

# *Western Reserve Elementary*

## *STAFF HANDBOOK*



**2016-2017**

*We are W.R.*

*Every student, every teacher, every day*

**MISSION**  
Staff and Students Excel  
Parents and Community Care

**VISION**

The Western Reserve Local School District is an involved learning community with high expectations for student learning. The instruction meets the diverse needs of all our students resulting in lifelong learners and responsible citizens.

**WE BELIEVE**

All students will become life long learners.

All students will be challenged to reach their potential.

All students will develop into responsible citizens.

All students will strive to continuously improve and be accountable for their actions.

All students will feel safe and secure.

The home, school, and community are partners in the educational process and will operate from a basis of respect, trust, and teamwork.

All teachers will promote learning that is relevant and challenges higher-level thinking.

## **SCHOOL ADDRESSES, PHONE NUMBERS, AND FAX**

Western Reserve Local Schools Board of Education  
3765 US 20 East  
Collins, Ohio 44826  
419-660-8508

Western Reserve Elementary School  
3851 US Rt. 20 E  
Collins, Oh 44826  
Phone: 419-660-9824  
Fax: 419-660-8566

Middle School/High School  
3851 US Rt. 20 E  
Collins, Oh 44826  
Phone: 419-668-8470  
Fax: 419-663-5916

Please visit the school and district web page at:  
[www.western-reserve.org](http://www.western-reserve.org)

### **NOTICE**

**Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act.**

The superintendent shall serve as the compliance officer whose responsibility it will be to ensure the Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law.

The superintendent reserves the right to appoint, in his/her place, a designee as he/she chooses.

**Civil Rights Compliance Officer  
Mr. Rodge Wilson, Superintendent  
419-660-8508**

**Elementary Principal  
Mrs. Melanie Conaway  
3851 U. S. Route 20 E.  
Collins, Ohio 44826  
419-660-9824 EXT. 1001**

## WESTERN RESERVE ELEMENTARY SCHOOL

<b>Mrs. Melanie K. Conaway</b>	<b>Principal</b>
<b>Mrs. Jennifer L. Cornelison</b>	<b>Assistant Principal</b>
<b>Mrs. Autumn Thomas</b>	<b>Secretary</b>
<b>Mrs. Elaine Dauch</b>	<b>Secretary</b>

### Faculty & Staff 2015-2016 School Year

Kindergarten	Mrs. Rhi Buck	Room 101
	Mrs. Zoe McCoy	Room 102
	Mrs. Katie Stang	Room 103
First Grade	Mrs. Rebecca Conklin	Room 114
	Mrs. Deborah Froehlich	Room 113
	Miss Jessica Ritz	Room 115
Grade 2	Mrs. Sarah Boss	Room 122
	Mrs. Casey Dragon	Room 116
	Mrs. Gayle Kovach	Room 117
	Mrs. Meg Stevens	Room 124
Grade 3	Mrs. Shannon Bauman	Room 127
	Mrs. Kathy Gastier	Room 129
	Mrs. Stephanie Wetzel	Room 126
	Mrs. Amanda Woodrum	Room 128
Grade 4	Mr. Tim Babcock	Room 213
	Mr. Tim Bray	Room 212
	Mrs. Tracy Harvey	Room 215
Grade 5	Mrs. Beckie Church	Room 222
	Ms. Rachel Scott	Room 224
	Mrs. Laura Tooman	Room 217
Grade 6	Mr. Steve Adams	Room 226
	Mr. Bob McDonald	Room 230
	Mrs. Toni Slanczka	Room 228
Math/Reading Specialist	Miss Meaghan Timmons	Room 219
Reading Specialists	Mrs. Lisa Babcock	Room 125
	Mrs. Mary Jo Davis	Room 218
	Miss Amy Feliciano	Room 118
Academic Support Specialist	Mrs. Darnel Patrick	Room 112

Intervention Specialists	Mrs. Jennifer Cairns	Room 130
	Mrs. Lindi Eddington	Room 225
	Mrs. Robin Price	Room 119
	Miss Bethany Harris	Room 214
	Miss Kate Whitehurst	Room 216
Preschool Speech OT	Mrs. Julie Blankenship	Preschool
	Miss Joyce Seitz	IPO
	Mrs. Debbie Hreha	IPO
Art	Mrs. Wendy Maret	Room 108
Physical Education Physical Education	Mrs. Megan Tansey	Gym
	Mr. Drew Foit	Gym
Music Music Music/Band	Ms. Debra Henry	Room 152
	Mrs. Kimberly Harrison	Room 154B
	Mrs. Glenda Jacob	Room 154A
Library	Mrs. Cindy Linder	Media Center
School Counselor School Psychologist	Mrs. Jan Jump	Elementary Office
	Mrs. Danielle Randolph	Elementary Office
Custodians	Mr. Barney Yaussy	
	Mrs. Libby Hammond	
	Mrs. Darlene Woods	
	Mr. Kevin Eakle	
Educational Assistants	Mrs. Lisa Barrier- Preschool	
	Mrs. Linda Butler	
	Mrs. Linda Crawford	
	Mrs. Chris Finley	
	Mrs. Karen Grills	
	Mrs. Rhonda Palmer	
	Mrs. Deb Wolfe- Preschool	
Food Service	Mrs. Lisa Alliman	
	Mrs. Shelby Grosswiler	
	Mrs. Margaret Nickoli	
	Mrs. Jennifer Schenk	
	Mrs. Lona White	

**Absence:**

In the case of illness, please call Renhill (Direct line 419-254-2819 or main number 1-800-776-8722 ext. 2819). Leave a message with specifics about your illness. Leave the following information on the voice mail: Name, school, grade or subject taught, Name of a substitute you are requesting and reason for absence. You may also report an absence and request a substitute online. Personal, professional and all pre-planned sick days need to be entered into the employee kiosk as well. Sick days need to be entered as soon as possible. Identify the reason as sick-self, sick- in house, or sick out of house.

