

# **ROOSEVELT**

## **ELEMENTARY**



## **STUDENT**

## **HANDBOOK**

**2021 - 2022**

The district/school has unlimited rights to change the terms of this handbook at any time, without notice.

The terms of this handbook are effective August 1, 2021 to July 31, 2022



## *"The Place To Be"*

Message From Our Roosevelt Family:

Dear Parents / Guardians and Students,

The Roosevelt Elementary faculty and staff would like to welcome you to our school and the beginning of a great new school year! The purpose of this handbook is to inform the parents and students about the rules, regulations, and policies of Roosevelt Elementary. Please take the time to read it carefully and discuss its contents with your child. If you have any questions, don't hesitate to call us (330) 530-8051.

We believe in a cooperative learning environment that involves the home, school, and community. Your support and cooperation in our efforts to achieve high standards of academic excellence and proper, respectful behavior will contribute greatly to a successful educational experience.

Thank you in advance for taking an active role in your child's education.

Sincerely,

Our 2021 - 2022 Roosevelt Family



## *McDonald Local Schools Board of Education*

Mr. Thomas Hannon

Mr. Joseph Cappuzzello

Mrs. Donna Shields

Mrs. Jody Klase

Attorney John Saganich

## *McDonald Local Schools Administrative Staff*

Mr. Kevin O'Connell, Superintendent

Ms. Megan Titus, Treasurer

Mr. Gary Carkido, High School Principal

Mr. Eric Jones, Elementary Principal

Ms. Meghan Watson, Director of Special Services

Mr. Jeff Studer, Technology Coordinator

Mrs. Susan Gill, Director of Food Service

*Roosevelt Elementary School Faculty*

Mrs. Bundy	Grade K
Mrs. Edwards	Grade K
Mrs. Rogers	Grade K
Mrs. Larson	Grade 1
Mrs. O'Leary	Grade 1
Mrs. Simmons	Grade 1
Mrs. Csizmadia	Grade 2
Mrs. Metzinger	Grade 2
Mrs. Morrison	Grade 2
Mrs. Crish	Grade 3
Mrs. Gault	Grade 3
Mrs. Worrell	Grade 3
Mrs. Conley	Grade 4
Mrs. Fedyski	Grade 4
Mr. Vukovic	Grade 4
Miss Dolsak	Grade 5
Mrs. Rupe	Grade 5
Mr. Witkoski	Grade 5
Mrs. Daigle	Grade 6
Mrs. Kelly	Grade 6
Mrs. Mason	Grade 6
Mr. Hilbun	Intervention Specialist
Miss Wert	Intervention Specialist
Ms. Woods	Intervention Specialist
Mrs. Schadl	Title 1
Mr. Anthony	Music
Miss Barlett	Art
Mr. Krumpak	Gym
Mr. Ronghi	Technology
Mrs. Bosheff	Counselor
Mrs. Bucan	Paraprofessional
Mrs. Candel	Paraprofessional
Mrs. Williams	Paraprofessional

## *Roosevelt Elementary Staff*

Mrs. Skufca	Secretary
Ms. Augustine	School Nurse
Mrs. Hively	Behavior Specialist
Mrs. Blystone	Occupational Therapist
Mrs. Evan	Speech
Mrs. Palmer	School Psychologist
Miss Bitner	Title 1
Mrs. Knight	Title 1
Mrs. Baker	Custodian
Mrs. Stuhldreher	Custodian
Mrs. Van Meter	Custodian
Mrs. Brown	Cook
Mrs. Hatton	Cook



## *Our Mission*

*The McDonald Local School District is committed to the pursuit of academic excellence, to inspire productive citizenship, and to empower lifelong learning for every student.*

## *Guiding Principles*

- 1. We believe that high expectations inspire high performance and continuous improvement.*
- 2. We will educate, engage, and enrich every student every day to grow academically, personally, and civically.*
- 3. We believe in a safe learning environment that fosters critical thinking, effective communication, and in the mission to prepare students for college and career readiness.*

## **McDonald Local Schools Code of Student Conduct**

The items in this code are applicable to all students when they are under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the McDonald Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s) which may include detention, deprivation of privileges, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, permanent exclusion, or other disciplinary actions as deemed necessary to respond to inappropriate actions or behaviors. A student may be suspended pending the outcome of expulsion proceedings.

## **Table of Contents**

<p><b><u>Section 1: General School Information</u></b> (p.7-32)</p> <p>Academic School Calendar</p> <p>Alcohol and/or Drugs</p> <p>Bell Schedule</p> <p>Bicycle Rules</p> <p>Birthday Invitations / Special Occasion Treats</p> <p>Bullying, Harassment, and Intimidation</p> <p>Bus Rules</p> <p>Cafeteria</p> <p>Cell Phones</p> <p>Chewing Gum</p> <p>Clinic Services</p> <p>Compulsory Attendance Ages</p> <p>Due Process</p> <p>Electronic Devices</p> <p>Emergency Drills</p> <p>Equal Educational Opportunities</p> <p>Grade Scale</p> <p>Hallways and Lawns</p> <p>Homeless Students</p> <p>Home Schooling or non-Chartered Students</p> <p>Homework</p> <p>Honor Roll</p> <p>Inclement Weather</p> <p>Interim Reports</p> <p>Interrogations and Searches</p> <p>Kindergarten</p> <p>Lost and Found</p> <p>Open Enrollment</p> <p>Non Resident Students</p> <p>Parent Conferences</p> <p>Physical Education</p> <p>Playground</p> <p>Public Display of Affection</p> <p>Report Cards</p> <p>Restrooms</p> <p>School Admission</p> <p>School Fees</p> <p>School Insurance</p> <p>Signing In and Out</p>	<p>Students Discipline</p> <p>Tobacco</p> <p>Vandalism and Property Damage</p> <p>Weapons in the School</p> <p><b><u>Section 2: Dress Code Policy</u></b> (p.33-34)</p> <p><b><u>Section 3: Student Attendance Guidelines and Procedures</u></b> (p.35-37)</p> <p>Types of Absences</p> <p>Habitual Truancy</p> <p>Excessive Absence</p> <p>Due Process</p> <p>Makeup Work Guidelines</p> <p>Early Excusal</p> <p>Tardiness to School</p> <p>Intervention for Tardiness</p> <p><b><u>Section 4: Student Code of Conduct</u></b> (p.38-40)</p> <p><b><u>Student/Parent Sign-Off Sheet for Handbook</u></b> (p.41)</p>
--	--

