage money. They are also made aware of careers.

LIBRARY

Our Library is operated so that grades K-4 may have one regular 30 minute period per week for the purpose of student book exchange. Grades K - 2 are allowed 1 book per week and grades 3-4 are allowed 2 books per week. If a student forgets his library book, he/she shall forfeit his library day until the following week, but shall return the book as soon as possible. The last date stamped on the due date card in the back of the book shall be the day on which the book is to be returned to the library. Grades 2-4 may borrow a magazine in lieu of 1 regular book. If at any time a book page should be torn in a library book, magazine, or a textbook, it should NOT be mended at home but BROUGHT TO THE LIBRARY FOR REPAIR. If the book is damaged beyond repair or if lost, the student shall be charged the shelf card price of the book. When a book is reported lost 2 weeks shall be given in which to find the book. After that time a notice of the loss and its cost shall be sent home, and the student will be given another 2 weeks before the fine shall be due. Until the book is either returned or paid for the student will be denied borrowing privileges. Magazines may not be taken home.

GUIDANCE

The Zane Trace Elementary School is fortunate to have the services of a part time qualified guidance counselor. Along with individual guidance service, he also oversees the administration of various group tests that are a part of the school's planned testing program, organizes and arranges the schedule for all student psychological tests, assists in the placement of students in special programs, maintains regular classroom guidance programs, and oversees student attendance.

SPEECH

Several important services are provided to our school district by the Ross County Educational Service Center. Therapeutic speech services is one of these services. For approximately one half of the school year, we have a speech therapist who works with those students who are experiencing a speech problem of one sort or another. Classes are on an individual basis meeting two times per week and lasting approximately 30 minutes. Parents of children with speech or hearing problems are encouraged to confer with this teacher on home problems designed to help correct recognized problems.

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FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of three airhorn warning signals.

Practices are held by the classroom teacher at the beginning of the school year to acquaint the pupils with the drill rules.

EMERGENCY SHELTER

An emergency plan to deal with both natural and manmade disasters is a necessary part of today's school operation. Provisions have been made to provide the best emergency plan possible for our students using what resources we have available to us. Students are instructed in safety procedures to provide maximum protection to the vital areas of the body from flying glass and other debris. Hopefully we will never have to make actual use of our plan. We might expect to use it under conditions of severe thunderstorms or the sudden emergence of a tornado. Practices are held so that all students know the method used.

INTERIM REPORTS AND GRADE CARDS

Our school operates on four 9 week grading periods. Report Cards are taken home at the end of each of these times. Progress letters are used during the first grading period in Grade One. Interim reports are used for all students grades 1-4. Please check the School Calendar for these dates.

PARENT TEACHER CONFERENCES

In order that a better understanding of your child and his/her school progress can be reached, the parent-teacher conferences have been planned for this year. Please check the School Calendar for these dates.

TEXTBOOKS

The Zane Trace Local Board of Education, pursuant to Ohio Law, furnishes free textbooks to each and every student. Such books represent a major investment of local funds. The school encourages each student to give proper care and attention to the textbooks he/she is assigned. Occasionally, a student will exceed the one year's normal wear which they are entitled to with each textbook. Such excessive wear is charged to the student at the end of the year.

Workbooks are used in conjunction with our several programs. Students are furnished a list of these workbooks at the beginning of each school term. The cost of these workbooks is the responsibility of the student.

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BUS SERVICE

Bus Transportation to School

The school provides bus transportation for all students. The bus schedule and route is available by contacting the transportation supervisor at

PUPIL MANAGEMENT FOR TRANSPORTATION

Pupil management and safety instructions policies shall include the following:(O.A.C. 3301-83-08 (c)):

- *Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- *Pupils must wait in a location clear of traffic and away from the bus stops.
- *Behavior at school bus stop must not threaten life, limb or property of an individual.
- *Pupils must go directly to an available or assigned seat so that the bus may safely resume motion.
- *Pupils must remain seated, keeping aisles and exits clear.
- *Pupils must listen for directions and instructions, and obey the driver promptly and respectfully.
- *Pupils must not use profane language.
- *Pupils must talk quietly and not distract the driver.
- *Pupils must not fight, wrestle or possess any harmful items.
- *Pupils must refrain from eating and drinking on the bus, except as required for medical reasons.
- *Pupils must not use any tobacco products on the bus.
- *Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for the student.
- *Pupils must not throw or pass objects on, from, or into the bus.
- *Pupils may carry on the bus only objects that can be held in their laps. These objects shall not extend beyond the student's lap nor should they block any part of the child's face (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
- *Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
- *Pupils must not put their head or arms out of the bus window.
- *Guidelines will be formulated for the use and storage of equipment and other means of assistance required by pre-school and special needs children.
- *Drivers must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. This information must be written on the yellow transportation emergency cards. All such information is strictly confidential.
- *At the bus stop, pupils must stay at least 10 feet from the road and, when necessary, cross at least 10 feet in front of the bus when signaled by the driver.
- *When exiting the bus, pupils must go directly to their designated place of safety.

