

**BLOOM CARROLL**

**PRIMARY**

**PARENT / STUDENT HANDBOOK**

**2019 - 2020**

**SCHOOL YEAR**

**OUR STUDENTS · THEIR FUTURES · OUR FOCUS**

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**Dear Students and Parents of Bloom-Carroll Primary,**

**Welcome to the 2019-20 school year! The staff and I are looking forward to this new year of learning.**

**To the students of Bloom-Carroll Primary School, it is our responsibility to create an environment that will make each of you successful. We will ensure that you have the resources necessary to achieve that success. The staff and I will continue to maintain an environment that is positive and safe. We do expect that you arrive each day ready to learn and to be responsible for your learning and behavior.**

**To the parents of Bloom-Carroll Primary School, we know that we cannot do this without you. We are a partnership, and we look forward to working with you whether your child is just beginning his/her educational journey or is continuing along the journey. Communicating with each other is imperative. We want the lines of communication to remain open.**

**Please carefully review this handbook that outlines the expectations and policies of the Bloom-Carroll School District. If you have any questions, please do not hesitate to call.**

**Sincerely,**

**Vicky V. Pease  
Principal**

# **BLOOM-CARROLL LOCAL SCHOOL DISTRICT**

## **MISSION STATEMENT**

**OUR STUDENTS · THEIR FUTURES · OUR FOCUS**

## **VISION STATEMENT**

**TO BE THE MODEL SCHOOL DISTRICT FOR EXCELLENCE IN STUDENT  
SUCCESS, OPPORTUNITIES, AND SAFETY, EXEMPLIFIED THROUGH  
OUR COMMITMENT TO OUR STUDENTS' EDUCATIONAL  
EXPERIENCES.**

## **CORE VALUES**

**CHARACTER  
COMMUNITY  
EXCELLENCE  
INTEGRITY  
RESPECT  
RESPONSIBILITY**

### **BUILDING SECURITY**

Everyone is required to enter the building via through the front door by ringing the bell beside the front door. Visitors and volunteers will report directly to the secretary, sign in, and wear a visitor/volunteer badge at all times. (*see procedures for visitors/volunteers*).

### **DAILY TIME SCHEDULE**

School doors open at 8:35 a.m., Students enter classrooms 8:50 a.m, Tardy bell rings at 9:00 a.m., School dismisses at 3:35 p.m..

### **ADDRESS OR PHONE NUMBER CHANGES**

It is important that you notify the school office of any telephone number or address change.

### **ARRIVAL AND DISMISSAL**

Students who walk to school or are brought to school by parents should not arrive before **8:35 a.m.**

Any child arriving at 9:00 a.m. or later must sign in at the office before going to class.

Any student who leaves the school before the designated dismissal time must be signed out by parent.

Students arriving between 9:00 a.m. and 9:30 a.m. will be considered tardy.

By the same token, students leaving early will be recorded as a partial absence.

**All students who ride to school on the bus must go home on the bus unless a note or a call from a parent is provided.** End of the day transportation changes via a phone call need to be in by 3:00 p.m. If you need a child off the bus at dismissal time, please see the building secretary rather than going directly to the bus. If you are going to be late picking up your child, please notify the office of the situation.

If a student has to leave the building during school hours due to illness or doctor/dentist appointment, a parent must come to the school office to sign the student out before he/she will be released. Likewise, before and after school, parents are to wait in the lobby for your student to arrive from the classroom.

## **ASSEMBLIES**

Assemblies are scheduled throughout the year for educational purposes. If a student has had behavior problems, the school reserves the right to keep that student from attending an assembly. Work and supervision will be provided for the student during the time of the assembly.

## **ATTENDANCE**

Policy: The Bloom Carroll Local School District is committed to providing the best possible education for its students. Being in class every day helps the students do their best. When students are absent they miss class instruction and discussion. Make-up work cannot provide all the information that was missed. Therefore, parent/guardian are urged to plan personal activities outside school times.

### **Excusable, Approved Absences**

The following are examples of reasons for which absences may be excused:

1. Personal Illness – Doctor’s verification is required within three days of the absence; if no doctor’s excuse is given, the student must present a note from the parent/guardian, or the office must receive a phone call within three days regarding the absence.
2. Illness in the Family – (documentation of appropriate physician)
3. Quarantine of the Home – limited by the proper health officials
4. Death of a Relative
5. Observance of Religious Holidays – consistent with the student’s religious creed or belief.
6. Any other absences as approved by the principal.

Parental permission SHALL NOT make an absence excused unless it meets the criteria set forth under Excusable, Approved Absences. A student who is absent from school without a parent’s knowledge shall be required to make up time missed immediately.

The Board does not believe that students should be excused from school for non-emergency trips out of the District. Children who are taken out of school for trips or vacations must have prior permission from the administration. The parent/guardian will be responsible for arranging this and must not expect any work missed to be re-taught by the teacher. Parent/guardian are responsible for obtaining and completing a vacation form which is available in the office and returning it with a parent signature one week in advance of any vacation. If arrangements are not made before the trip and with the teachers, the student will be expected to make up the work upon return to class.

**ALL ABSENCES THAT DO NOT MEET ALL OF THE ABOVE REQUIREMENTS WILL BE UNEXCUSED.**

### **Reporting a Student Absent**

In accordance with the state law (Missing Child Act – Ohio Revised Code 33.3.205), parents or guardian are required to call the attendance office no later than 9:30 a.m. to report their child absent that day – voicemail is available 24 hours a day by calling 740-756-4326 or 614- 834-6731 and leaving the following information:

1. the student’s name,
2. the reason for the absence,
3. the name/relationship of the person calling, and

4. a number where you can be reached if necessary

If an absence has not been reported, an automated call of your child's absence will be made within 2 hours from the start of the school day.

### **Statements for Habitual/Excessive Absences**

1. A student reaches 38 or more hours in one school month with or without a legitimate excuse.
2. A student is absent 65 or more hours in one school year with or without legitimate excuse.
  - When a student becomes excessively absent, an administrator or designee will notify the parents/guardians with a letter.
3. If a student is absent 30 or more consecutive school hours, absent 42 or more hours in one month without a legitimate excuse, or absent 72 or more hours in one year will be considered "habitual truancy," and appropriate authorities will be contacted.
4. After 72 hours of absences which are not accompanied by a doctor/dentist note, absences will be recorded as unexcused. This applies even if a parent calls or writes an excusal note.

**Perfect Attendance:** Perfect attendance is recognized as students with precise accountability, exactness and flawlessness of record. The student is in school every second of every day. Thus, early dismissals, late arrivals, or having an excuse of some type to be out of the building does count against this award. (School-sponsored field trips are considered being present at school.)

### **Planned Absences**

The following are considered planned absences:

1. Early Dismissal – Students needing to leave school early must present a note from the parents/guardian to the office. Upon return to school, documentation of the appointment must be provided.
2. Family Vacations – It is recognized that employers cannot always grant vacation time that falls within the school summer vacation or holidays. In order for families to be together, some family trips must be scheduled during school time. A parent/guardian must submit a vacation form request to the principal's office at least one week in advance of the planned vacation. The vacation form can be picked up at the office. **Additionally, vacation days do count towards days of absence, and any subsequent days over twelve days will be coded as unexcused.**
3. Other – In certain instances, approval may be given in advance for absences if determined by the principal/assistant principal to be appropriate

### **Truancy Policy**

The Bloom Carroll Board of Education endeavors to reduce truancy through cooperation with parent/guardian through investigating the causes of absences and through the use of strict guidelines in regard to tardiness and unexcused absence.



When the Board's designee determines that a student has been truant, and the parent/guardian, or other person having care of a child has failed to ensure the child's attendance in school, State law authorizes that the Board or designee may require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

As per Board policy, the designated office (principal or assistant principal) must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being truant.