**Section 1: General School Information****Academic School Calendar**

Aug. 16-17	Staff Reports
Aug. 18	First Day of School - All Students (Grades K-6)
Sept. 3	No School
Sept. 6	No School - Labor Day
Sept. 21	Roosevelt Interims Go Home
Oct. 8	NEOEa Day - No School
Oct. 22	End Quarter 1 Grade Period
Oct. 29	Roosevelt Report Cards Go Home
Nov. 23	Roosevelt Interims Go Home Parent Teacher Conferences (3-9pm)
Nov. 24-29	Thanksgiving Break
Nov. 30	Classes Resume from Thanksgiving Break
Dec. 18 - Jan. 3	Christmas Break
Jan. 4	Classes Resume from Christmas Break
Jan. 14	End Quarter 2 Grade Period - Early Release for Students
Jan. 17	No School - Martin Luther King Jr. Day
Jan. 21	Roosevelt Report Cards Go Home
Feb. 17	Parent Teacher Conferences (3-9pm) Roosevelt Interims Go Home
Feb. 18	No School
Feb. 21	No School - Presidents' Day
Mar. 22	End Quarter 3 Grade Period
Mar. 29	Roosevelt Report Cards Go Home
Apr. 15-19	Easter Break
Apr. 20	Classes Resume from Easter Break
Apr. 26	Roosevelt Interims Go Home
May 25	6th Grade Promotion / Class Picnic Celebration - Last Day of Classes Grade 6
May 26	End Quarter 4 Grade Period - Last Day of Classes for Students (K-5) Roosevelt Report Cards Go Home
May 27	Last Day for Staff



### Alcohol and/or Drugs

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent/designee establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

### Bell Schedule

Breakfast	7:30 am - 8:00 am
First Bell	7:55 am
Classes Begin	8:00 am
Tardy Bell	8:05 am
K & 1 Lunch	10:25 am - 10:55 am
K & 1 Recess	10:55 am - 11:15 am
5 & 6 Lunch	11:00 am - 11:30 am
2, 3, 4 Recess	11:15 am - 11:35 am
2, 3, 4 Lunch	11:40 am - 12:10 pm
Dismissal K	2:25 pm
Dismissal 1-6	2:30 pm

**Bicycle Rules**

Students in grades 5 and 6 may secure bike permits in September. The following bicycle rules have been set up to maximize our efforts to provide our children with a safe atmosphere.

1. Obey all traffic laws: stop signs, riding on the right side of the road, riding single file, etc.
2. Wait until the school buses have left the school grounds.
3. Walk bicycles in and around the school grounds.
4. Park bicycles only in the rack provided.
5. Keep bicycles off grassy areas of school grounds.
6. Arrive at school no earlier than 10 minutes before school starting time unless involved in band practice, for a school program, or directed by a teacher.
7. Only one person is permitted on a single seat bicycle.
8. Behavior must be consistent with the expected standards of the school.
9. Children are not permitted to ride bicycles during the lunch hour.
10. Bicycle helmets are recommended.

Failure to abide by these rules will result in the loss of bicycle privileges.

**Birthday Invitations / Special Occasion Treats**Party Invitations

All party invitations are to be given to the classroom teacher to distribute discreetly during the school day. Your child will not be permitted to distribute party invitations to his/her classmates if all students are not being included. If you have any questions or concerns regarding this please contact the main office.

Special Occasion Treats

All treats must be brought to the main office upon entry into the building to be inspected by the school nurse. No treats will be permitted without the approval of the school nurse. Please refer to the Acceptable Treats document on the district website ([www.mcdonald.k12.oh.us](http://www.mcdonald.k12.oh.us)) located under the "Elementary" then "Cafeteria or Clinic" then "Acceptable Treats" link.

**Bullying, Harassment, and Intimidation**

The prohibition against hazing, violence, harassment, intimidation or bullying is publicized in student handbooks and in the McDonald Board of Education policy manual.

Hazing, bullying behavior and/or violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school.

Hazing, bullying and/or violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

While the majority of these issues may occur "on school property", or "at school events", it should be noted that discipline involving bullying may also include where the bullying originates as well as where it is communicated. If the act of bullying occurs off school property/during non-school hours, it may result in school discipline if there is a disruption in the learning environment in the school setting.

Hazing, bullying and/or violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;

4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Complaints**

#### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including the person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

#### 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the action(s) giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

#### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

#### 4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

### **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide a basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

### **Bus Rules**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established procedures for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request. Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

The following procedures pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure the safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;

11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these procedures may result in his/her forfeiting the right of transportation on District managed transportation.