BUS SAFETY INFORMATION

Boarding/Disembarking

Waiting for the Bus:

1. Wait quietly for the bus to come.
2. Do not play in or near the street.
3. Stand back (at least 10 feet) from the road as the bus approaches.
4. Give the bus driver room to stop.

Boarding the Bus:

1. If you must cross the road to get on the bus,
 - a. Wait until the driver stops the bus and opens the door
 - b. Look at the driver and wait for them to wave you across the road
 - c. Check the traffic in both directions
 - d. Walk at least 10 feet in front of the bus (so that you can still see the driver)
2. Form a single line and **do not crowd, push or run.**
3. Use the front door only.
4. Use the handrail to take the steps one at a time.
5. Go directly to your seat and remain seated.

Leaving the Bus:

1. Stay seated until the bus stops and the doors open.
2. **Do not push or shove**, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take the steps one at a time.
5. If you do not have to cross the road, walk immediately away from the bus.
6. If you must cross the road,
 - a. Walk forward along the edge of the road until you can see the driver and **stop (10 feet)**
 - b. Look at the driver and wait for them to wave you across the road
 - c. Check traffic in both directions and cross the road quickly (don't run)
 - d. Help smaller children across the road safely
 - e. Never stop in front of or beside the bus. If you drop something, get the driver's attention before you try to pick it up.

Special permission

Only when permission has been granted by the Principal can a student:

- *ride a bus other than one assigned to him/her;
- *board or leave a bus at points other than those designated;
- *secure other transportation home when transported by bus.

The driver is responsible for the safety of students on the bus. While on the bus, students are under the authority of, and directly responsible to the bus driver.

Ohio School Transportation regulations state that the unmanageable and/or disorderly conduct by a student shall be sufficient reason for refusing transportation to any student (EDP-91 906: Section B).

In an effort to maintain good order and discipline on the bus routes, the following policy will be in effect in the interest of student safety on all school buses. Students creating disturbances on the buses shall be subjected to the following steps in an attempt to correct behavioral problems:

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| FIRST DISTURBANCE | Warning and a "Bus Conduct" letter sent to the home. |
| SECOND DISTURBANCE | Corporal punishment, in-school restriction, after school detention, or Saturday School. |
| THIRD DISTURBANCE | Student not permitted to ride the bus for five days. Parents are to transport the student to and from school. |
| FOURTH DISTURBANCE | Student not permitted to ride the bus for ten days. Parents are to transport the student to and from school. In addition, parents and student must attend the next school board meeting for a hearing, or forfeit the right to appeal. |
| FIFTH DISTURBANCE | Student will lose transportation privilege for remainder of the school year. |

PROMOTION GUIDELINES

"A student in grades one through eight is promoted or retained after careful consideration on an individual basis of factors such as age intelligence, social maturity, emotional maturity, pattern and extent of growth, health and home conditions. There is no policy which will cover whether to promote or retain a student as each case must be decided on an individual basis. Both promotion and retention are means of placing the student where he/she will do his/her best academically and profit most from his/her experiences. The following guide policies cover only overall promotion-retention procedures. A student should not be retained more than twice in grades one through eight. A student, even though low in academic achievement, may be assigned at the end of the school year to the next higher grade level after careful consideration of all factors outlined above if in opinion of the teacher, principal, and staff, this is best for him/her as an individual. After consulting with the teacher, supportive staff members, and, in all cases, with the parent, the decision to retain or promote rests with the Principal."

COLD WEATHER POLICIES

During the colder months of the school year, a problem arises concerning the decision to conduct outdoor playground recesses. Our basic guidelines on such conditions is the outside temperature. If the temperature is 20 degrees or higher, we will observe an outdoor recess period. However, wind, snow, and lack of sunshine, plus the condition of our playground (ice, snow, mud, etc.) will be factors of consideration. The Principal makes the initial decision as to an indoor or outdoor recess.