A "habitual" truant is any child of compulsory school age (6-18) who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification.

For the correction of the "habitually truant" the Board's designee will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The Principal/Assistant Principal may file a complaint with the Juvenile Court.

Other intervention strategies that may be included are: providing counseling for a habitual truant, requesting or requiring a parent having control of a habitual truant to attend parental involvement program, or request or requiring a parent of a habitual truant to attend truancy prevention mediation programs.

### **CAFETERIA LUNCH PROGRAM**

1. It is the aim of the school lunch personnel to make available to every student a well-planned, well-prepared, nutritionally adequate, low-cost lunch. We believe that in so doing, we help to establish good eating habits that will carry over into the student's adult life.
2. The school lunch program is self-supporting, aided only by its membership in the Federal and State Lunch programs. By wisely using the foods, money and information these programs provide, we ensure our students the best lunches at the least cost.
3. Students may pay for their lunch through the cashier each day as they go through the cafeteria line. Parents may also deposit money into their child's account through the EZ Pay system located on the district's website. Those who forget or lose their money should notify the cashier as they go through the lunch line. Students are expected to pay the loan the following day to the cashier. A student may owe up to two lunches and then will need to pay the amount loaned before any additional loans are made. In the event that a child has charged the maximum amount permitted and he/she forgets or loses his/her money, the parent will be called to bring a lunch or money to school.
4. Good conduct is expected at lunchtime. We want students to enjoy the lunch period and have an opportunity to learn to eat many kinds of foods and acquire acceptable social graces.
5. Each student must use a tray when purchasing food. He/she must keep the food and food container on his/her tray while eating, take the tray to the food disposal area when finished eating and leave no food or debris on the table or floor. Also, no food is to be taken from the cafeteria.

6. Parents are invited to eat lunch with their son/daughter. Please notify/check-in the office prior to going to the cafeteria.
7. Lunch prices are subject to change.

### **SPS EZ Pay**

The EZ Pay system allows payment of school lunches, class fees, and pay to participate fees with a credit or debit card through a secure website. Parents are able to access the website from a link on our school website or by typing in [www.spsezpaybloomcarroll.com](http://www.spsezpaybloomcarroll.com).

The only thing you will need to register is an email address along with the student's ID number. There is no cost to use this system. Please feel free to contact Travis Bigam, Treasurer/CFO at [tbigam@bloom-carroll.net](mailto:tbigam@bloom-carroll.net) or by phone 614.834.6707.

**CALENDAR** (School Calendars are attached at the end of this document.)

### **CELL PHONE POLICY**

Students' cell phones are to be turned off, kept out of sight, and not used during the school day. Violations of this policy will result in disciplinary action and confiscation of the cell phone. Contents of cell phones may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct. Text messaging or the use of a camera phone anywhere on the B-C campus are also prohibited. This is a policy with year long consequences as opposed to expectations just for a semester.

#### ***Disciplinary Action To Be Taken***

1<sup>st</sup> offense – A recess detention will be assigned and the cell phone returned to the student at the end of the day.

2<sup>nd</sup> offense – A recess and lunch detention will be assigned and the cell phone returned only to a parent or guardian.

3<sup>rd</sup> offense – A half day of in-school suspension will be assigned, the cell phone will be confiscated and returned only to a parent or guardian.

Subsequent infractions may result in an out-of-school suspension and a mandatory conference parents or guardians.

### **CLASSROOM TEACHER REQUESTS**

Due to the large increase in the number of teacher requests the past few years, it has become increasingly difficult to satisfy all the requests. In order to keep classes balanced, and to be fair to all of our students, we must take into account many different factors, such as class size, boy/girl ratios, ability levels, the need to separate certain students, social/emotional needs and students with special education services. Because of this, the following guidelines have been established.

Parents are asked to keep their requests to a minimum and to give careful thought before making one. When making a request, you must fill out the adopted "Classroom Assignment Request" form. The forms will be accepted only between April 1 and May 1 of each school year. Requests will be dated upon receipt and consideration will be prioritized as such. A classroom request will not guarantee placement with a certain teacher. Classroom teacher requests will account for only 30% of any classroom. Forms can be picked up at the appropriate elementary office.

The building principal will consider the previous factors along with the classroom requests when assigning students for the coming school year. This policy does not limit the rights and responsibilities of the superintendent and principal to assign students within the district.

### **CLINIC REGULATIONS**

Students who are ill or have been ill the night before should not be sent to school. Students should be free of fever, vomiting, or diarrhea for 24 hours without the use of medications before returning to the classroom setting, as well as, attending school events and/or functions. If your child has conjunctivitis (pink eye), strep throat or other bacterial or viral types of infections and is placed on medication they must either be on the medication for a full day or be symptom free before returning to school.

The clinic is provided for students who become ill while at school and for emergency illness or accident cases. If your child is ill or injured during non-school hours, please seek medical treatment before the child returns to school. The nurses are not permitted to diagnose or recommend specific medications or treatments for your child. A registered nurse is employed by the school system, however it is impossible for her to be present in all buildings. If a student becomes too ill to remain in school, the parent, guardian, or alternative person will be notified. Please pick up your child promptly. Emergency or accidental cases will be sent to the hospital designated on the Emergency Medical Form. Please keep your contact information updated in order for us to provide quality care for your child.

### **CLOSED LUNCH PROGRAM**

Because of minimum time allowed for lunch in the school day, students staying in school during the lunch period are to either eat a cafeteria lunch or bring a sack lunch from home and **NOT LEAVE THE SCHOOL GROUNDS.**

### **CUSTODIAL PARENTS**

If you are divorced or separated, the school is requesting that the legal guardian reply to the school by showing proof of custody or guardianship. This way we will only release a child from school to the people whose names appear in the document. **Any arrangement to release the child to another should be made in writing by the custodial parent to the school.**

### **DISCIPLINE & EXPECTATIONS**

We believe each student has the right to an education free of student disruptions. In general, any action that threatens the safety of any person or disrupts the learning process is unacceptable.

Teachers have the right and responsibility to enforce rules to maintain a safe and proper environment for learning. All students must be responsible for their own actions and behavior.

Copies of the student handbook and individual classroom discipline plan will be distributed to parents during the first month of school. We ask that you review these with your children so that both you and your child understand them and the subsequent consequences should the rules not be followed.

Persons employed or engaged as teachers, principals, and administrators, and non-certified school employees and school bus drivers may, within the scope of their employment, use and apply 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 upon the person or within the control of the student, for the purpose of self-defense, or for the protection of persons or property.

## **DISCIPLINE**

### **BULLYING/CYBERBULLYING**

#### Definition of Bullying

Bullying is a pattern of repetitive and coercive behavior (overt acts) by a student, or group of students, directed toward another student or staff member that poses a serious risk or immediate perceived danger to the safety of that individual. The behavior must occur on or adjacent to school property, at school-sponsored events, on school transportation or in such a manner to seriously disrupt the educational process and/or the safety of the institution.

Bullying behaviors are repetitive in nature and may include, but are not limited to, the following:

1. physical acts of violence;
2. written or verbal taunts, name-calling, or other put-downs. The nature of such taunts may be based on ethnicity, gender, religion, sexual orientation, and/or other individual characteristics;
3. threats and intimidation both verbal and non-verbal;
4. extortion or theft and
5. malicious and intentional exclusion from peer group activities.

The intent of the aforementioned behaviors is to continually and repeatedly harass, intimidate, injure, threaten, ridicule or humiliate the victim(s).

Bullying behavior toward another student must:

1. create a reasonable fear of physical harm to the victim's person or property;

2. create an environment that is so insulting and/or demeaning that it disrupts the educational process and
3. occur on or adjacent to school property or at school-related events.

Bullying behavior rises to a higher level of harassment as defined by the District policy in the student handbook. The behavior must show a repeated pattern of events and a willful intent to ridicule, humiliate or intimidate the victim.