**Accidents/Student Injuries:**

All Staff should have a pair of rubber gloves. Gloves are to be worn in all instances involving blood. Injuries should be reported to the office or students should be escorted to the office. Documentation of incidents is reported through Public School Works.

**Activities Calendar:**

All school events must be listed on the calendar of events in the office. Teachers or groups desiring to schedule programs, school events, class parties, assemblies and other events must schedule these with the approval of the principal. Only office staff may add events to the calendar. Each teacher is urged to keep a calendar of his or her own and to attend as many events as possible. The principal must approve all events held in the evening. Field trips, student programs, and parent evenings should also be listed on the school calendar of events. Building permits are required for all activities, including those held during the school day. (ie use of room 104, meetings, guest speakers, etc.)

**After School Activities:**

Students are not allowed to stay for after school activities without the written permission of the parent/guardian. Send any notes requesting permission for after school activities to the office. The secretary will issue a pass that will be placed in the teacher's mailbox by lunchtime.

**Assemblies:**

Teacher supervision during student assemblies is absolutely necessary. Any student who misbehaves should be removed immediately and taken to the office. All teachers are expected to sit with homerooms during assemblies. If a class is scheduled for gym, art, library or music during an assembly, the specials teacher is expected to supervise.

**Attendance Procedures for Students:**

Students are to be present in the classroom at 9:00 a.m. **At 9:10 teachers are to send attendance and lunch counts to the office through the Progress Book program on their computers. If a student arrives tardy to your room without a slip from the office please call the secretaries to notify them of the student's arrival.** Secretaries will check late students to make sure that they are not counted as absent.

**Auditeria:**

Students are to eat in the auditeria. Food should not be consumed in the hall or classrooms, unless it is during a pre-approved classroom party time. Students may not pay for food/party that replaces a lunch. The auditeria meets the requirement for the Federal Lunch Program.

**Announcements:**

Daily announcements will be issued each morning through email. Email should be accessed each day by all staff. If you have an announcement that you would like placed in the daily announcements, please turn it in to the secretary. Please check with the technology director about obtaining an email address.

**Birthday Celebrations:**

Children who wish to celebrate their birthdays in school may do so by sharing a treat with classmates. Parents are requested to keep the treats simple and be available in quantity for all students. Some teachers may receive notices regarding food allergies.

**Books:**

Please make a list of textbooks given to students. Also, list the number of the book. Note the condition of each book. Caution students in the use of and care of books. Explain that the student will be held financially responsible for the loss of or damage to this book. When a book is lost or damaged, please notify the secretary for the reimbursement cost.

**Building Committees:**

**Committees are available to all Western Reserve Elementary Staff. These include, but are not limited to:** Social Committee, School Spirit, Sunshine, Building Leadership Team, Hundreds' Day, Chairez Scholarship, Caring Kids, P.T.O. liaison, Right to Read Week, Textbook adoption, Malley's Fundraising, Celebrate the Arts, SLO, and RIMP.

**Cell Phone/ Texting:**

Cell phones should not be used during instructional or classroom time to place calls, receive calls or to text. **Private calls and texting should be done during lunch or planning times when students are not present.** Teachers/staff who have critically ill relatives may receive emergency calls. Teachers may keep cell phones in an easily accessible location for safety and security purposes.

**Child Abuse & Neglect Reporting Procedure**

- All teachers will immediately report suspected child abuse and neglect to the Children's Services Division (663-5437) and to the principal/ assistant principal.
- Teachers are mandated reporters. When Children's Services is called have relevant information about the child available such as phone, address, and birthdate. Please place calls in a private setting. Document a record of the date and child's name and report the call to the principal/assistant principal or the guidance counselor.

**Child Abuse Training:**

All teachers are required to have four hours of child abuse training within the first three years of employment. Child abuse training is to be completed through the Public School Works program as assigned.

**Classroom Care:**

The cleaning of classrooms is the responsibility of the custodial staff. However, it is the responsibility of each teacher to help keep his/her classroom clean and in an orderly condition. Any furniture or pets that are brought into the room by the teacher must be cared for by the teacher.

Report any damage to school property or necessary repairs to the building principal. Building repair/maintenance requests are completed in the Public School Works program. Select EZmaint and supply the requested information.

Classroom doors are to be locked at the end of the school day, windows closed, shades closed and lights turned off.

Lights should be turned out whenever you will be out of your room. Equipment left in the room should be locked in a desk or cabinet. Large items should be moved out of sight from the door or window. If you must leave your students ask a fellow teacher to monitor both classes until you return. Never leave your students alone.

**Class Lists:**

Class lists have been prepared for you. The students listed should be in the scheduled class at the beginning of school. Please check these very carefully and report any irregularities to the school office. Please report any students who have not attended school during the first week of school. Names of students who rotate classes/ subject areas should be reported to the secretary, Autumn Thomas, to make changes in DASL. All students in DASL should be listed under the teacher who teaches that specific subject material. Students should not be changed from one class to another without consulting the principal first.

**Classroom Management Plans:**

Each teacher or team of teachers is to provide a written copy of the classroom management plan being used. It is the expectation that each teacher in the grade use the same system, and that the plan is provided to specials teachers so that they may employ it as well. If a team of teachers is planning to implement a reward system for an entire grade level, the stated rewards should be included in the plan. All grades, K-6, will employ the color system as provided as part of the management plan. Teachers are not to add colors/change colors or employ additional behavior management systems.