### **Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

### **Cafeteria**

The cooks in Roosevelt's cafeteria serve a warm, nutritious Class A lunch prepared daily in our kitchen. Please send your child to school with a lunch or with money to purchase one. Those packing their own lunch may purchase a drink from the cafeteria. Any parent/guardian wishing their child to walk home for lunch must indicate their desire in written form to their child's teacher. Those going home should not return to school until the lunch period is completed. Lunch times are available for viewing on the district website ([mcdonald.k12.oh.us](http://mcdonald.k12.oh.us)) and prices are as follows:

#### **Breakfast Prices**

Regular:	\$1.50
Reduced:	\$0.30

#### **Lunch Prices**

Regular:	\$2.50
Reduced:	\$0.40
Milk:	\$0.50

Student behavior in the cafeteria should be based on courtesy and cleanliness. When students have finished eating, all trash and garbage should be disposed of properly. Students are to return to their tables and remain in the cafeteria until dismissed by the cafeteria supervisors. The following are some rules that have been established to provide an orderly lunch period:

1. Tables will be assigned.
2. Children will remain in their seats until given permission to get up.
3. No loud talking will be permitted. If the noise level gets too high, the supervisors will turn out the lights.  
There is NO talking when the lights are out.
4. Students are responsible for cleaning up their own mess.
5. No horseplay will be permitted.
6. Food throwing will result in automatic detention and possible suspension from the cafeteria.

Other rules deemed beneficial to the general student body will be announced and enforced by the cafeteria supervisors. If the rules are disregarded, appropriate disciplinary action will be taken.

### **Cell Phones / Smartwatches**

Cell phones / Smartwatches have become a staple in most of our lives. Many students are carrying cell phones / smartwatches for after-school use or security purposes. We have encountered a number of incidents, however, where cell phones / smartwatches have been used during the school day, with students making and receiving calls. This has presented a distraction and has contributed to discipline problems. If you must send your child to school with a cell phone, the phone must be in the child's backpack and muted during school hours. If your child is planning to wear a smartwatch, they must not be texting or making calls with the device during school hours.

If a child is found to be using a cell phone / smartwatch in an inappropriate manner during school hours, the code of conduct will be followed. Remember, cell phones / smartwatches like other personal items brought by a student into a school zone may be subject to a search. The outcome of the search may result in school disciplinary action and or investigation by the police.

### **Chewing Gum**

Chewing gum can be beneficial at times for students during class. However, careless disposal of gum in drinking fountains, on furniture and floors present sanitation and cleaning problems and costly repairs. Therefore, gum chewing is not permitted outside of the classroom. The decision to allow students to chew gum rests with the classroom teacher - while in the classroom.

### **Clinic Services**

An illness or injury is to be reported to the teacher, playground supervisor, or the office. Students will be cared for in the clinic under the supervision of our nurse or other school personnel. Students are not to go to the restroom or other areas of the building without faculty knowledge. Should a student be unable to continue the school day, an attempt will be made to notify the parents first, and then any other persons listed on the emergency medical form. School personnel may request identification before releasing a student to an adult listed on the emergency form who comes into the office to pick up their children. If, at the discretion of the person in charge of the clinic, it is felt a student is able to continue the school day, he/she will be sent to class. Students are not permitted to walk home when ill, nor are they allowed to leave the school without parental permission. School personnel may not keep or administer medications to students. If the school nurse is unavailable, parents must come in to give medications to their child. In the event of a minor cut or abrasion, the wound will be cleaned with disinfectant and a bandage will be applied. If the situation is more severe, parents will be notified immediately. Any physical impairment or disability should be noted on the student's emergency medical form. If your child is sick in the morning, has a fever, and/or a bad cough or runny nose, please do not send him/her to school and expose the other children and staff members.

---

### **Administering Medicines to Students**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.



5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

#### Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

#### Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine auto injector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

#### Diabetes Medication

If a student’s treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student’s parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student’s treating physician’s orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student’s own care. The student is provided with a private area for performing self-care tasks if requested by the student, student’s parent/guardian or other person having care or charge of the student.

#### Communicable Diseases

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

### **Immunizations**

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school. The District maintains an immunization record for each student, available in writing to parents upon request.

### **Compulsory Attendance Ages**

Children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the standards prescribed by the State Board of Education (SBOE) until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.
3. The person is excused from school under standards adopted by the SBOE pursuant to State law.

The parent(s) of any person who is of compulsory school age must send such a person to school unless he/she is exempt as listed above.

### **Due Process**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The State and Federal Rules of Evidence do not apply. Students have clearly established means by which administrative due process is available for the protection of their rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner that involves:
  - a. adequate and timely notice and opportunity to prepare a defense;
  - b. an opportunity to be heard at a reasonable time and in a meaningful manner and
  - c. the right to a timely and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

### **Electronic Devices**

Any electronic device designed to play or record audio or video is prohibited during the school day.

### **Emergency Drills**

Fire and tornado drills are held at regular intervals in compliance with state law, throughout the school year. Students are to follow directions as posted and move quickly and quietly to their designated areas.



In addition to the fire and tornado drills, we will conduct emergency lock-down and evacuation drills. Some of these drills will be announced, some will not. Our goal is to ensure that staff and students are prepared to react to any emergency safely and quickly.

### **Equal Educational Opportunities**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

### **Grade Scale**

The following scale shall be used in determining a student's letter grade for a nine-week grading period.

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and Below

### **Hallways and Lawns**

There will be no running, scuffling, loud talking, or boisterous behavior in the hallways. The lawn and grounds are to be kept clean, and only designated areas will be used as recreational areas. Students are to arrive at the designated starting time of school, thus eliminating any opportunity to utilize the recreational or playground equipment. This will eliminate the chances of students being hurt on the equipment through improper utilization during unsupervised times.

### **Homeless Students**

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to non homeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

### **Homeless Student Dispute Resolution Process**

If a dispute arises over eligibility, school selection or enrollment, the District will immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. Enrollment is defined by the McKinneyVento Homeless Assistance Act as attending classes and participating fully in school activities.