In evaluating whether a behavior rises to the level of bullying, consideration must be given to:

1. the words and/or actions of the perpetrator;
2. the perpetrator's motivation and intent;
3. whether the actions are so egregious, inflammatory and repetitive in nature as to provoke an immediate serious fear for the victim's safety and
4. the presence and/or participation of other students in the event.

#### HAZING, BULLYING, AND CYBERBULLYING (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are

prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

#### HAZING, BULLYING, AND CYBERBULLYING (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

#### School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating 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 e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating 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 “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site 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 web sites, social networking sites, blogs or personal online journals, e-mails 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.

#### Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying, and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

## Complaints

### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including 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 actions 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.

## Intervention Strategies

### 1. Teachers and Other School Staff



In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

## 2. Administrator Responsibilities

### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete.

The report includes findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring

some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate.

The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support.

Alternatively, peer mediation may be deemed inappropriate to address the concern.

### C. 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 the 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 of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education 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 timelines.

#### Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

#### Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

## DISCIPLINE

### CODE OF CONDUCT

#### **Required Behaviors**

Bloom-Carroll Primary students will be required to

- Abide by national, state, and local laws as well as school rules
- Respect the personal rights and property of others
- Act respectfully and courteously to adults and other students
- Be prompt to school and attentive in class
- Cooperate with others while working toward common goals
- Complete assigned tasks on time and as directed
- Work to maintain a school environment that is friendly, safe and productive
- Act in a manner that reflects pride in self, family, community, and school
- Obey legal authority on school grounds and at school activities in other communities.

Bloom-Carroll Local Schools will not tolerate any form of violence, disruption, inappropriate behavior or truancy. In addition to disciplinary action specified in handbooks, the district Administration shall develop strategies that will prevent students from demonstrating prohibited behavior. In most cases of inappropriate student behavior, one or more of the following disciplinary procedures will be

administered:

- Conference involving any combination of parents, teachers, principal, and student
- Detention
  
- In-School Suspension; classroom work provided
- Out-of-School suspension
- Other necessary and appropriate action as determined by the principal.

## **DISCIPLINE**

### **DISABLED STUDENTS**

Students who are identified handicapped and eligible to receive services for the handicapped are subject to out of school suspension and expulsion restrictions as specified in Federal Acts and Section 3323 of the Ohio Revised Code.

## **DISCIPLINE**

### **BUS / TRANSPORTATION**

The bus driver is responsible for maintaining safe and reasonable student control. Students who violate the above regulations will be subject to initial intervention by the bus driver. For repeated misbehavior of a lesser degree, the bus driver will complete a conduct report on the student and submit it to the appropriate administrator. Riding the school bus is a (privilege) and maintaining safety is the primary goal. The student code of conduct also pertains to bus transportation. Please see section **TRANSPORTATION BUS SAFETY RULES and TRANSPORTATION REGULATIONS** in this handbook for additional student expectations.

- A. The building administrator will provide the student with written notice as to the type of disciplinary action. Parents will also be sent written notice of such action. Disciplinary action may result in, but not be exclusive to, the following: warning, assigned seat, detentions, Wednesday School, In-School Suspension, loss of bus privileges, or suspension, or expulsion from school.
- B. Bus discipline is progressive in nature. Repeat offenders will receive more severe consequences. Third-time offenders may lose their bus privilege for a period of time. Certain offenses may result in suspension from school (due process procedures will be followed).
- C. If a pupil's presence poses a danger to persons or property, or a threat to the safe operation of the school bus, the pupil may be removed immediately from the school bus (emergency removal).

School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.

### *Special Considerations*

Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.

Proper steps will be taken to collect, store, and use medical information relative to pupils known to have medical problems that may require driver attention.

References: ORC 3313.66, ORC 3313.661, ORC 3319.41, AC 3302-83-08, AC3301-83-20

## **DISCIPLINE**

### **DETENTION**

Detention will be assigned in grades K-2 during the lunch and/or recess periods. It will be given for breaking any of the school rules or classroom rules and/or failing to follow bus rules. Parents will be notified when students are assigned detentions for misbehavior. The expectations for behavior center around our **“Paw’s Laws” of Being Respectful, Being Responsible, Being Caring, Being Safe.**

The principal will deal with severe discipline problems.

## **DISCIPLINE**

### **EMERGENCY REMOVAL OF STUDENT**

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.

## **DISCIPLINE**

### **IN-SCHOOL SUSPENSION**

In-School Suspension(s) allows another method to be used by the principal in the discipline of students. The purpose of In-School Suspensions is to enable students to fulfill their academic requirements in the school setting but separate from their classroom. Students receive credit for work completed during an In-School Suspension. Due process procedures will be followed with students and parents.

Students will be given from one to ten days In-School Suspension, depending on the severity of their offenses. An In-School Suspension may be in increments of full days or half-days constituting three hours (9:05 AM to 12:05 PM or 12:35 PM to 3:35 PM) depending on the situation.

The following guidelines will be used for students in the In-School Suspension room.

1. Students will report immediately to the room with all needed materials at the beginning of the In-School Suspension.
2. No talking between students without permission.
3. Restroom use is restricted to three brief visits daily. One will be in the morning, the second one at lunch, the third one in the afternoon, unless special conditions warrant more.
4. If applicable, students are assigned seats and will remain there for the rest of the day.
5. No early dismissal or early release is permitted.

6. Teachers will send work with the students. Students are responsible for completing assignments. If they choose not to do their work, they will receive no credit for that day.
7. No sleeping. Students will bring work materials or they will be given work to do.
8. There will be no participation in specials (including assemblies, art, music, library, AR, PE, and recess), or classroom visitation privileges. All books and materials are brought when the student reports for suspension.
9. Students are expected to keep their work areas clean; writing on any school property will extend suspension time.
10. Students will eat lunch in the In-School Suspension area. Students will be permitted thirty minutes to eat before study and work resumes.
11. All In-School Suspension time assigned must be served before a student can return to class. Creating problems during In-School Suspension will result in further disciplinary action.
12. Students will follow these guidelines and instructions given by the supervising personnel.

## **DISCIPLINE**

### **SUSPENSION AND EXPULSION (Board Policy)**

The principal may use Emergency Removal, In-School Suspension, or Suspension for serious offenses that take place at school, on school grounds, on the way to and from school, while riding the school bus, or at a school-sponsored activity. **Emergency Removal** is the immediate removal of a student for a period of time, not to exceed 24 hours, from participation in school or in any school-sponsored activity. **In-School Suspension** is the removal of a student from attendance in regular class(es) and all other school-sponsored activities, but with attendance at school required during the school day for a period of time not to exceed 10 school days. During the In-School Suspension the student will be allowed to complete class work for credit. **Suspension** is the removal of a student from school for a period of one to ten days and receiving a grade of zero for all work assigned during the suspension period. The local superintendent may expel a student for violation of one or more of the items listed below.

Serious offenses for which an Emergency Removal, In-School Suspension, or Suspension may be administered include, but are not limited to, the following:

### **Prohibited Behaviors**

#### **1. Use of Drugs**

The sale, distribution, possession, or use of drugs, alcohol, steroids, inhalants, fake or look-alike drugs/alcohol is prohibited. This also includes the possession, distribution and/or use of any over-the-counter medication including, but not limited to, caffeine pills, cold medicines, and/or any herbal supplements or vitamins.

#### **2. Use of Tobacco**

Students shall not possess, sell, or use tobacco in any form on school premises, or in transportation to and from school premises (this includes all extra-curricular activities – home or

away). School authorities will confiscate any such items.

### **3. Student Demonstration/Disruption**

Students are guaranteed their rights to freedom of expression. However, any expression that disrupts school activity, or infringes on the rights of others, will not be tolerated.