### **Crisis Plan:**

The district has a comprehensive Crisis Plan. Please become familiar with fire drill, tornado, rapid exit, and lockdown procedures. Copies of emergency procedures should be included in substitute folders.

### **Custody Decrees:**

Some children do not live with both biological parents. Custody decrees are on file in the child's cumulative folder. Many parents have Shared Custody. If a parent is designated as the parent who may make educational decisions, then that parent should sign I.E.P.s and field trip permission. Both parents have the right to grade cards, interim grades, and newsletters. A file is kept in the office of non-residential (custodial) parents who would like reports. We are required to use a child's legal name. We are not permitted to use another name or the name of the custodial adult unless the name has been approved by the court.

### **Detentions:**

Teachers may issue their own detentions after school if parents have been notified and signed approval. A teacher issuing a detention is responsible for monitoring the detention and remaining with the student(s) until released to a parent. The principal/assistant principal may issue office detentions, which are monitored by designated personnel. Parents are responsible for transportation.

### **Discipline Referrals:**

Discipline referrals to the principal /assistant principal may be made by a teacher or other staff person. Referrals should be made according to administrative guidelines. Teachers are to ensure proper documentation of all attempts to correct behavior. Severe behavior may result in an immediate referral. Referrals and documentation are to be completed in Public School Works in the Student Watch section.

### **Dismissal:**

Students are dismissed from the office if they have to leave school early. Teachers will receive a phone call or note to send the child to the office. **At no time is a child ever to be released at the classroom door to a parent /guardian.** Dismissal at the end of the day begins at 3:15 when car riders are called. Car riders will meet parents in the auditoria. Buses will be called as they pull into their designated place. Students who ride late buses will be called to the auditoria. It is essential that teachers monitor who is leaving the room. Students may only leave when their bus is called. Please make certain that students leave the room when their bus is called and that substitutes know the bus numbers.

### **Emergency Medical Forms:**

Parents/guardians are required to complete emergency medical forms at the beginning of each year. It is important to identify an adult who will assume responsibility for the student in case of illness or emergency. Please keep the office informed of any changes. Medical alert lists are developed from the information on the Emergency forms. If a student develops a medical condition during the year, please inform one of the secretaries so that the office can contact the parents. **Emergency medical forms must be taken on field trips.**

### **End of Year Procedures:**

Before checking out for summer vacation, please make sure that the following have been completed:

- End of Year checklist turned in to principal
- Request for summer maintenance
- Summer address is turned in to the secretary
- Inventory of classroom - Please complete an inventory of textbooks that are in your classroom. Please include teacher manuals. A document will be provided for this purpose.
- Grade cards for students who have not paid book or library fees should be sent to the office.
- Cumulative folders updated: Student pupil folders should be updated with final grades, final grade card, attendance, and special classes such as reading or speech.
- FM systems should be checked and defective systems should be given to the secretary. All others should be packed away.

### **Errands:**

No pupil shall be sent from the school building during school hours to perform an errand or act as a messenger.

### **Evaluations:**

All staff will be evaluated according to Ohio Revised Code requirements and district policy.

### **Faculty Perquisite:**

Faculty members are admitted to sporting events at no charge.

### **Fire Drills:**

Fire drills are conducted for each month that students are present. Regulations do not allow the school to not have fire drills during inclement months. Please read the guidelines for fire drills in the appendix before the Crisis Plan.

### **Field Trips:**

Field trips should enrich the grade level curriculum. All field trips are to be approved by the principal / assistant principal. Bus transportation needs to be approved by the board office. As a general rule, buses need to be back at school by 2:00 in order to allow time for the Middle School/ High School dismissal. Trips that need to be longer need the approval of the board office. Parents/guardians are to sign building permission forms or the child is not allowed to participate on the field trip. **Phone approval will not be accepted.** Teachers should take the necessary steps to secure parental permission.

Teachers are expected to dress professionally for field trips, unless the nature of the activity dictates otherwise. The field trip dates should be placed on the office calendar by office personnel, and food services personnel should be notified of the date and grade level. A list of parent chaperones should be submitted to the principal for approval at least two weeks before the trip. Parent chaperones should be notified that they will be responsible for supervising a small group of students. Parents and guardians are given first priority to chaperone field trips. In some cases, chaperones are required to have FBI/BCI background

checks completed and on file. Parents who are selected to chaperone should understand that their responsibility is for student supervision.

### **Holiday Celebrations:**

Holiday celebrations may be conducted in different formats for primary and intermediate students. Holiday celebrations are to be the last half hour of the day. Parents may sign up at the beginning of the school year to attend one holiday celebration per child.

### **Homework Guidelines:**

The following are homework guidelines developed by Western Reserve Elementary teachers and administration. Research suggests that students who complete homework assignments at home have higher achievement scores than students who do not. The purpose of homework is to practice and reinforce curriculum that is taught at school. It also allows parents to see what is being taught at school.

#### **Agenda Books**

- Students in grades 3-6 will receive agenda books. Homework assignments should be written on the board and students should be given a time to write down the assignments.
- Teachers should check the agenda books of students who are not returning homework to ensure that the assignments were written down and necessary materials are going home.

#### **Grading**

- Homework will be graded to assess student learning. Teachers give credit for completed homework assignments and may grade for accuracy.
- Students will not be penalized for any excused absence when missed assignments are completed within a reasonable time frame.