1. District staff will refer the student, parent or guardian to the District liaison who will initiate the dispute resolution process as quickly as possible. The District liaison will make sure that the District follows the dispute resolution process. The liaison also must ensure that unaccompanied youth receive the same rights to appeal a district's eligibility, school selection or enrollment decision as parents and guardians. The role of the District liaison is to assist the student, parent or guardian through the duration of the dispute resolution process. The process will be open and transparent among those involved.
2. Upon determination of eligibility, enrollment or school selection, the District will provide a written explanation of any decisions made to parents, guardians or unaccompanied youth. The written explanation will be easy to understand and free of jargon. When appropriate, the District will translate the decision into the recipient's dominant language. At a minimum, the written explanation of how the District reached its decision regarding eligibility, school selection or enrollment will include:

- a. A description of the action that the District proposed or refused;
  - b. An explanation of why the District proposed or refused the action;
  - c. A description of any other options the District considered;
  - d. The reasons why the District rejected any other options;
  - e. A description of any other factors relevant to the District's decision and information related to the eligibility or best interest determination. This includes the facts, witnesses and evidence relied upon and their sources;
  - f. Appropriate timelines to ensure any relevant deadlines are met;
  - g. Contact information for the District liaison and state homeless education coordinator and a brief description of their roles and
  - h. Notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal.
3. The student, parent or guardian has the right to appeal any district determination of eligibility, school selection or enrollment. The District liaison will guide the student, parent or guardian through the entire dispute resolution process. The liaison will assist in both the local and state-level appeals process, if necessary. This includes recording evidence that will be used to write an appeal if a parent, guardian or unaccompanied youth cannot do so by him or herself and providing access to school materials, such as copiers and fax machines.
4. Following an appeal at the local level, if the student, parent or guardian still disagrees with the determination, they may appeal to the Ohio Department of Education (ODE). The District liaison will forward all written documentation and related documents to the ODE state coordinator for homeless education. Upon receipt of any requested documentation, the state coordinator for homeless education will investigate the dispute and request applicable documentation. ODE will make a decision within 15 school days from the receipt of all necessary materials and will provide the final decision to the District Superintendent, building principal, local liaison, and parent, guardian or unaccompanied youth. All parties must immediately adhere to the final determination.

### **Home Schooling or Non-Chartered Students**

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or homeschooling programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students. In making a placement decision, the Superintendent may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
3. other evaluation information that may include interviews with the student and the parent.

Resident students attending a non-chartered nonpublic school are permitted to participate in the District's extracurricular activities at the school to which the student would be assigned if the non-chartered nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, non academic and financial requirements as any other participant.

Resident students receiving home instruction in accordance with State law are permitted to participate in District extracurricular activities at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, non academic and financial requirements as any other participant.

### **Homework**

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Planned study eliminates the necessity of spending too much time in completing an assignment. Roosevelt School has the following guidelines concerning homework:

**Primary Level:**

Homework, in grades K-2, is given for practice and reinforcement of skills that are related to the Ohio Academic Content Standards.

**Intermediate Level:**

During grades 3-5, homework of a more formal nature is introduced. As the students progress through grades 3-5, assignments in academic subjects are designed to meet particular individual or class needs and the Ohio Academic Content Standards. Homework assignments should be an extension of skills already learned. Twenty to thirty minutes of homework per school day is recommended at this level.

In grade 6, homework is carefully planned to extend and broaden classroom learning and to provide for and stimulate continued personal and mental growth. Assignments grow out of ongoing classroom activities and relate to standards. Some homework will be designed for one homework period, while others may cover a period of several days. The attitude of students toward homework, which is developed in this grade, should be positive and should create an interest in school work.

**Honor Roll**

An honor roll will be published at the end of each nine-week grading period for grades 4–6. This is not based on an average or point system. It will be an A or B honor roll. One grade lower than B will eliminate a student from the honor roll as will an N (Needs Improvement) or U (Unsatisfactory).

**Inclement Weather**

Unless some announcement is made at school or over the local radio/TV stations, school will be in session. When weather conditions are doubtful, listen to the Youngstown radio/TV stations for announcements. A “One Call” message will be issued. Do not call the school.

In the event school must be closed for snow or other emergencies, the student and parents are asked to listen to local stations. The media will broadcast the closing as early as possible in the morning.

**Interim Reports**

Interim progress reports will go home with students in grades 1-6 during the fifth week of each grading period. Please reference the academic calendar or school newsletter for specifics.

**Interrogations and Searches**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student’s rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students’ school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts a particular vehicle, locker or

other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

#### Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

#### Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

#### Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

#### Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant. Interrogations by Law Enforcement Officials The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the

school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.

3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

## **Kindergarten**

### **Entrance Age**

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

### **Early Entrance to Kindergarten**

State law establishes minimum age requirements for admission to kindergarten. A child who does not meet the age requirements for admittance to kindergarten or first grade, but who will be five or six years old, respectively, prior to January 1 of the school year in which admission is requested, shall be evaluated for early admittance in accordance with District policy upon referral by the child's parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. Following an evaluation in accordance with such a referral, the Board decides whether to admit the child.

If a child, for whom admission to kindergarten or first grade is requested, will not be five or six years of age, respectively, prior to January 1 of the school year in which admission is requested, the child is admitted only in accordance with the District's acceleration policy adopted under State law.

## **Lost and Found**

Any clothing or other articles found on school property should be turned into the lost and found area. Items may be identified and reclaimed there. Money or valuable items should be turned in to the office. If a student has lost an item, he/she should check the lost and found area.

## **Open Enrollment Students**

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met.

Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of the other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously open enrollment district students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an IEP are not available in the District;
7. no requirement that the student be proficient in the English language;



8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment; neither will the Board adopt a policy that discourages resident students from participating in interdistrict open enrollment.

Students are ineligible for athletics for one year when they transfer from one school district to another without changing residency. There are exceptions to the ineligibility provisions contained in the Ohio High School Athletic Association Bylaws

### **Non Resident Students**

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District or reside with a grandparent with either power of attorney or caretaker authorization affidavit. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition that may require emergency attention and his/her parent is employed in the District; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. the student's parent is a full-time employee of the District; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District; (The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)

10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
12. the student is under the age of 22 and resides in a new school district because of the death of a parent; (The student is entitled to finish the current school year in the District upon approval of the Board.)
13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or (The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
14. the student whose parent is a full-time employee of an educational service center may be admitted tuition-free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in career-technical or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or classified staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The District may temporarily deny admittance to any student who otherwise may be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or non-admittance of the student.

#### Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

#### **Parent Conferences**

Parents are encouraged to make appointments for conferences with teachers when in question about the progress of their child. Regularly scheduled conferences for the entire school occur once each semester. Additional conferences should be made through the teacher.

#### **Physical Education**

In order to provide our children with the instruction and training they need to compete in our fast-paced society, we try to provide them with a combination of physical challenges that they find to be fun and prove to be beneficial. In order to maximize our efforts, we will use our facilities and those facilities at the high school, the park and at other locations within the village. At times, your child's physical education class may be held at one of these alternate locations. Our physical education teacher plans, for example, to make use of the high school track, as well as the tennis courts at the park. By taking advantage of these other facilities, as well as using our own, we can offer our children a wider variety of activities and growth opportunities.



**Playground**

1. Students shall not go outside if attire is deemed unsuitable for weather conditions. They will be sent to study hall.
2. Students shall not use profanity or show disrespect to other students or adults.
3. Unsportsmanlike conduct will not be tolerated. This includes arguing, cheating, and changing the rules to fit the circumstances.
4. Games that involve undue roughness and unnecessary body conduct are not permitted.
5. No objects (such as stones, snowballs, hats, gloves, etc.) shall be thrown by any student. Personal property will not be used as game pieces.
6. Equipment will be used properly.
7. Students are not allowed to leave the playground area or enter the building during recess time without a supervisor's permission.
8. Students are to line up immediately when called. No lingering, loitering, or playing is permitted after recess is completed.
9. During the winter, there will be no throwing of, sliding, or climbing on snow or ice.
10. Students will be subject to disciplinary action if the above rules are violated.

**Public Display of Affection**

Public display of affection is considered inappropriate conduct. A student shall not exhibit displays of affection in school buildings, on school property, or at school sponsored events.

**Report Cards**

Report cards are issued, for grades 1–6, on the Friday following the end of every nine weeks period. Kindergarten reports are issued the 2nd, 3rd and 4th nine weeks. A parent/guardian is to sign and return the report card envelope.

**Restrooms**

Proper utilization of Roosevelt's restroom includes the following:

1. Keep the noise down.
2. Keep restrooms as neat as possible.
3. Report any item that is not working properly to the office.
4. Do not turn light and fan switches on and off
5. Keep off dividers, doors, and sinks.
6. Please practice good hygiene.

**School Admission**

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DYS.

Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DYS custody;
3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

### **School Fees**

Kindergarten	\$20.00
Grade 1	\$35.00
Grade 2	\$35.00
Grade 3	\$25.00
Grade 4	\$25.00
Grade 5	\$25.00
Grade 6	\$25.00

School fees will be waived for those on free lunch.

### **School Insurance**

School insurance is available to all students. This is an excess coverage insurance program and is optional.

### **Signing In and Out**

A student arriving at school anytime after the normal starting time, morning or afternoon, is tardy and must report to the office to sign in. Any time it is necessary for a student to leave school before the normal dismissal time, a parent/guardian must pick up the student in the office after signing them out. No student may leave school without the prior approval of the office. All visitors must sign in at the office upon entering the building. After school, the doors will be locked and students will not be allowed to re-enter for books, lunch-boxes, etc. Custodians have been instructed to enforce this concept.

#### Student Dismissal Precautions

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf (however, the District may elect to notify the parent/guardian).

### **Student Discipline**

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal. In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

The Board requires a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

#### **Corporal Punishment**

Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents, to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is dealt with according to approved student discipline procedures.

Teachers, principals, administrators and classified staff are authorized by law to use, within the scope of their employment, "such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense or for the protection of persons or property."

#### **Discipline of Students with Disabilities**

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The Board delegates to school officials the authority to enforce District policies, procedures and rules governing the conduct of all students. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

The special needs of the student with a disability are taken into account when setting behavioral expectations. Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior management plan and interventions articulated in the student's Individualized Education Program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student being disciplined.

If the student does not respond to the measures taken by District staff or to the measures articulated in the student's IEP, the staff member refers the student to the principal or other designated individual. The student may lose rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal, unless such programs are included as part of the student's free appropriate public educational program. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result, but any change in placement will follow mandated procedures in applicable law.

Federal and State laws require that a "free appropriate public education" be provided for students with disabilities, including students with disabilities who have been suspended or expelled from school. The following procedures are implemented when a student with a disability is removed from his/her current placement because of a student conduct violation.

#### Removal for 10 School Days or Less

The District provides to students with disabilities who have been suspended for 10 school days or less in one school year the same services that it provides to students without disabilities who are similarly removed.