EMERGENCY CLOSINGS AND DELAYS

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

WKKJ 94.3 FM
WCMH-TV Channel 4
WSYX-TV Channel 6
WBNS-TV Channel 10
WTTE-TV Channel 28

Parents will also receive a phone call from School Messenger. Each student is required to have a contingency plan on file that does not include a phone call.

SCHOOL MESSENGER

Parents will be able to provide us with up to four phone numbers to be used with our School Messenger call system. This system will be used for school cancellations, delays, emergency early releases and as a means to update parents on activities and events taking place at school.

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STUDENT CODE OF CONDUCT

The Zane Trace Board of Education hereby established the following as reasonable, necessary, and just regulations for maintaining order in the school.

I. **Damage, Destruction, or Theft of School Property or Personal Property of Others.**

A student shall not cause or attempt to cause damage to school property or personal property of others; to commit theft or attempted theft of school property or the personal property of others at any school activity on or off school grounds.

II. **Disruption of School**

A student shall not engage in, or shall urge others to engage in, the use of violence, force, noise, coercion, threat, intimidation, fear, or any conduct which would willfully cause the substantial disruption of any lawful mission, process, or function of the school.

III. **Assault on a School Employee**

A student shall not cause, attempt to cause, or behave in such a way that could cause physical injury to a teacher or other employee of the Board of Education.

IV. **Assaults on Students**

Students shall not cause or attempt to cause physical injury to fellow students.

V. **Weapons and Dangerous Instruments**

The Revised Code of Ohio (Section 2923.01) provides that no person shall carry a dangerous weapon concealed on or about his person. A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds at any time, or at any school event, activity, or function off school grounds.

VI. **Alcohol and Drugs**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, of any kind while on school grounds, or at any school event, activity, or function off school grounds.

The following guidelines are established in cases of student involvement in the possession, use, sale, transfer, purchase, or acceptance of illegal drugs while under the jurisdiction of the school.

Whenever the Principal receives information which he deems reliable that a student is involved in any of the activities listed above while under the jurisdiction of the school, he shall immediately undertake a preliminary investigation.

If, in his judgement, the information is reliable, he shall notify the student's parents or guardian, the local law enforcement authorities, and the Superintendent, and he may place such student under suspension pending outcome of the investigation.

If the investigation determines that the student is, in fact, guilty of an illegal act, the Principal shall suspend the student for a period of ten days and may recommend expulsion to the Superintendent.

VII. **Student Smoking**

Scientific evidence indicates that smoking is detrimental to one's health. For the health and safety of the students, together with the protection of the facilities, students are not permitted to use tobacco or possess it on their person in any form anywhere on school

property. It shall be emphasized that this ruling will be strictly enforced. The Principal is authorized to deal with violations as follows:

FIRST OFFENSE: Three days suspension or corporal punishment.
SECOND OFFENSE: Three to ten day suspension.
THIRD OFFENSE: Will result in expulsion to the end of the current semester.

VIII. Anti-Hazing Policy

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate student organizations, shall plan, encourage or engage in hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

IX. Bullying Policy

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

- A. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

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Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. (Refer to Board Policy 5517 for further information).

IX. Sexual Harassment

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching,

patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Students engaging in sexual harassment will be subject to appropriate disciplinary action, which may include suspension or expulsion.

X. **Amorous Display**

Students shall not engage in overt displays of affection on school grounds.

XI. **Cheating and Plagiarism**

Students shall not copy from the work of another student or claim as their own the work of another. Cheating or plagiarism will result in a Zero for the assignment. Parents will be notified.

XII. **Search and Seizure**

Individual lockers may be searched by school officials, without warning, when there is reasonable reason to believe that potentially dangerous objects or contraband exist.

STUDENT RIGHTS

I. **Student Meetings or Assembly**

Students are encouraged to form and participate in extra-class organizations as a way of broadening their educational experience. Such organizations must have the approval of the Principal and must have faculty sponsorship.

To assure a fair opportunity for student participation, all meetings:

- A. Shall be scheduled well in advance so that all students can be notified of the meeting.
- B. All club and group meetings and activities shall be non-discriminatory.
- C. All club and group meetings must be attended by a faculty sponsor.
- D. It is a student's right to attend and participate in these activities, therefore, it is his responsibility to abide by the rules and regulations of the School, whether the activity is held on or off school property.

II. **Freedom of Written, Verbal, and Symbolic Expression**

The exchange of knowledge, ideas, and opinions is an important part of the educational process. The school shall encourage freedom of written and verbal expression in accordance with the school publications. No commercial, political, or religious materials shall be exhibited or distributed unless approved by the Principal.