#### **Responsibilities**

- Teachers will clearly state expectations for all homework assignments, including when it is due and what the consequences are for not completing the assignment.
- Intermediate students will record homework assignments in their agenda, leave school with necessary books and materials needed to complete the homework, and turn in homework assignments when due.
- Primary students should place homework in the "Return to School" side of blue homework folder so parents know it has been assigned.
- Parents will give time and a place for their children to complete their homework. Parents will also provide help if needed and check the homework for accuracy.

#### **Time Guidelines**

- Homework may generally be assigned Monday through Thursday evenings. Homework on the weekend is sometimes necessary to complete projects.
- Homework will be about 10 minutes a night times your grade level.
  1. Kindergarten – 0-10 minutes a night, 0-50 minutes a week
  2. First – 10 minutes a night, 40 minutes a week
  3. Second – 20 minutes a night, 80 minutes a week
  4. Third – 30 minutes a night, 2 hours a week

5. Fourth – 40 minutes a night, 2 hours and 40 minutes a week
  6. Fifth – 50 minutes a night, 3 hours and 20 minutes a week
  7. Sixth – 1 hour a night, 4 hours a week
- Specific minimums and maximums are difficult to establish since the time required for assignments vary with the individual student's study habits and skills.
  - In addition to, or as part of, regularly scheduled homework, teachers may request that students continue with independent reading outside of the regular classroom activities.
  - Parents are always encouraged to read with their students.

### **Interim Reports:**

Formal interim reports are not issued by the office at this time. Teachers may elect to send home grade reports to parents throughout an academic quarter. Progress Book has several options for providing grade reports.

### **Leaving the Building:**

Teachers who leave the building for lunch or an appointment are expected to sign out with the secretary. This is so someone will know that you are out of the building in the event of an emergency. Teachers who need to leave early for a commitment prior to 3:45 p.m. or arrive after 8:30 a.m. should notify the principal or assistant principal. Teachers should make efforts to avoid these conflicts, as classroom coverage is not available. Please refer to the negotiated agreement for information on sick, personal, and professional days.

### **Interviewing Students at School:**

Caseworkers of Huron County Children Services, Probations Officers of Family Court and Custody Investigators may interview students at school if the circumstances warrant an interview. All interviews are to be conducted in the office area with a staff member present.

### **Lice/Nits:**

Western Reserve Schools maintain a nit free policy. Children will be screened for lice/nits on a regular basis. If lice or nits are detected during the screening process, the child will be removed from class and parents/guardians will be called. Students are to be treated and returned to class the next day.

### **Medications:**

Students with asthma or bee sting allergies are allowed to carry inhalers or medication with doctor and school approval. No other medication is allowed in the classroom. Teachers who become aware of medication in the classroom should notify the office or an administrator.

### **Mentors:**

All teachers who are new to the building will be assigned a mentor. Entry year teachers will participate in the Resident Educator program with their assigned mentors.

**Money:**

All money should be turned in to the school secretary by 3:45 p.m. each day. Money should never be left in the teacher's room overnight. Teachers are never to deposit money collected from the class or for field trips into personal checking accounts.

**Movies:**

While it is understood that visual clips can be effective tools in presenting information to students, it is expected that teachers are not showing full length movies during classes. This includes educational videos, unless the teacher has written this into a weekly lesson plan and consulted with administration. Teachers should limit the showing of full-length educational videos, including Eyewitness and Bill Nye, to once per month. The use of video or online clips is permissible, provided they are related to content and no longer than 7-12 minutes in length. Movies as rewards are only allowed as part of a larger classroom/grade level management plan that is submitted at the beginning of the school year.

**Parent Communication:**

Many times parents are made aware of situations after it is too late. It is strongly encouraged to let parents know of minor situations before they become major problems. Parent contacts should include a number of positive contacts in order to encourage support from parents. Students in K-3 have Home/School folders that should go home daily. Communications from the school and announcements should always go home in the folder. Students in grades 3-6 receive Agenda books. Agenda books should be checked daily to ensure that assignments have been written in them. Agenda books may also be used for communication with parents and parents may be asked to sign the agenda books. Progress Book, a web-based communication tool, will also be used to communicate with parents.

It is suggested that teachers not release personal land line and/or cell phone numbers to parents. Instead, it is suggested that teachers encourage parents to either e-mail the staff e-mail account or to leave a voice mail on the school extension listed for specific teachers.

**Pay Day:**

All teachers and school employees will be paid as per master agreement. Direct deposit receipts will be issued during the twelve months of the year. All new teachers in the system should complete the following forms and return to the treasurer's office: retirement form for STRS, W4, I-9, state withholding, and insurance forms. All staff should also provide the treasurer's office with the necessary direct deposit information. Any change in exemptions should be reported to the treasurer's office of the Board of Education. The school treasurer must be notified of any potential changes of salary due to additional graduate hours.

**Personal Leave:**

Personal leave is to be applied for through the employee kiosk. Staff will be given a password to access the employee kiosk. A personal day application must be submitted no later than 5 days before the requested day. A personal day will not be granted a day before or after a holiday to extend a vacation. Certified employees are allowed three unrestricted personal leave absences. Three personal leave approvals per day will be permitted for each building. Up to two days of personal leave may be rolled over to the following school year.

### **Planned Absence of a Student:**

We recognize that circumstances may arise which would necessitate a student accompanying his/her parents on a vacation. Students are responsible for all make-up work. Vacations will be permitted up to five (5) days total length providing the following conditions are met:

1. A written request must be received by the **Principal five (5) days prior to the vacation.**
2. A student may not have missed more than five (5) days of school in a given grading period or have missed an accumulated ten (10) days of school total.
3. Class assignments are due within a week of returning to school.
4. Students should not go on vacation during state examinations.