### **4. Possession of a Weapon or Dangerous Object**

A student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, ammunition, or look-alike counterfeit weapon or instrument. Such items include, but are not limited to, explosives, fireworks, mace, firearms, knives, shotgun shells, gun ammunition, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns or any object a reasonable person might consider, under the circumstances, a weapon or dangerous instrument.

### **5. Purposely Setting a Fire**

Setting a fire or possessing elements that could result in a fire or endangering of school property and its occupants is prohibited. Such possession may result in student expulsion.

### **6. Fighting**

Fighting with, hitting, or striking in any manner a staff member, student, or other persons associated with the district, which may not cause injury, is prohibited. Any such violation may result in suspension, expulsion, and filing of criminal charges.

### **7. Threats**

Any verbal, profane, nonverbal, or other non-contact action considered to be threatening by any staff, student or other district personnel is prohibited.

### **8. Extortion**

Any use of threat, intimidation, force, or deception to acquire anything from another person is prohibited.

### **9. Gambling**

Any form of gambling, including, but not limited to, casual betting, betting pools, and organized sports betting is prohibited. Any student betting on an activity of which they are a part may be permanently banned from that activity.

### **10. Falsification of Forms or Identification**

Forgery or falsification of school documents such as hall passes, bus passes, permission forms, parent notes, etc., is prohibited.

### **11. Cheating/Plagiarism**

Academic dishonesty such as cheating, plagiarizing, or copying is prohibited.

### **12. False Alarms/False Reports**

False alarms or reports, such as fire alarms, false 911 calls, or other reports that endanger persons in the building, responding authorities, or persons in the community are violations of law and strictly prohibited.

### **13. Explosives**

Any explosive object such as fireworks, smoke bombs, small firecrackers, poppers, or chemical chain reaction objects is prohibited.

### **14. Trespassing/Unauthorized Entry to Any Part of the School**

Although public facilities schools are allowed by law to restrict access to property. When a student has been removed, suspended, expelled, or permanently banned from school they may not be on school property without the principal's permission.

Non-students who drop off or pick up students before, during and after school are to remain in their vehicles and leave immediately After dismissal.

### **15. Theft**

Theft of personal or school property is prohibited and a violation of law. Students are encouraged not to bring items of value to school that are not required for the educational process without prior approval by the principal. Bloom-Carroll Local Schools are not responsible for personal property.

### **16. Disobedience/Insubordination**

By law, school personnel direct and oversee students as a parent would. If given a reasonable directive, students are expected to comply. Disobedience/insubordination will result in disciplinary action.

### **17. Disrespect**

The use of abusive or obscene language toward another student or school employee that they deem offensive, including obscene gestures and indecent exposure, is prohibited.

### **18. Vandalism/Damaging**

Vandalism, damaging or any disregard for school or private property of students, staff or community residents is prohibited.

### **19. Absence and Tardiness (Persistent/Chronic) - Truancy**

Students are required by law to be in attendance at school, all day, or provide a legitimate excuse. Truancy or leaving school without permission will result in disciplinary action. Establishing good attendance habits serves the student lifelong in the work world. **\*\*See School Attendance Policy\*\***

### **20. Unauthorized Use of Facility/Property**

Students are prohibited from using school facilities or property without the permission of or supervision by school personnel.

### **21. Refusal to Accept Discipline**



Discipline such as detention or Wednesday School may be used to enforce the Student Code of Conduct. Refusal to accept discipline will result in stronger disciplinary actions, including Suspension, Expulsion, or the filing of criminal charges.

## **22. Displays of Affection**

Open display of affection during school or school-sponsored events is inappropriate and prohibited.

## **23. Possession of Electronic Equipment**

The following electronic devices are prohibited on school grounds between 8:50 AM and 3:35 PM (Primary).

**\*\*See ELECTRONIC EQUIPMENT (Listening and Communication Devices)\*\***

## **24. Violation of Classroom Rules**

Each classroom is a separate learning environment. Individual classroom rules are provided for the safe and orderly operation of that environment. Students will be advised of all classroom and individual rules. All classroom rules will be consistent with school policy.

## **25. Disruption of the Educational Process**

Actions that interfere with the conduct of the educational process are prohibited. Such actions would include inappropriate dress, delay of assembly, field trips, bus transportation, extra-curricular activities, or prevention of instruction.

## **26. Refusal to do Classroom Work**

Students will be prepared for class with all necessary equipment, e.g., pencil, paper, etc. Students are to follow teacher directives and complete homework and assignments with the best effort. Unacceptable classroom behavior would include sleeping in class and refusal to work on assigned work.

## **27. Hazing**

Students are prohibited from engaging in any act of coercion or initiation that creates any risk of mental or physical harm to any person. Consent, permission, or assumption of risk by an individual subjected to hazing does not diminish this prohibition. (Bullying Policy)

## **28. Conviction of a Felony**

## **29. Harassment**

Bloom-Carroll Schools believe that every individual deserves to be able to attend school without fear of action that is demeaning. The harassment of students, staff, or other individuals is prohibited. Harassment may take many forms, including, but not limited to, the following:

### **Sexual Harassment**

#### **Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

#### **Nonverbal:**

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

**Physical:**

Any intimidating or disparaging actions, such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District.

**Gender/Ethnic/Religious/Disability Harassment**

**Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

**Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

**Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the District should immediately take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, In-School Suspension, Out-of-School Suspension, restriction of privileges, restriction of access, or Expulsion.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

#### *Criminal Acts*

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

#### **DRESS CODE**

It is the policy of the Bloom-Carroll Board of Education that appropriate student dress and grooming practices are as important as appropriate conduct.

“The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students’ attire can have a positive or negative effect on the learning process, contribute to students’ success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the school.”

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or to others, he/she may be removed from the educational setting. **The principal reserves the right to determine the appropriate school dress.**

In order to establish and preserve an atmosphere in our schools that is conducive to learning, the Bloom-Carroll Board of Education has adopted the following dress code for its students.

## **1. Student Dress Code Regulations**

Students are expected to meet reasonable standards in their dress and grooming. Their choice in dress and appearance should be such that it does not detract from the educational process or have a detrimental effect on the regulation and discipline of the school.

Questions regarding the permissibility of clothing or appearance should be directed to the building principal.

Student dress and grooming practices shall not

- A. Materially disrupt the educational process, create disorder, or interfere with the discipline of the school by means of style, fit, or appearance;
- B. Be vulgar, offensive, profane, or obscene in presentation;
- C. Incite students to engage in, or otherwise promote, illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (this includes not wearing shirts or other clothing that promotes alcohol, tobacco, and drugs);
- D. Incite students to engage in, or otherwise promote, violence or contain violent imagery;
- E. Violate the district's policy prohibiting harassment by creating intimidating, hostile or offensive educational environment, or by unreasonably interfering with another student's educational opportunities or curricular, co curricular, or extra-curricular performance;
- F. Present a hazard to the health and safety of the student or to others in the school;
- G. Cause excessive wear or damage to the school property;
- H. Prevent the student from achieving his/her own educational objectives.