#### Removal for More Than 10 School Days

The District provides to students with disabilities who have been suspended for more than 10 school days in one school year educational services that enable the student to continue to participate in the general education curriculum and to progress towards meeting the goals set out in the student's Individualized Educational Program (IEP). Such services may be provided in an interim alternative educational setting and may not be the exact same services provided to the child in other settings.

When a student with a disability is suspended for more than 10 school days in one school year, the District holds a manifestation determination review. When appropriate, the District also performs a functional behavioral assessment and designs behavioral intervention and modification services to address the conduct violation.

#### Manifestation Determination Review

Within 10 school days of any decision to change the placement of a student with a disability who has been suspended for more than 10 school days in one school year, the District holds a manifestation determination review. At the meeting, the school administrator responsible for disciplinary actions, the student's parent(s) and relevant members of the student's IEP team review all relevant information in the student's file, including teacher observations and any pertinent information provided by the parents.

The manifestation determination review team determines whether the conduct was caused by, or had a direct and substantial relationship to, the student's disability, or whether the conduct was a direct result of the school's failure to implement the student's IEP. If the team determines that the conduct was the direct result of the school's failure to implement the student's IEP, the school takes immediate steps to remedy those deficiencies and the student is returned to the agreed-upon placement in the student's IEP.

#### Student Conduct Was Not a Manifestation of the Disability

When the conduct in question is determined not to be a manifestation of the student's disability, the District applies relevant disciplinary procedures in the same manner and for the same duration as applied to students without disabilities. The District continues to provide educational services that enable the student to participate in the general educational curriculum and progress toward meeting the goals set out in the student's IEP.

The IEP team determines the appropriate services for the student and the setting in which such services will be provided. The District conducts a functional behavioral assessment and implements behavioral intervention services and modifications designed to address the behavior violation at its own discretion.

**Student Conduct Was a Manifestation of the Disability**

When the conduct in question is determined to be a manifestation of the student's disability, the District conducts a functional behavioral assessment and implements a behavior intervention plan for the student. If a behavior implementation plan has already been developed, the school reviews the plan and modifies it, as necessary, to address the behavior.

The student is returned to the placement, if he/she was removed, unless the student's parent(s)/guardian(s) and the school mutually agree on a change of placement as part of the modifications of the behavior intervention plan or unless special circumstances exist.

**Special Circumstances for Removal**

The District removes a student with a disability to an interim alternative educational setting for up to 45 school days without regard to whether the behavior violation is determined to be a manifestation of the student's disability if the student partakes in any of the following three violations of the student code of conduct at school, on school premises or at a school function:

1. carrying or possessing a dangerous weapon;
2. knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance or
3. inflicting serious bodily injury upon another person.

**Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

**Student Expulsion**

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student

code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

#### Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

#### Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The



Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

### **Student Suspension**

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete community service or the assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the: A. Superintendent and B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

### **Appeal Procedure**

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

### **Appeal to the Court**

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

**Tobacco**

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. Therefore, the Board adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

“Tobacco” is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

**Tobacco Use Prohibited**

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including nonschool hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including nonschool hours, at any school-sponsored event off campus. Additionally, no student is permitted to possess cigarettes, lighters or other tobacco products including: filters, rolling papers, pipes, blunt or hemp wraps and liquids used in electronic smoking devices at any time.

**Providing Notice**

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

**Enforcement**

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the student code of conduct.

**Educational Reinforcement**

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program specific activities.

**Vandalism and Property Damage**

Our school buildings and equipment cost the taxpayers a great deal to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may result. If a student happens to damage something by accident, he/she should report it to a teacher or the office immediately.



Students are responsible for the proper care of all books, supplies, and furniture by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done, or replace the item. Repeated or major vandalism will result in disciplinary action.

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **Weapons in the School**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons. The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury. Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator. A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity. A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm. Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law. The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

## **Section 2: Dress Code Policy**

The following guidelines for students' dress and grooming are provided by the McDonald Board of Education in order to encourage an atmosphere which respects the opportunities for learning to which every student is entitled, and which each in his/ her own way is responsible.

1. Students are expected to be clean and well groomed in their appearance.
2. Students are expected to avoid extremes in appearance which are so disruptive or distracting that the reactions of other students are beyond normal control. This includes extraordinary hair styles (Mohawks, initials/numbers, etc.) and or colors. Natural colors only.
3. Appearance, which in the judgment of school officials, jeopardizes the health or safety of an individual or of other students or which is injurious to school property cannot be tolerated.
4. Dress at all school-sponsored events and activities shall be at the discretion of the activity sponsor and/or principal. However, generally school dress is required when attending all school-related activities other than athletic events.
5. During the warm weather months of April, May, June, August, September, and October, students will be permitted to wear shorts, provided that the length of the clothing is no shorter than fingertip length of the hands.

**The following general guidelines are appropriate and applicable to all students:**

1. Clothing should be worn in the manner for which it was designed. The waistline of pants, shorts, and skirts shall not be lower than the top of the hips.
2. Clothing bearing slogans, decals, pins, etc., or illustrations that pertain or relate to alcohol, tobacco, weapons, drugs, sex, or other offensive matter may not be worn.
3. Any clothing that is dangerous to the student or destructive to school property (i.e. shoes that leave marks on the floor, hiking boots, or shoes with soft composition heels) will not be permitted.
4. Hats/head covers, hand covers/gloves are not to be worn inside the building.
5. Clothes with holes that reveal skin may not be worn.
6. Foot apparel must be worn.
7. The following are not permitted: cutoffs, biker shorts, spandex shorts, shorts that are frayed, shorts with holes or patches, halter tops, bare midriffs, or sleeveless tops with large armholes.
8. "Heelies", the shoes with built-in wheels may not be worn.