### **Professional Leave:**

Professional leave should be applied for through the employee kiosk. Substitute pay and mileage are to be included on the professional leave for approval. A professional leave entry should be made any time that a teacher will not be present and/or a substitute is required. This includes professional days within the building.

### **Progress Book:**

All grades are entered into Progress Book, a web-based application which allows teachers to make entries from home and parents to access their child's grades. At least one assessment-based grade (not a homework grade) should be entered into Progress Book each week. There should be at least ten assessments that are not homework per ten week grading period. Assessments should be entered on a daily or weekly basis so that parents can be kept informed of student progress. Progress Book grades are submitted electronically to generate report cards. Progress Book is a valuable communication tool when properly maintained.

### **Purchasing:**

All purchases shall be initiated by a purchase requisition. The established procedure is to complete or request a purchase requisition, submit to the principal for approval. Purchase requisitions must include vendors from the district approved vendor list. The requisition is then sent to the board office for the treasurer's approval and a purchase order number. The treasurer's approval of a purchase order is required before anything can be purchased. Purchase requisition forms must contain vendor information and accurate description including relevant numbers. Purchase requests should also include shipping charges. Staff members are not to charge items at local stores, nor are they to buy items "out of the pocket" and then apply for reimbursement. The secretary will place all orders after receiving a P.O number from the treasurer.

### **Recess:**

All students will be scheduled for a 20 minute recess after lunch. Students will go outside if the temperature is 20 and above. Indoor recess games and activities should be available to students when the weather is inclement.

### **Retention:**

Retention/Promotion shall be at the recommendation of the teacher and the principal/assistant principal and in accordance with promotion and retention policy adopted by the board of education. If a student is being considered for retention, the teacher is to request and

complete a copy of the *Light's Retention Scale* and turn it in to the principal. The principal will then schedule a conference with the teacher to discuss the results of the *Light's Retention Scale*. Parents should be notified of a possible retention by the start of the third quarter. Parent cooperation is an integral component of retention but attendance is also a factor. The principal should be notified of all retentions by mid-May. Parents will be asked to sign a consent or non-consent form. The final decision is made by the principal in accordance with Board of Education policy. If a child is retained, the retention should be noted on his/her cumulative folder and grade card. A student may also be retained for excessive absences which impact his/her learning.

### **Safety Drills:**

Fire, Tornado, Lockdown, and Rapid Evacuation drills are conducted throughout the year. There will be monthly fire drills to prepare students to exit the building orderly and quickly. Teachers will explain procedures and exit routes. Teachers should also be familiar with procedures for a fire drill during lunch or assemblies and alternate exits should their primary exit be blocked. Tornado and lockdown procedures are detailed in the Crisis Plan.

### **Staff Meetings:**

A staff meeting will be held once a month. Staff meetings are held on the third Tuesday of each month from 3:30 p.m. – 4:30 p.m. All staff is expected to attend. Notify the principal of any items that you would like on the agenda.

### **Student Progress:**

The Parent – Teacher conferences and report cards are methods used in reporting a child's progress. Teachers will complete and pass out grade cards four times each year. Grade cards are developed from the Progress Book application. Parents are able to access their child's grades in the Progress Book grade book with the use of a password.

Grade cards are withheld from parents if fees have not been paid unless the student is on free lunch. The secretary will give teachers a list of grade cards that are to be sent to the office. All IEP reports are to be given to parents regardless of the book bill status. Teachers are expected to communicate with parents regarding student progress, and may elect to send grade reports or interims during a grading period.

Western Reserve Elementary uses a uniform grading scale. Western Reserve will continue to implement a challenging curriculum that demands quality work.

#### **Kindergarten**

- O Outstanding
  - S Satisfactory
  - U Unsatisfactory
  - N Needs more experience
  - I Is improving
  - X Not rated at this time
- + and – May be used with the satisfactory grade.

#### **First and Second Grade**

- O Outstanding
- S Satisfactory

U Unsatisfactory  
+ and - May be used with the satisfactory grade.

### **Third - Sixth Grades**

A+	100
A	99-94
A-	93-90
B+	89-88
B	87-83
B-	82-80
C+	79-78
C	77-73
C-	72-70
D+	69-68
D	67-63
D-	62-60
F	59-0

### **Teacher Dress:**

The Western Reserve Local Schools Bylaws and Policies state that "The Board of Education believes that teachers set an example in dress and grooming for their students to follow. A teacher who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity and encourages respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline. The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty:

- A. be physically clean, neat and well groomed;
- B. dress in a manner reflecting their professional assignment;
- C. dress in a manner that does not cause damage to district property;
- D. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard."

In the elementary building, **Fridays** are jeans days. Should the school week end on a day other than a Friday, that day is **NOT** a jeans day. Please note that jeans days are not dress down days.

When attending field trips off-campus, teachers should dress appropriately for the venue.