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III. **Due Process**

Due process shall be followed whenever a student is subjected to major disciplinary action such as suspension, his record, reputation, and future opportunities in society, particularly opportunities to pursue a career and obtain employment.

"Due process" in the context of the quasi-judicial administrative proceedings carried out by school authorities does not mean the procedures used by courts must be followed in detail when engaged in school disciplinary proceedings. It does mean that clear, definite,

and fundamentally fair rules of procedure must govern disciplinary actions. The essentials of "due process" in school disciplinary proceedings are:

A. The student shall be informed of the exact nature of the charges against him and of the possible consequences of his misconduct.

B. Written notice to the student and his parent or guardian, detailing the charges and the evidence, to be sent in advance of a hearing.

C. A hearing, formal or informal, pending on the seriousness of the misconduct and the possible penalty.

D. Notice of the student's right to confront any witness and cross-examine.

E. Adequate time to prepare a defense.

F. Maintenance of a means of appeal.

IV. **The Right of Appeal**

Appeal from the alleged violation of a student's rights as a result of any action taken by school authorities shall be made by the student, accompanied by his parent, guardian, or other representative in the following sequence: (1) Principal; (2) Superintendent; (3) Board of Education; and (4) Courts.

Violation of Discipline Code

The Faculty and the Principal are charged with the responsibility for maintaining proper student discipline in the school. They are authorized to use all the following measures in so doing:

I. **Assign detention.** Detention may be assigned during recess or lunch hour for minor violations. Major or repeated violations may require detention before or after regular school hours to serve as student punishment. Parents of students shall be notified in advance (minimum of day's notice) so that transportation may be arranged.

II. **In-School Restriction.** At the discretion of the Principal the student may be detained on the school premises during school hours, but denied the right to participate in any classes. The student shall be responsible for all class time so missed.

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III. **Suspension.** A student may be suspended from school attendance for up to ten days in accordance with Section 3313.66 of the Ohio Revised Code. Out of school suspension will result in students receiving no credit for daily work missed during the suspension. Tests may be made up or excluded from the grading scale at the discretion of the teacher. Procedure shall be as follows:

(1) The student shall have a hearing before the Principal or his designated representative, at which time oral or written notice of

the charges against him shall be given. Such hearing shall be held immediately, if possible, or within seventy-two hours of the incident.

(2) At the hearing, the student shall be told of the suspension penalty and the length of the suspension. The student may state his case or reply to the charges at this time.

(3) The parent or guardian shall be notified by telephone immediately, if possible, to inform him/her of the suspension. In addition, the parent or guardian shall be notified by certified mail.

(4) A parent conference may be made a condition of reinstatement from suspension. Should the parent or guardian fail to appear or contact the school within the time limit stated in the suspension notice, a charge of neglecting the education of a child may be filed.

(5) Immediate removal (suspension) of a student shall be authorized if the student's presence disrupts the educational process, endangers other persons, or damages property.

IV. **Recommend Expulsion.** A student may be expelled from attending school for the remainder of the semester in accordance with section 3313.66 of the Ohio Revised Code. Procedure shall be as follows:

(1) The student shall be suspended from school, in the manner described above, pending the outcome of a request to the Superintendent for expulsion.

(2) The parent or guardian shall be notified by certified mail, within twenty-four hours, of the Principal's request to the Superintendent for the expulsion of the student. The reason or reasons for the request shall be specified.

(3) The Superintendent shall provide a hearing on the request to the student and his parent or guardian. The Principal shall present for the hearing and shall supply the Superintendent all evidence requested. The student may confront his accuser and may state his case at the hearing.

(4) The Superintendent shall notify, in writing, both the parents or guardian and the Principal of his decision. Such a letter shall inform the parent or guardian of the right to appeal the Superintendent's action to the Board of Education. Copies of the letter shall be distributed to the Clerk of the Board of Education, the President of the Board of Education, the Principal of the Building, and to the student's file.

V. **Call Law Enforcement Authorities**

VI. **Prescribe other generally acceptable disciplinary procedures.**

Knowledge of Student Handbook

It shall be the responsibility of the administration and supervisory staff to prepare annually a student handbook detailing for students the basic policies, rules, and regulations of the school as they relate to students. Such handbook shall be distributed to students at the beginning of each school year and it shall be the responsibility of each student to review and inform himself regarding the policies, rules and regulations of the school.