These guidelines are established to help maintain an appropriate and high standard of student dress:

- A. Shoes or sandals must be worn at all times. Sandals must have a strap across the back of foot. Athletic shoes may not contain metal cleats.
- B. Shorts such as Bermuda shorts, walking shorts and other shorts of similar length are acceptable and appropriate. Any shorts will have an inseam of at least 4 inches. Inappropriate shorts include (but are not limited to) sweat shorts, boxer shorts, cut-offs or torn or unfinished hem shorts, or spandex lycra shorts.
- C. Any garment specifically made to be worn as an undergarment or sleepwear (pajamas or pajama bottoms) may not be showing or worn as an outer garment. Underwear shall not be visible above the waistband or below the hemline. All outerwear must cover underwear.
- D. Bare midriff (or tops that "ride up" to expose the midriff), sheer, or suggestive clothing cannot be worn.
- E. Clothing, book bags, or other personal belongings advertising or depicting drugs, alcohol, tobacco products, gang activity, sexual references, rebel flags, or other controversial symbols are not permitted.
- F. Hats, headbands, bandannas (scarves) or sunglasses cannot be worn in the building. Head apparel must be out of sight in lockers except before or after school.
- G. Sleeveless shirts are permitted if they fit snugly all around the arm and must have a minimum of 2-inch width across each shoulder. Shirts shall not expose undergarments, cleavage or be too snug. Tube tops and strapless tops and dresses are not permitted.
- H. Unnaturally colored hair that is distracting to the education process is not permitted. Examples of unnatural hair colors/streaks could include, but are not limited to, blue,

green, red, purple, orange, etc.

- I. Loose clothing and jewelry are not allowed in areas of instruction where protective measures are required for student safety. Wallet chains and heavy or oversized jewelry worn around the neck, wrist, or waist are not permitted.
- J. Clothing should be neat and clean. Clothing that is ripped, cut, patched or altered to achieve an unusual effect shall not be worn. No oversize clothing, saggy or baggy pants, low necklines, or midriff shirts shall be worn. Exercise wear, such as spandex, is not appropriate.
- K. Wearing short “mini-skirts” is prohibited.
- L. T-shirts, sweatshirts, or any clothing items may not contain language, pictures, drawings or advertisements that insinuate innuendo of any sexual, anatomical, violent, illegal, or immoral nature.
- M. Visible body piercing other than ears is not to be worn at school or school activities.

## **2. Violations of the Student Dress Code**

Students are subject to dress code violations that occur on school grounds, as well as at school activities and events off school grounds. A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Bloom-Carroll Student Code of Conduct.

Attempts to secure appropriate clothing from home or borrow from the office will be made. According to the discretion of the administrator in charge, students dressed inappropriately may be removed from the school setting if appropriate attire cannot be arranged. Violators of the appearance dress code may be assigned detentions, and repeat offenders may face more serious consequences. Class work missed because of inappropriate dress will receive a failing grade.

## **3. Appeal of the Student Dress Code**

Students may file a written appeal regarding dress code procedures and discipline actions through the principal’s office. The administrative offices will give serious consideration to those appeals.

The Administration reserves the right to deem any attire inappropriate as they interpret the Student Dress Code Policy.

## **DRUGS**

The Bloom-Carroll Schools does not permit the use of drugs and/or narcotics in any form, except under direct supervision of a doctor.

Therefore, students found to be in possession, involved in the distribution, or being under the influence of narcotics, hallucinogens, amphetamines, barbiturates, marijuana, alcohol, drug paraphernalia, or any intoxicant on school grounds, during school activities, or while being transported on school-owned vehicles, are subject to disciplinary action that will include Suspension and/or Expulsion.

In addition, students who make, sell, offer to sell, or deliver any substance that they know is a counterfeit controlled substance on school grounds, during school activities, and/or while being transported on school-owned vehicles, and are subject to disciplinary action that could include Suspension and/or Expulsion.

Students are also informed that section 3925.37 of the Ohio Revised Code lists specific penalties for the possession of counterfeit controlled substances.

### **EARLY DISMISSAL**

Students and parents are encouraged to schedule all routine doctor/dental appointments outside of the school day. If a student needs to leave when school is in session, the parent will need to send a note indicating the time of release.

Before departure from school, and/or when the student returns to school, the parent is required to sign a log located in the office.

The principal reserves the right to waive these requirements in unusual circumstances.

### **ELECTRONIC EQUIPMENT (Listening and Communication Devices)**

Students will not use or display personal two-way communication devices, paging devices or personal listening devices on school property from 8:35 AM to 3:35 PM.

Two-way communication equipment may include, but is not limited to, any two-way communication device such as a cell phone, portable radio (walkie-talkie), portable phone, or two-way pager. A “paging device” is a telecommunications device that emits an audible signal, vibrates, displays message, or otherwise summons or delivers a communication to the processor. Listening devices may include, but are not limited to, any type of radio receiver, tape player, disk player, headphones, or earphones.

A staff member discovering a student in violation of this policy will immediately confiscate the device and give it to the principal. The cell phone will be given back to the student at the end of the day. If there is a second offense, the cell phone is confiscated, and the parent or guardian will be notified of the violation and informed that he or she must personally reclaim the device. Reprinted in part from policy JFCK adopted on July 8, 2002, by the Bloom-Carroll Local School District.

### **EMERGENCY MEDICAL FORM**

Each student will need to return an Emergency Medical Form indicating where someone can be reached in case of an accident or illness. We need one Emergency Medical Form per student.

### **FEES**

There is a financial need for grade-level fees regarding workbooks, other instructional materials, and classroom supplies. Also, there may be a special classroom/grade-level project fee or an entrance fee for a field trip.

### **FIELD TRIPS**

An educational field trip may be planned for students sometime during the school year. The trip is planned by the teacher but must be approved by the principal. The field trips must have a direct purpose in conjunction with a curriculum area being studied by the students. Students must return a permission slip that is signed by the parent or guardian before he/she will be permitted to go on a field trip. All students are transported by the school bus and are supervised by adults when attending a field trip.

Field trips and assemblies are a privilege. If a student has had behavior problems, the school reserves the right to keep that student from attending field trips or assemblies. Work will be provided for the student to do, in a supervised environment, during the time of the field trip or assembly.

### **FINAL FORMS**

Parents of students who are returning to Bloom Carroll are required to annually sign the following forms in Final Forms: ***Contact Information, Emergency Medical, and associated Medical Forms***. Any time a parent changes information in Final Forms, they are required to re-sign the form in which the changes were made. For example, if a parent changes their address in Final Forms, they must sign the contact information form acknowledging those changes. Any address or phone number changes must also be reported to Michelle Scott, District Registrar.

All new students are required to have Final Forms completed prior to registering. The link to Final Forms can be found at <https://bloomcarroll-oh.finalforms.com>. Parents will need to have a valid email address and an account in Final Forms in order to complete this electronic process.

### **FINES**

When school property, equipment or supplies are damaged, lost, or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries is subject to appropriate fines. All fines collected are sent to the treasurer for deposit in the general fund of the Board.

### **FIRE DRILLS**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Running and yelling will not be tolerated.

### **PRIMARY GRADING SYSTEM**

**E – Exceeds** Student is consistently working beyond grade level standard (*First and Second Grade Only*)

**M – Meets** Student has mastered the grade level grade level standard

**D – Developing** Student is developing the grade level standard

**N – Needs Support** Student is not meeting grade level standard

### **GUM CHEWING**

Careless disposal of gum in drinking fountains, and on furniture and floors presents sanitation and cleaning problems and costly repairs. Therefore, we do not permit gum chewing. Gum should not be sent to school to be passed out as a treat on party days or for a student's birthday.

### **HARASSMENT POLICY**

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including Suspension or Expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. In the event the administration recommends Suspension or Expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's Suspension/Expulsion procedures.

### **HEAD LICE (Pediculosis)**

One of the goals of the District is to increase academic achievement. Consistent attendance is critical to the accomplishment of this goal. Current research on head lice does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice. The primary goal of identification of lice infestation in the school setting is to ensure the child receives safe and effective treatment. Parents or guardians have this responsibility.

The District emphasizes prevention and education as primary measures to control head lice in the school setting. The school nurse assumes the major teaching role in educating parents, staff, and students about the transmission of head lice.

Children identified with head lice infestation (nits) and no observable live lice should be allowed to remain in school for the remainder of the day. The teacher and child should be told of the infestation. Parents should be notified by phone and informed that written instructions will be sent home with their child.

Children identified with a live lice infestation will be removed from the classroom and the parents/guardians telephoned to come pick-up their child. The parents will be given written instructions for treatment.