### **Teacher Responsibilities:**

The responsibilities of the teacher exist to carry on the actual work on instructing pupils, which is the essential mission of the school system. Teaching is most effective when teachers are all working within the same guidelines. All teachers are also responsible for the supervision of students while in the school environment. Guidelines include:

- Teachers are to be at school no later than 8:30 a.m. Teachers should be in their classrooms by 8:45 when students enter. Class time begins at 9:00 a.m. and ends at 3:15 when dismissal begins. The teacher workday ends at 3:45 p.m.
- Teachers are responsible for the care, discipline, and instruction of the students in their charge.
- **At no time should a teacher leave a classroom when students are present, unless relieved by another teacher or an administrator.**
- Teachers have a supervisory responsibility everywhere in the building. This includes classroom, hallways, rest rooms, large work areas and outside areas.
- Teachers are responsible for dropping off and picking up their students promptly to lunch, specials and after recess. Teachers arriving late to pick up a class may mean that another teacher has two classes to supervise.
- All teachers should be in their room before a class arrives so that there are not unsupervised students in the hall. **Every student in the building should be under supervision at all times.**
- Teachers should have clearly marked substitute plans and the Guidelines for substitutes on their desk for substitutes.
- Teachers are responsible for entering weekly assessments into the Progress Book grade book. Parents are able to access their student's grades through Progress Book.
- Teachers have a responsibility to adhere to Educator Standards and administrative directives.

### **Substitute Folder Guidelines:**

Every teacher needs to include the following in a folder for substitute teachers: Procedures for fire, tornado, and lockdown drills, lesson plans, attendance sheets, an explanation of classroom procedures (i.e. how many students are allowed to go to the bathroom at once), substitute teacher guidelines, class list, a list of students with special needs, days and times that students are pulled from class for various services (i.e. Title I, speech, etc.), and dismissal procedures. It would also be helpful to place in the folder a list of a few items that the substitute can do if he or she has extra time with the students.

### **Testing Confidentiality:**

A general overview of Ohio's statewide testing program and specific information pertaining to testing at each grade level can be found in Ohio's State Tests Rules book. Information regarding access, handling, and test security procedures will be provided annually.

All test booklets are subject to the same strict test security procedures per OAC 3301-13-05 (F): No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium

including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Under Ohio law, releasing any test questions or other contents of a test or helping students cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates to teach and/or prosecution.

To access the entire Ohio's State Tests Rules book, visit the Ohio Department of Education website.

**Visitors:**

Visitors to the building are welcome, but are required to sign in at the office and obtain a pass. If a parent has come directly to the classroom, politely request them to return to the office. Visitors to classroom parties will be given passes. They are not allowed to take students home with them until they have a pass from the office.

**Volunteers:**

All volunteers need approval from the principal. They will then be issued either a volunteer form with guidelines or a bookmark. Volunteers who are alone with students and not under the direct supervision of the teacher will be required to have a BCI/FBI check before they can volunteer. Volunteers and visitors for class parties do not need approval.

# STUDENT DISCIPLINE & EXPECTATIONS

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

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions to obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the students' responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason this is not possible, the student or parent should seek help from the Western Reserve Elementary staff.

## Expected Behaviors:

1. Each child is expected to obey school and class rules
2. Respect the rights of others
3. Act courteously
4. Be prompt
5. Complete assigned tasks and homework
6. Help maintain a school environment that is safe, friendly, clean, and productive
7. Act at all time in a manner that reflects pride in self, family, and in Western Reserve Elementary School.

**Behavior Guidelines:** Expectations throughout the school have been established for the hallway, restrooms, playground, dismissal and lunchroom. Classroom teachers develop classroom behavior plans. School guidelines are: **Be Respectful, Be Trustworthy and Be Responsible.** Elementary students practice the following process to resolve conflicts if someone is "bugging" them.

## DEBUG

1. Ignore
2. Move away
3. Talk friendly
4. Talk firmly
5. Get adult help

For serious problems, students need to go straight to # 5:  
Get adult help.



**Character Counts:** Western Reserve Elementary teaches the students the Character Counts characteristics. The six Pillars of Character assist students in making decisions about their behavior.

### **Trustworthiness**

- Be honest
- Don't deceive, cheat, or steal
- Be reliable- do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal- stand by your family, friends and country

### **Respect**

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements

### **Responsibility**

- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best
- Use self-control
- Be self-disciplined
- Think before you act- consider the consequences
- Be accountable for your choices

### **Fairness**

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

### **Caring**

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

### **Citizenship**

- Cooperate
- Get involved in community affairs; Be a good neighbor
- Stay informed; vote
- Obey laws and rules; Respect authority

## **Dress and Grooming:**

Students are expected to dress appropriately at all times. Any clothing, shoes, accessory, hairstyle, or jewelry that disrupts the educational process, is attention seeking or presents a safety risk will not be permitted. Students should dress appropriately for the weather and should wear jackets and winter apparel during winter weather.

A *Dress Code Friendly Warning Letter to Parents* has been developed to advise parents that their child is not following the Dress Code. It is available in the front office. Teachers or staff check off the area of concern and send it home with the student.

Students should conform to the following dress guidelines. Students who do not comply will be required to change the attire. Unacceptable dress includes the following but is not limited to:

1. Clothes that display/promote alcohol, tobacco, violence, wrestling, drug related lettering, sexual references, discrimination or use inappropriate language
2. Bare midriff shirts
3. Halter tops or tank tops with gapping armholes.
4. Plunging neckline; shirts must have a modest neckline or buttoned to a modest height.
5. Platform shoes, sandal type clogs, any shoes without a back, shoes with wheels
6. Dangling earrings, chains, and other jewelry that may present a safety hazard
7. Face piercing
8. Hats or head coverings without expressed permission of principal.
9. See through clothing
10. Sunglasses
11. Wallet chains, clothing with chains
12. Pants and shorts not worn on the student's waist, sagging pants, and writing across the seat of the pants
13. Unnatural hair color or hairstyle
14. Make up, lipstick, colored or glittered lip gloss
15. Extremely short skirts or shorts, even when worn with leggings or tights.
16. Pajama bottoms or lounge pants
17. Anything else considered inappropriate for school

Shorts, when appropriate, may be worn to school. Wearing shorts, however, is a privilege that may be revoked by the building principal at any time if the weather is inappropriate for wearing shorts or the shorts do not meet the above code.