School Wide Discipline Plan

Our School Wide Discipline Plan involves high expectations for student behavior, consistent and fair application of our rules, a daily reward for all who follow our rules, and consequences for when rules are not followed.

Students who follow our rules will receive one Pioneer Point each day. Students accumulate points which can be used to purchase items at the end of each month from classroom Treasure Boxes (Grades K-4). Each child's job is to come to school, learn all that can be learned, and to follow school rules. Those who are successful "on the job" will be "paid" daily.

Additionally, each classroom has a Pioneer Peace Flag which hangs in the hallway outside of the room. These represent peaceful days in each classroom. If student behavior becomes a problem, teachers remove the flags from the hallway for a day to indicate they did not have a peaceful day. Our goal is for all flags to remain flying each day.

Our School Wide Rules

1. No Gum Chewing
2. Walk on the right side of the hallways with no talking.
3. Respect school property. If damage occurs, reimbursement is expected.
4. Respect yourself, peers, and adults.
5. Show self control at all times.
6. Always tell the truth.
7. Be responsible by having appropriate materials and assignments ready.
8. Follow classroom rules.
9. Follow playground rules.
10. Follow cafeteria rules.
11. Follow school bus rules.

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HOMEWORK

The assignment of homework can be expected. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program. Student grades will reflect the completion of all work, including outside assignments.

The student's responsibilities for homework include:

- *keeping track of homework assignments;
- *handing in homework assignments that are complete, original (done mostly by the student);
- *punctual (handed in on time);
- *carefully and neatly completed.

The parent's responsibilities include:

- *assisting their children in finding a well-lit, quiet place to work;
- *establishing a regular time to complete homework;
- *being available to provide help when their child is confused about an assignment;
- *helping the child develop ways to keep track of assignments in an organized manner;
- *showing that they care about homework (and school in general) by asking questions about the lesson and insisting that he/she keep up with assignments.

A student who has been absent for excusable reasons will have a reasonable time to make up any missed work. The teacher shall determine the time taking into consideration the number of days to be made up. The makeup time shall not exceed one day for each absence.

BIRTHDAY PARTIES

Although not required, some children have enjoyed celebrating their birthdays by bring a treat to school for their classmates. The treats should be kept simple. Treats are to be eaten in the classroom. Please check with your child's teacher before bringing or sending such treats. Due to carpeting there are special rules for some rooms about types of drinks that will be allowed. Please check with your child's teacher.

TOYS AT SCHOOL

Students are not permitted to bring toys to school. This includes bats, balls, ballgloves, cars, stuffed animals, and games. Toys are a distraction to the educational process.

DRESS CODE

Some clothing is in bad taste and can be disruptive. It will be the judgment of the principal in determining disruptive and general appearance. (Example: Beer Ads or derogatory remarks).

Students may wear slacks, jeans, shorts, skirts, and dresses of reasonable appearance and length. Midriff, halter tops, see through clothing and wearing apparel that exposes the midsection will not be acceptable.

Students are not permitted to wear flip-flops to school. We feel that flip-flops present a safety concern on the playground. The wooden mulch can easily go through the bottom of the shoe, toes can be stubbed on the black top, and the shoes come off their feet easily. As a rule, if the shoe has a strap that goes around the heel to keep the shoe on it will be OK to wear to school. The shoes that are the main concern are the thin flip-flops that

are usually worn to the pool or the beach. For health reasons, shoes are to be worn at all times.

FIELD TRIPS

Properly planned and executed field trips are an invaluable educational technique which can provide both the student and teacher with a rewarding experience. Trips made within the immediate community and not requiring bus transportation (nature walk, etc.) will be approved by the principal. Trips requiring bus transportation require approval by both the principal and local superintendent. Also, a signed parental permission slip from each student is required. Parents will be well informed on the impending trip and adequate supervision regardless of trip length will be provided. Parents of students going on field trips are often called upon to aide in the supervision of the students.

SCHOOL SUPPLIES

For student convenience, both pencil and paper may be purchased at school. Pencils can be purchased for \$.25 and notebook paper for \$.50. Students are not to use their lunch money to purchase these items.

IMMUNIZATIONS

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

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

Diphtheria Five (5) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Tetanus Five (5) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Pertussis Five (5) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

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Polio Four (4) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Measles Two (2) doses of live measles virus vaccine after first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen

(15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Rubella Two (2) doses of live rubella virus vaccine after first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Hepatitis-B Series

Varicella Vaccine (Chicken Pox Vaccine) (2) doses of varicella vaccine must be administered on or after the first birthday.