Students are readmitted to school as soon as proof of treatment is provided to the school and no active infestation (live lice or failure to remove nits) is identified. Treatment can be



accomplished overnight allowing readmission the next day. A parent of guardian should accompany the student to school the day following identification. A school staff member trained in the procedure will examine the student. The parent of guardian is expected to remain at school during the examination. If a student is found to have an active infestation, the parent/guardian will take the student home for further treatment.

When more than six students in a given building have Pediculosis at any one time, a letter is sent to all parents/guardians advising them of the problem. If more than one infested student occurs in a given classroom, all students in the class are screened and a letter will be sent to parents/guardians of that classroom noting the identification.

### **HEALTH INFORMATION SHEET**

A health information sheet is requested for each student at the beginning of the school year. This enables us to identify students with special health conditions or needs. If you do not wish to have your child's health information sheet shared with school personnel working with your child, please notify us in writing. This information is shared on a need-to-know basis only. This form is available on the Bloom-Carroll Local School District website.

### **HOMEWORK**

*In our primary classes homework is kept at a minimum. However, parents can be of great assistance by helping children with basic skills. To strengthen and reinforce reading skills, we suggest that parents set aside a quiet reading period each evening. Homework may require a more extensive use of after-school time in the intermediate grades, especially if school time is not being used wisely. Homework policies are established for each grade level.*

Homework is a necessary part of the school curriculum to give students an opportunity to master adequately the basic skills in all subject areas. Homework is necessary to reinforce skills, to develop responsibility, to allow time for independent projects to develop students' creativity, to help the parent be aware of the student's progress, and to develop sequential study skills essential for success in the middle and senior high school.

It is important that the work completed at home be the exclusive property of the student. Parents are encouraged to provide assistance in the form of help, but the work itself must be of the student's own creation. When using reference materials, including those found on web sites, students must not copy this work submitting it as their own. Instead, information contained within these documents must be put into the student's own words. Copying important facts, dates, or isolated key words is acceptable, but the sentence structure itself must be of the student's own creation. Any infringement of this procedure will be considered plagiarism and dealt with in a severe manner. The student will not receive credit for any plagiarized document and, at the teacher's discretion, may either receive a zero for the project, or at the very least, be required to complete the project again, possibly for a reduced grade.

### **HOMEWORK – PARENT RESPONSIBILITY:**

1. Recognize that homework is a part of the regular school curriculum.
2. Help your child develop a method for doing his/her assignments by scheduling a regular time.
3. Provide favorable conditions for doing homework, such as a table with good lighting away from distractions.
4. Check with your child to see that he/she is doing his/her assignments without undue difficulty.
5. Encourage habits of obedience and respect for authority and property.
6. Support us in our efforts to provide the best possible education-both socially and intellectually-for your child.

### **HOMEWORK – MAKE-UP WORK**

Students with legitimate, excusable absences are entitled to the help and assistance of their teachers in making up missed work unless the absence was truancy or Suspension. Time limits for make-up work should be consistent with the time missed. Generally, the sooner such “make ups” are completed, the better for all concerned. A general definition is a period equal to the time missed. For extended absences, the principal will work out a tenable plan with the student and the teacher.

Beginning on the second day of absence, homework will be given out upon request from a parent. All assignments will be available for the parents or designated person to pick up at 3:30 PM in the office. The student has as many days as absent to make up the work and then turn it into the teachers. **Homework will not be given out when only one day of absence occurs.** This type of homework can be picked up by the student upon returning to school with one day permitted for the work to be completed.

### **IMMUNIZATION OF STUDENTS**

Per Ohio law, ORC section 3313.671, 3701.12, and 510(A). Students attending school are required to have proof of immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, hepatitis, and chicken pox. Parents may sign an exemption against these immunizations. Those students who do not have written proof of immunization or exemption within 14 days of the first day of attendance, can be subject to exclusion from school. This District follows the guidelines and recommendations set forth by the Ohio Department of Health. If you have any questions, please contact your healthcare provider.

### **INTERDISTRICT ENROLLMENT POLICY**

For students involved in the Interdistrict process (that involves students from adjacent school districts), the application must be filled out and returned to the District Registrar’s office located at the Middle School by the predetermined date for that particular school year. The district will notify parents by July 15<sup>th</sup> if the student has been accepted. By August 1<sup>st</sup> parents must notify the school if the student still plans on attending in the District for the upcoming school year.

### **INTERVENTION ASSISTANCE TEAM**

In the event that your student exhibits academic or behavioral difficulties despite efforts made by the classroom teacher in cooperation with you, a process has been established to assist your son/daughter in becoming more successful. The Intervention Assistance Team, composed of our special education teacher, our regular education tutor, classroom teacher(s), and the principal, and/or other pertinent staff members will meet to discuss avenues of assistance to make your child more successful. The goal of the initial meeting is to develop strategies to work both at home and at school. The classroom teacher makes a referral for the Intervention Assistance Team by the first of every month. Should you have any questions regarding this, please discuss them with your classroom teacher or with the building principal.

### **INVITATIONS**

Distribution of invitations to non-school related parties or religious functions is not permitted unless all students in the class are invited and a student passes out the invitations.

### **LIBRARY CHECK-OUT POLICY**

Students may check out books, records, and magazines for a one week period. If needed, materials may be renewed twice, if no one else has requested the materials.

Anyone having overdue materials must return them before checking out more. If materials are lost or damaged, the student who checked them out will be responsible for paying for replacement or repairs. Once paid, this money is non-refundable.

### **LOST AND FOUND**

Many items, including articles of clothing, are lost and found during the school year. A lost-and-found center is located in the hall across from the office. Students are encouraged to check this box for articles that have been lost. Articles that are found should be brought to the office.

### **MEDICATION**

When possible, all medications should be given by the parent of guardian at home. Medications requiring less than four (4) scheduled doses should not be administered in the school setting unless it is medically necessitated and need is documented by the health care provider. The Medication Administration Record (MAR) form must be completed before any medication is dispensed. The MAR form is found on the Bloom-Carroll website. If internet access is not available please contact the school secretary. If the medication requires a prescription, the physician and the parent/guardian must complete and sign the appropriate portions of the MAR form. Please note, if you are scheduled for an appointment with a doctor, it may be advantageous for you to take the form with you to the physician's office. This will allow for the form to be completed at the time the prescription is written. A SEPARARTE form is required for EACH medication, for EACH student. The school does not stock or distribute over-the-

counter medications. Any medications, including Tylenol, ibuprofen, antacids, etc., must be sent to school by the parent in the original container, labeled with the student's name, and must be accompanied by the MAR form. All medications must be brought in the original, unopened, prescription container. Students are not permitted to carry medications on their person at any time. All medication is to be left with the nurse in the nursing office. A student needing to carry an asthma inhaler with them may be permitted to do so provided that both the physician and parent complete the "Self-Carry Authorization" portion of the MAR form, found on the school web page, and that the form is on file with the nurse PRIOR to the student carrying the inhaler. Students requiring an Epi-Pen or other epinephrine injectable must have an MAR form completed by both the physician and the parent/guardian. Students are also allowed to self-carry Epi-Pens as long both the physician and the parent complete the "Self-Carry Authorization" portion of the MAR form, found on the school web page. Students who self-carry an Epi-Pen need to also supply the nursing clinic with an Epi-pen. THE SCHOOL DOES NOT PROVIDE EPI-PENS.

**AT NO TIME WILL THE STUDENT BE PERMITTED TO THE TELEPHONE TO GAIN PERMISSION TO TAKE ANY MEDICINES, INCLUDING ADVIL, TYLENOL, ETC. Medications are kept locked at all times. Medications are not allowed to be kept in student lockers or on an individual person without appropriate approval.**

### **NOTICE TO PARENTS**

The building newsletter will be distributed the first Monday of every month. It will consist of pertinent building information, recognition of students, and upcoming events.