**The administration reserves the right to review, assess, and revise these guidelines at any time.**

## **Western Reserve Elementary**

### **Student Code of Conduct:**

**Parents are encouraged to carefully read the code and review it with their son or daughter.**

Under Ohio Law, parents having custody of a minor less than 18 years of age are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages.

The Board of Education delegates to school officials the authority to enforce district policies and regulations and school rules governing pupil conduct. The Code of Conduct is in effect during the school day, anytime the student is on school property, at a school activity on or off school property, or on school transportation. An administrator may deal with student misconduct in a variety of ways, including but not limited to: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. When a consequence is not served, the administrator has the option of increasing the consequence in length or severity.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Behaviors that may cause an administrator to initiate disciplinary action are :

#### **Rule 1: Aiding or abetting violation of school rules:**

If a student assists another student in violating any school rule, both will be disciplined. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

#### **Rule 2: Alcoholic beverages, drugs:**

A student shall not use, abuse, possess, transmit, or sell alcohol; illegal, prescription, and non-prescription (over-the-counter) drugs; and any paraphernalia or look alike and counterfeit drugs on school property or at any school sponsored function. Students may not inhale, inject, or ingest any substance which may alter physical or mental state. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension,

Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 3: Arson - Purposely setting a fire:**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 4: Assault:**

A student shall not cause, threaten to cause, or participate in any act tending to cause physical or emotional injury to any other person, physically, verbally, in writing or otherwise. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 5: Bullying/Harassment**

Bullying and/or harassment will not be tolerated in Western Reserve Local Schools. Please refer to the Western Reserve bullying policy within this handbook. Bullying/Harassment include any verbal or physical harassment or property damage at any time including the bus or bus stop. This also includes students, staff members, or any person who is associated with the school district. Students shall not take part in physical or verbal threats, acts, or participate in any act or acts that injures, intimidates, disgraces, degrades, or intends to injure, disgrace, or degrade another. Conduct constituting bullying/harassment may take different forms, including but not limited to the following:

**Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, intelligence, family or appearance.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

**Physical:** Any intimidating or physical action.

This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Harassment: Sexual**

This would include students, staff members, or any person who is associated with the school district. Harassment will not be tolerated in Western Reserve Local Schools. This includes any verbal or physical harassment or property damage at any time. Conduct constituting harassment may take different forms, including but not limited to the following:

**Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)

**Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, to or by a fellow student, staff member, or other person associated with the District, or third parties.

**Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, recommendation for expulsion.

**6: Biological chemicals, agents, or hazardous substances:**

A student shall not cause a disruption or obstruction to the school's operation by threat of the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstance of the threat. Because of the widespread fear that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 7: Class Cutting:**

A student shall not deliberately miss class. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 8: Criminal Acts:**

Any criminal acts taken at or related to the school will be reported to law enforcement officials and the school will discipline the student. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 9: Damage/ Vandalism:**

A student shall not cause or attempt to cause damage to school property or other private property on school premises or at a school sponsored events on or off school property. A student may be required to pay restitution for damages. This may result in any of the following: counseling,



parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 10: Dangerous instruments, weapons, look- alike weapons, fireworks, and explosives, knives, lighters:**

A student shall not use, possess, exhibit, handle, sell, transmit, or conceal any object that could be classified as a weapon or dangerous instrument or a look alike weapon. Such weapons and dangerous instruments shall include knives, pocket knives, shells, bullets, lighters and any object, which may be used or is used to threaten or inflict physical harm. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds, or to any event fireworks, explosives, or munitions nor shall students ignite, explode, or detonate fireworks, explosives, or munitions. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 11: Disruption of the Educational Process**

Behavior which interferes with the teacher's ability to conduct class and violations of classroom/school rules will not be tolerated. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 12: Inappropriate dress:**

A student shall not dress or appear in a fashion deemed inappropriate or which interferes with the educational process, the student's health and safety, or that of other students. Students who violate the dress code will be asked to change clothes, comply with the dress code or be sent home. (See dress and grooming) Repeated violations may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 13: Electronic devices/Cell phones:**

Beepers, cell phones, battery operated games, Nintendo DS, pagers, CD players, iPod's, MP3 players and other electronic devices and games are not permitted in the building except with the express permission of the principal. All items will be taken from the student and returned to the parent/guardian. Trading (or collector) cards are also not permitted. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 14: Extortion:**

A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 15: False alarms:**

A false emergency alarm or reporting that endangers the safety forces that are responding, the citizens of the community, and the persons in the building is a serious violation. What may seem like a prank is a dangerous stunt that is against the law. This includes but is not limited to bomb threats, chemical threats, fire alarms and false reports of disruptions. A student may be required to pay restitution. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 16: False reports:**

A student shall not be involved in the act of falsely reporting incidents, or making accusations, or giving false testimony to school personnel. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 17: Gum Chewing**

Students are not allowed to chew gum while at school. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion.