**Specifically for 4th, 5th, & 6th Grade Students:**

1. Tank tops may not be worn.
2. Shorts/skirts/skorts may not be too tight or too short.

**Specifically for Boys:**

1. Hair should be clean and conducive to good appearance. The length of the hair shall not be over the collar of a standard t-shirt and the bottom of the ear lobe shall be visible. Boys are not permitted to wear hair accessories, ponytails, pigtails, or dreadlocks.
2. The wearing of earrings during school hours is prohibited.
3. Sideburns should be neatly trimmed and shall be of a moderate width.

**Specifically for Girls:**

1. Modesty and the avoidance of distracting influences are to be key to dress.
2. Prohibited are the nude look, see-through or peek-a-boo modes (not including sheer garments with appropriately concealing undergarments, i.e. slips, camisoles, etc.), revealing fashions (i.e. slit skirts,

bare midriffs, cutouts, spaghetti straps), plunging or low cut necklines, cut or torn articles of clothing, and undergarments worn as outerwear.

Any student observed violating the above regulations will be required to conform to the dress code. Students whose wearing apparel or personal grooming distract from the educational atmosphere will be subject to appropriate disciplinary action which may include detention or suspensions until such time as the dress code violation ceases to be a disturbing factor.

This dress code has been adopted not to create hardships on parents or students, nor to discriminate, but to try to keep in effect the appearance and pride that has been established in the McDonald Schools.

The principal will have the final jurisdiction in interpreting and enforcing this policy and may make reasonable adjustments to accommodate extremes of weather.

These rules and regulations, in effect for the school year, encourage students and parents to exercise common sense and good judgment in their application. The McDonald Schools encourage an appearance that at all times maintains the traditional good grooming that is expected of its students.

### **Section 3: Student Attendance Guidelines and Procedures**

*Roosevelt Elementary is responsible for maintaining accurate records of absence, tardiness, truancy, and early excusals. A student must attend school regularly to benefit from the educational experiences offered by McDonald Local Schools. A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.*

#### **Types of Absences**

The McDonald Local School District recognizes two (2) different kinds of absences:

##### **I. Excused**

In this case, the student was absent because of personal illness, family illness, or other reasonable situations. In this case, the office was notified the day of the absence by phone and/or the student brought in a signed, dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1. Personal illness
2. Family illness (medical verification may be required if it is deemed appropriate).
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
4. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
5. Death in the family
6. Religious reasons
7. Authorized school-sponsored activities
8. As determined by the Superintendent

##### **II. Unexcused**

An unexcused absence is defined as missing class or school without a legal reason.

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

##### **Habitual Truancy**

House Bill (HB) 410 made several significant changes to district obligations for working with students who are truant. It also made changes to student discipline. Under the revised law, the term "chronic truant" has been removed. The term "habitual truant" still is used, and the definition has been updated, removing references to "days" and replacing them with "hours." Under the revised definition, a habitual truant is defined as "any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for (30) or more consecutive hours, (42) or more hours in one school month or (72) or more hours in one school year," (Ohio Revised Code (RC) 2151.011(B)(18)). The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and creates a new option allowing the court to order school districts to place a child in an alternative school if one has been established.

**Recommended Progression of Interventions for Habitual Truant**

Within (7) days of the triggering absence, the district must do the following:

- Select members of the absence intervention team.
- Make (3) meaningful attempts to secure the student's parent or guardian's participation in the absence intervention.
- Inform parent(s) of their right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.
  - If the parent fails to respond, the school district must carry out the following:
    - Investigate whether the failure to respond triggers mandatory reporting to the county's public children services agency.
    - Instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian.

Within (10) days of the triggering absence, the district must do the following:

- Assign the selected absence intervention team to the student.

Within (14) days after the team is assigned, the district must do the following:

- Develop the student's absence intervention plan.

Within (7) days after the plan is developed, the district must do the following:

- Make reasonable efforts to provide written notification to the student's parent or guardian.

If the student does not make progress on the plan within (60) days or continues to be excessively absent, the district must do the following:

- File a complaint in the juvenile court.

**Excessive Absence**

Excessive Absences is defined as "any child of compulsory school age who is absent with a non-medical absence or without legitimate excuse from the public school the child is supposed to attend for (38) or more hours in one school month or (65) or more hours in one school year."

Students who exceed the maximum number of absences without verification in a class or the school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for an alternative educational placement at the discretion of the superintendent or superintendent's designee.

**Due Process**

All students with attendance concerns will be given due process. The parent or guardian of the student will be contacted by letter and/or phone before penalties or loss of credit occurs. The administration will be available to meet with parents or guardians to develop strategies that help improve attendance and avoid any loss of credit or penalties.

**Makeup Work Guidelines**

It is the responsibility of the parent(s)/student to immediately, upon return to school, make arrangements with his/her teacher(s) for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

**Early Excusal**

When an emergency situation arises which cannot be scheduled at another time, a student may be excused for part of a day. A matter of convenience is not to be interpreted as an emergency situation.

Parental Responsibility: To send notice, including the name and telephone number of the licensed practitioner or other party involved; a note signed by the custodial parent containing the same information is acceptable. Otherwise, the parent or guardian must make a request in person or by phone.

**Student Responsibility:** To present the notice to the main office or classroom teacher immediately upon arrival to school, or the excusal may be denied.

**Please note:**

- The custodial parent or legal guardian is required to report to the main office and sign-out the student prior to being dismissed from school-grounds.
- No students will be released to persons not listed on the emergency contact form without custodial parent's or legal guardian's permission.
- To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered "hours" towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant. Time missed due to tardiness and early excusals contribute to loss of instructional time which can adversely impact student achievement.

**Tardiness to School**

Students arriving after 8:05am are considered "tardy to school."