**Rule 18: Forgery:**

A student shall not be engaged in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 19: Fighting:**

A student may not participate in an act that results in physical fighting between two or more students. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to

NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 20: Gambling:**

A student shall not play any game for money or other consideration. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 21: Hazing:**

A student shall not participate or coerce anyone into any act that tends to injure, degrade, disgrace, or coerce another student, including the victim, to do any act of initiation into any student or other organization, which act causes or creates substantial risk of causing mental or physical harm. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 22: Inappropriate language, improper gestures or inappropriate materials**

A student shall not speak, write, possess materials or wear symbols which are profane, vulgar, derogatory, inflammatory, discriminatory, demeaning, or contain other improper or inappropriate gestures, pictures, publications or signs which are against the educational mission of the school district. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 23: Insubordination:**

A student shall comply with the direction of all persons associated with the school district during any period of time. Insubordination includes, but is not limited to: interference with a teacher's ability to conduct class, disrespectful behavior, failure to obey a reasonable request, failure to identify oneself to school personnel when requested, and failure to report to the office when requested. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 24: Loitering:**

A student shall not linger or spend time idly about with frequent stops and pauses in restrooms, hallways, the parking lot, or other areas of the like. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 25: Non-Prescription drugs:**

Students are not permitted to possess or distribute non-prescription drugs. Non-prescription drugs include but are not limited to Advil, Tylenol, Midol, cough drops, throat lozenges, throat sprays and/or vitamin supplements. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 26: Plagiarism and cheating:**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. Altering another student's test data is also cheating. Plagiarism/cheating includes, but is not limited to: copying others' assignments, quiz, or test answers, giving answers, unauthorized computer disks and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Plagiarism/ cheating may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 27: Public display of affection:**

We respect the right of students to form friendships and build lasting relationships with fellow classmates. School is not the place for public displays of affection including kissing. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 28: Repeated Violations**

Repeated violations of the code of conduct may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 29: School bus rules:**

A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus.

These activities include, but are not limited to: causing damage, failing to remain seated, throwing objects, shouting, failure to board their bus at their assigned stops, and/or other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

**Rule 30: Theft:**

A student shall not take or attempt to take school property or the personal property of any individual. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to

NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 31: Threatening:**

Any threatening or intimidating statement or action that is directed towards a staff member, student, or other person associated with the District will be considered a violation. Any statement that implies having a weapon at school will be considered a threat. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 32: Tobacco and related products:**

A student shall not smoke, chew, possess, handle, transmit, or conceal tobacco or other related products on school premises or property, or at any school activity in or out of the school. This also includes but is not limited to lighters and matches. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 33: Unauthorized use of school or private property/possession of illegal data:**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

No student shall view, store, or transmit any image or text representing nudity or other inappropriate subject matter on any computer monitor, cell phone, or similar data storage device.

**Rule 34: Trespassing:**

A student shall not enter school grounds or premises of a school building to which the student is not assigned, during or after school hours, except with the express permission of the principal of that building or to attend or participate in a school sponsored event where students from his/her regularly assigned school have been invited to attend. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 35: Truancy:**

A student shall comply with the compulsory school attendance laws established by the state of Ohio and outlined in the Ohio Revised Code. When a student is absent from school or any portion of the school day without authorization, it constitutes truancy. In cases of prolonged or repeated absences, a doctor's certificate may be required to verify the absences in question. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and

placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 36: Failure to comply with directives, rules, and regulations:**

A student shall not fail to accept discipline and/or comply with the directives or directions of authorized school personnel. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 37: Firearms and guns**

No students shall, on school property, in any school vehicle, at any interscholastic competition, extracurricular event, or at any other program or activity sponsored by the school district bring, possess, or carry a firearm or gun. **Violation of this policy may result in suspension or expulsion for up to a year with the superintendent allowed to reduce for mitigating circumstances.**

**Rule 38: Unauthorized travel**

Students are expected to obtain permission to leave the area of the school in which they are being supervised. Unauthorized travel includes, but is not limit to: leaving a classroom without permission, leaving the auditoria or playground without permission, exiting the building, and leaving the assigned supervised area during a field trip. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 39: Knowledge of dangerous weapons or threats of violence:**

Students are required to report knowledge of dangerous weapons or threats of violence or physical harm to the principal. Failure to report such knowledge may subject the student to discipline. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

**Rule 40: Physical aggression:**

Physical aggression will include but not be limited to: shoving, pushing, kicking, hitting, pinching, wrestling, biting, attacking, scratching, or holding. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

## **Suspension and Expulsion ORC 3313.66**

### **Out of School Suspension**

The principal or assistant principal may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision to suspend may be appealed to the superintendent or his/her designee. A student appealing a suspension is not readmitted to school pending his/her hearing unless specifically permitted by the superintendent. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.

### **Emergency Removal ORC 3313.53**

Emergency removal of a student by authorities is permitted when that student's presence poses a continuing danger to persons or property or is an ongoing threat to the educational process either within the classroom or elsewhere on school premises. A teacher may initiate such emergency removal from curricular or extracurricular activities and may send or accompany the student to the principal's office. The teacher must provide written reasons for such a removal. The principal, assistant principal or dean of students may remove a student from the building immediately and temporarily waive the notice and hearing requirement. A hearing must be held within three (3) days of the emergency removal of the student. Appeals of a removal may be submitted to, and will be conducted by the superintendent. Notice of the emergency removal shall be given within one (1) school day of the removal.

### **Due Process Rights**

The Board of Education recognizes the importance of safe guarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines: **Students subject to suspension:** A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision to suspend may be appealed to the superintendent or his/her designee. A student appealing a suspension is not readmitted to school pending his/her appeal hearing unless specifically permitted by the superintendent.

### **Expulsion**

Expulsion is the removal of a student for more than ten (10) days but not more than eighty (80) days. This may carry into the next semester or school year. The exception to the rule is when the student brings a gun or other dangerous weapon to school. In this case, expulsion may be up to one full calendar year. The student and his/her parent, guardian, or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reason for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear. Within 24 hours after the time of a student's expulsion or suspension, the Superintendent or Principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the pupil or his/her parent, guardian or custodian.