**Intervention for Tardiness**

# of Unexcused Tardies	Interventions
2	Written Warning
4	Loss of Privileges/other administrator assigned age appropriate disciplinary measure
6+	Detention, additional interventions including community service as appropriate may be assigned

*The administration maintains discretion in the application of these consequences.*

To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered "hours" towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant. Time missed due to tardiness and early excusals contributes to loss of instructional time which can adversely impact student achievement.

## **Section 4: Code of Conduct**

*The administration maintains discretion in the application of these consequences.*

<b>Nature of Misconduct</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
Possession of cell phones and any other electronic communication devices that is turned on and/or not in backpack	Warning/Notify Parents/ Device is confiscated, returned to the student at the end of the day.	Report to Office/ Detention/ Device is confiscated and must be picked up by parent or guardian.	Report to Office/ Community Service, additional interventions may be assigned/ Device is confiscated and must be picked up by parent or guardian.
Disruption/Horseplay in Class	Warning/Notify Parents	Report to Office/ Detention	Report to Office/ Community Service, additional interventions may be assigned
Hallway Disorders, Littering, Running, Excessive Noise, etc.	Warning/Notify Parents	Report to Office/ Loss of Privileges/other administrator assigned age appropriate disciplinary measure	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned
Playground Disorders	Warning/Notify Parents	Report to Office/ Loss of Privileges/other administrator assigned age appropriate disciplinary measure	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned
Gum Chewing Outside of Classroom	Warning/Notify Parents/ Confiscation	Report to Office/ Detention/ Confiscation	Report to Office/ Community Service/ Confiscation
Cafeteria Disorder	Warning/Notify Parents	Report to Office/ Detention	Report to Office/ Community Service
Violation of Student Dress Code	Warning/Notify Parents	Report to Office/ Loss of Privileges/other administrator assigned age appropriate disciplinary measure	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned
Tardy to School	Second Tardy Report to Office/ Written Warning	Fourth Tardy Report to Office/ Loss of Privileges/other administrator assigned age appropriate disciplinary measure	Sixth(+) Tardy Report to Office/ Detention, additional interventions including community service as appropriate may be assigned
Harassment (Annoying/Disturbing) of Other Students	Report to Office/ Warning	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned/ Cease and Desist issued	Report to Office/ Suspension
Bullying	Report to Office/ Warning	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned/ Cease and Desist issued	Report to Office/ Suspension

Nature of Misconduct	First Offense	Second Offense	Subsequent Offenses
Refusing Corrective Action	Warning/Notify Parents	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Community Service, additional interventions may be assigned
Cheating/Dishonest Behavior	Warning/Notify Parents/ Confiscation	Report to Office/ Confiscation/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Confiscation/ Community Service, additional interventions may be assigned
Possession of, Writing or Passing Obscene Items or Using Inappropriate Language (As Per Policy)	Warning/Notify Parents/ Confiscation	Report to Office/ Confiscation/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Confiscation/ Community Service, additional interventions may be assigned
Insubordination (Back-talk, Defiance, etc.)	Warning/Notify Parents	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Community Service, additional interventions may be assigned
Rude/Disrespectful Behavior Towards Staff	Warning/Notify Parents	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Community Service, additional interventions may be assigned
Leaving the School Grounds and/or Class Without Permission	Report to Office/ Warning	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Community Service, additional interventions may be assigned
Possession of Cigarettes, Tobacco, Matches, Lighters, etc.	Report to Office/ Confiscation/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Confiscation/ Community Service, additional interventions may be assigned	Report to Office/ Confiscation/ Suspension
Theft	Warning/Notify Parents/ Restitution	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned/ Restitution	Report to Office/ Community Service, additional interventions may be assigned/ Restitution
Damaging or Defacing School Property or property belonging to others	Report to Office/Restitution/ Detention, additional interventions including community service as appropriate may be assigned/	Report to Office/ Community Service, additional interventions may be assigned Restitution	Report to Office/ Suspension/ Restitution
Threatening, Fighting with or Assaulting Other Students	Report to Office 3-Day Suspension	Report to Office 5-Day Suspension	Report to Office 10-Day Suspension with the recommendation for expulsion



<b>Nature of Misconduct</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
Smoking or Chewing Tobacco on School Property (during school or at a school-sponsored function)	Report to Office/ Confiscation/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Confiscation/ Community Service, additional interventions may be assigned	Report to Office/ Confiscation/ Suspension
Threat on an Employee	Report to Office/ 3-Day Suspension	Report to Office/ 5-Day Suspension possible recommendation for expulsion	Report to Office/ 10-Day Suspension with recommendation for expulsion
Assault on School Employee	Report to Office/ 5-Day Suspension possible recommendation for expulsion/ Authorities Contacted	Report to Office/ 10-Day Suspension with recommendation for expulsion/ Authorities Contacted	
Use or Possession of Alcoholic Beverages during school or at a school -sponsored function	Report to Office/ Confiscation/ Detention, additional interventions including community service as appropriate may be assigned	Report to Office/ Confiscation/ Community Service, additional interventions may be assigned	Report to Office/ Confiscation/ Suspension
Possession of Weapon or Dangerous Instrument	Report to Office/ 5-Day Suspension possible recommendation for expulsion/ Authorities Contacted	Report to Office/ 10-Day Suspension with recommendation for expulsion/ Authorities Contacted	
Use or Possession of Narcotics	Report to Office/ Confiscation/ 5-Day Suspension possible recommendation for expulsion/ Authorities Contacted	Report to Office/ Confiscation/ 10-Day Suspension with recommendation for expulsion/ Authorities Contacted	
<b><i>The administration maintains discretion in the application of these consequences.</i></b>			