### **PERSONAL PROPERTY**

Radios, tape recorders, Game Boys, Nintendo, compact disc players, headphones, cameras, expensive items, and large sums of money should not be brought to school. Other items, which are deemed interfering with and/or distracting to the educational setting, will be banned from use on the bus or in the school building/grounds. This includes items such as trading cards. We cannot assume responsibility for such items.

### **PLAYGROUND RULES**

Students are expected to play in a safe manner while on the playground. Students may leave the playground, only with a teacher's permission. Any injury to a student on the playground must be reported to a teacher on the playground.

1. Students may stay in the building room during recess only if they have received permission from their teacher. That teacher must take the responsibility for supervision of that student.
2. Students must have permission to leave the playground and enter the building.
3. All playground problems or injuries must be reported to the duty teacher.
4. Students shall use discretion in selection of their games. Games in which students are knocked down, in which clothes are pulled on or taken off, and games along these lines are to be avoided. Game tag is not to be played in a congested area.

5. Students must play in the specified boundaries for their grade level or that which is deemed appropriate by the duty teacher or principal.
6. Students shall wait in line at the end of recess, until the duty teacher permits them to enter the building.
7. All equipment should be marked with the room number from which it came.
8. Fighting, rough play, war games, and throwing objects that could cause injury to students or property must be avoided.
9. Personal items (toys, masks, games, etc.) should not be brought to school. Exceptions are “show-and-tell” days or special permission.
10. In the winter, there shall be no throwing of snowballs or sliding on ice.
11. Chewing of gum in or out of the building is prohibited.
12. Use of equipment
  - Swings – There shall be one student to a swing. He/she shall sit and not stand. Twisting of, flipping of or jumping from swings is not permitted. One student **may not** push another student in a swing.
  - Slide – Students shall climb the ladder in an orderly manner (no shoving, pushing or crowding). Students shall sit on slide coming down. No student shall climb up slide or poles.
  - Tag is not permitted on any of the equipment.
13. Ball games
  - Football games, including touch football, are not allowed.
  - Dodge ball is not allowed.

**POSSESSION OF DANGEROUS WEAPONS (Board Policy) \*\*See Prohibited Behaviors under Discipline\*\***

This is a policy in response to the need in clarifying a problem facing schools today. The policy concerns the possession or use of weapons or dangerous instruments. It states: a student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, ammunition, or look-alike counterfeit weapon or instrument. Such items include, but are not limited to, explosives, fireworks, mace, firearms, knives, shotgun shells, ammunition, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns or any object a reasonable person might consider, under the circumstances, a weapon or dangerous instrument.

Any student that violates the policy could face Suspension or Expulsion.

**P.T.O. (PARENT TEACHER ORGANIZATION)**

Bloom-Carroll Primary School has an excellent, active P.T.O. Each year, the offices of (president, vice-president, secretary, and treasurer) are elected to guide the Parent-Teacher Organization. All parents are encouraged to be active members of this organization. The P.T.O. will meet once a month at a time to be arranged at the beginning of the school year.

### **RECESS – INSIDE AND OUTSIDE**

Every day shall be considered an **OUT** day for the recess purpose unless it is raining, snowing, or the temperature is very extreme (wind chill is below 27 degrees). On these bad weather days, students shall remain inside and participate in games that are provided. There will be a teacher on duty to supervise the students. On questionable days, the principal will make the final decision as to whether the recess period will be **IN** or **OUT**. Students are requested to wear jackets when the temperature is approximately 60 degrees or at the discretion of the duty teacher due to various weather conditions.

**All students are required to be outside on an out day unless the parent or guardian sends a written request to the teacher. The written request will be honored only if the reason is for illness or other medical conditions.**

### **REPORTING STUDENT PROGRESS**

In an attempt to keep parents informed of how their children are progressing in school, three basic means are used. These are parent-teacher conferences, student progress report cards, and interim reports.

The parent-teacher conferences will be held throughout the school year. Please see the attached school calendar for specific dates. Information regarding schedules for conferences will be sent home approximately three (3) weeks before conference day. All parents are strongly urged to attend these conferences.

In addition to the conferences, report cards are sent home. These cards state the teacher's best estimate of how each student is achieving compared with our expectations for that child.

Interim reports shall be issued at the mid-point of each grading period. Interim reports are encouraged to provide positive comments as well as concerns in academic and/or behavioral areas. Parents have the right to request interim progress reports at a time other than the mid-point of each grading period, and this request will go through the principal's office. The teacher will provide this information in a timely manner.

If you have any questions concerning your child's progress at any time, feel free to contact your child's teacher for additional information.

### **SAFETY DRILL**

Safety drills will be conducted at regular intervals throughout the school year. These drills may incorporate lock downs, the redistribution of students in the building, and/or other features deemed appropriate if there was an emergency. It is essential that when the first signal is given or other vital information is provided through the public address system that everyone obey the instructions promptly. Students need to be quiet and remain so during the drill.

### **SCHOOL CLOSING OR DELAYED OPENING**

In case of inclement weather and school is closed or the opening is delayed, announcements will be broadcast over radio stations WLOH-AM-1320, WSWZ-FM-103.5 and WHOK-FM 95, 95.5, or one of the local television stations: Channels 4, 6, or 10. Likewise, announcements will also be posted on the Bloom-Carroll Website ([www.bloom-carroll.k12.oh.us](http://www.bloom-carroll.k12.oh.us)). A recorded message about upcoming events and closures is available at 614.834.6799. Also all parents have the opportunity to sign up for school messenger.

### **SCHOOL MESSENGER**

This parent messaging system will be used for school closings, delays, and for any other type of school emergency or other school information that may arise. Parents can sign up for school messenger on the district web page.

### **SEARCH AND SEIZURE**

Student lockers, desks, and other such items assigned to the student are the property of the school district. School officials may conduct random searches of student lockers and the contents at any time. There will be posted in each school building that has student lockers a notice indicating to students that all lockers are school property and that the lockers and their contents are subject to random search at any time. School officials may conduct searches of other school property assigned to students if there is reasonable cause to believe that the school property or area being searched contains an item or items that constitutes or is evidence of a violation of law or school rules or may be a threat to the safety or security of the student, others or property. General housekeeping inspection of school property assigned to students and their contents may also be conducted with advance notice to students, and searches of school property assigned to students and their contents may be conducted when there is an emergency situation or imminent threat to the safety of persons or property.

A student's person, personal property, or a student's automobile may be searched at any time there is reasonable cause to believe that the student has on his or her person or the student's personal property or automobile contains an item or items that constitutes or is evidence of a violation of law or school rules or may be a threat to the safety or security of the student, other, or property.

Items that are determined to constitute or be evidence of a violation of law or a school rule or that which may be a threat to the safety of the student, others, or school officials may be seized.

### **STAYING AFTER SCHOOL**

When special non-school-related groups meet, it will be necessary for the student to have a note **each** time they attend a meeting (Cub Scouts, Boy Scouts, Brownies, Girl Scouts, etc.)

## **STUDENT ACADEMIC RESPONSIBILITIES**

- Have daily assignments to the teacher the following day.
- Do assignments neatly.
- Do long-term assignments, such as two week or research assignments on a regularly scheduled basis, not trying to complete the night before the due date.
- Make up assignments missed within the same number of days as the number of school days missed.
- Students should be aware that homework assignments could be counted as part of the report card grade.

## **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES (THE INTERNET) – SEE ATTACHED BOARD POLICY AND PERMISSION FORM COMPUTER/ON-LINE SERVICES FILE: EDE-R**

All District Board policies referred to are available in each school's administrative office. The District is pleased to offer our students access to the District computer network for electronic mail and the Internet. To gain access to email and the Internet, the students under the age of 18 must obtain permission from a parent or legal guardian, who must sign and return this form to the respective school office. Students 18 and over may sign their own forms.

Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. The District supports and respects each family's right to decide whether or not to apply for access.

### **District Internet and Email Rules**

Students are responsible for good behavior on school computers and networks just as they are in a classroom or a school hallway. Communications on a network are often public in nature. General school rules for behavior (as presented in the student handbook/ apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required for minors. Network access is a privilege and not a right. Access requires responsible and lawful use. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presented that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such



standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for guidance, as they must also exercise with information sources such as television, telephones, movies, radios and other sources of potentially offensive material.

Any links to other websites must be approved by the Board prior to being posted on the website.

### Privacy

Network and Internet access is provided as a tool for your education. The school District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school District and no user shall have any expectation of privacy regarding such materials.

### Sanctions/Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement shall, at a minimum, have his/her access to the computer network and Internet terminated, which the school District may refuse to reinstate for the remainder of the student's tenure in the school District. A user breaches his/her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy and agreement if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school District may take other disciplinary action. As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

1. Use of obscene language and gestures. Students shall not use obscene or vulgar language, images, gesture, or signs.
2. Threatening a person. A student shall not threaten any individual.
3. Harassment: Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex is prohibited.
4. Manifest Disrespect: A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or non-verbal disrespect or psychological abuse.
5. Libel or Slander: No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures, or signs, while slander is defamation by speaking.
6. Damaging computers, computer systems, or computer networks.
7. Violating copyright laws. (If a file or application doesn't say it may be reproduced, then assume it is protected.)
8. Using other's passwords or disclosing your password to others.

9. Trespassing in other's folders, work, or files.
10. Intentionally wasting limited resources, such as network time and/or consumables.
11. Employing the network for commercial purposes, such as running a business or buying and selling products.

Violations may result in a loss of access as well as other disciplinary or legal actions.

#### Warranties/Indemnification

The school District makes no warranties of any kind, either expressed, or implied, in connection with its provision of access to and use of its computer networks and Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy and agreement. By signing this policy and agreement, users are taking full responsibility for his/her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) is agreeing to indemnify and hold the school, the school District, the data acquisition site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another outside the school District's network.

#### Updates

Users and, if appropriate, the user's parents/guardians may be asked from time to time to provide new or additional registration and account information or to sign a new policy and agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent/guardian) or such new policy and agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

#### **STUDENT INSURANCE**

School insurance may be purchased at the beginning of the school year. Pamphlets are available at the school.

#### **STUDENT TRANSFERS**

When students transfer to another school, it is best if the office is informed in advance. Students are expected to return all textbooks and library books and to pay for all lunch loans and workbook fees before leaving the school.

## **TEXTBOOKS**

The statutes of the State of Ohio require that the Board of Education provide textbooks for students. At the beginning of the school year, teachers will issue textbooks to students. Reasonable wear on textbooks will not be charged to students. However, taxpayers have every reason to expect students to take good care of the books. Students are held responsible for the condition of all textbooks checked out to them. In case of damages, the assessment is as follows:

1. Loss of book or damage of a new book beyond repair – full price of book.
2. The charge for replacing lost textbooks is full purchase price when the book was issued in NEW or GOOD condition. If the book was in FAIR condition, the charge is 60% of a new book. If the book was in POOR condition, the charge is 40% of a new book.
3. If the book requires new binding, the charge is the current cost.
4. Abuse beyond normal wear [drop of more than one rating (N-G-F-P)] a charge of 20% of the cost of the book is made.

## **TORNADO PROCEDURE**

### *Tornado Watch:*

In a tornado watch, atmospheric conditions indicate that a tornado is possibly in your area.

The principal is alerted by radio or law enforcement agency of the possibility of a severe storm or tornado watch. The principal will then alert the teachers quietly that there is a watch in effect. The principal will then prepare for the next step if needed, which is a tornado warning.

### *Tornado Warning:*

A tornado warning means that a tornado has been sighted in your area.

Students and teachers are alerted via the public address system.

Tornado drills are required to be held once a month beginning in March during the tornado season by the Ohio Revised Code. The procedure and locations assigned to students have been established and approved by Fairfield County Civil Defense representatives.

## **TRANSPORTATION**

### **BUS SAFETY RULES**

Riding to and from school in a school bus is a privilege for elementary students and convenience. Students can best show their appreciation by following the bus safety rules. Because of the tremendous responsibility, all bus drivers must enforce the safety rules. If these rules are not adhered to, the driver is to report the offense to the principal and the principal will decide what action should be taken.

### **PLEASE REVIEW THESE RULES WITH YOUR CHILD:**

1. Be careful in approaching bus stops; walk on the left toward oncoming traffic; be sure the road is clear both ways before crossing the road.
2. Be on time for the bus in order to permit the bus to follow the time schedule.

3. Bus drivers have the right to assign seats in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach your assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the bus driver promptly and cheerfully; realize that they have a big responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. No chewing gum, candy, pop, ice cream, glass containers, or pets are permitted on the bus at any time.
7. Loud talking or laughing or unnecessary confusion divert the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times; windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Remain seated until the bus stops to unload; wait for a signal from the bus driver and then cross the road in front of the bus.
11. Things should never be thrown out the windows.
12. When on a field trip, the teacher or chaperone will be responsible for the control of the students just as in the classroom.

## **TRANSPORTATION**

### **REGULATIONS**

1. Pupils shall be at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat promptly and respectfully.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not throw or pass objects on, from, or into the bus.
10. Pupils may carry on the bus only objects that can be held in their laps. Large instruments, boxes, and other large objects are not permitted. No glass objects of any size or any animals are permitted on the bus.
11. Pupils must leave or board the bus at the locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
12. Pupils must not put head, arms or feet out of the bus windows.
13. Noise on the bus shall be kept to a minimum at all times.
14. There must be absolute quiet at railroad crossings and other places of danger as specified by the bus driver.
15. Pupils must not use tobacco on the bus.
16. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.

17. Weapons or explosives (such as matches, lighters, firearms, ammunition, or knives), including any object that can reasonably be considered a dangerous instrument, are not permitted on the bus.
18. Pupils must not distract the bus driver through misbehavior.
19. Pupils must not knowingly cause, attempt to cause or threaten to cause physical harm to another.
20. Pupils must not tamper with bus parts or damage the bus in any way.
21. Pupils must not commit any act, which constitutes a Second Degree, Third Degree, Fourth Degree, or Minor Misdemeanor Offense as defined under Ohio Revised Code Title 29.
22. Pupils must not commit any act, which constitutes a felony or First Degree Misdemeanor Offense as defined under Ohio Revised Code Title 29.

## **TRANSPORTATION**

**BUS DROP OFF AND PICK UP** All bus drop-offs and pick-ups are in front of the primary building.

## **TRANSPORTATION**

### **PARENT DROP OFF OR PICK UP OF STUDENTS**

**(Before school)** Students may be dropped off behind the building in the moving car line. Parents who are going into the building will need to park in the side parking lot area. Parking is not allowed in the designated bus drop-off/bus pick up area (front of building) in the morning or afternoon.

**(After school)** Students may be picked up at the kindergarten door or in the moving car line behind the primary building. If you pick up your child before school is dismissed at the end of the day, parents should sign their child out at the office and wait for your child to be called down via the public address system. Parking is not allowed in the designated bus drop-off/bus pick-up area in the morning or afternoon.

**(During school hours)** Parking is available in the side parking lot or behind the modular. Pay attention to parking sign limitations. Parking is not allowed in the designated bus drop-off/bus pick-up area in the morning or afternoon.

### **STUDENT WALKERS - RESPONSIBILITIES**

1. To arrive no earlier than 8:35 AM.
2. When walking or riding the bus home with another student, you **MUST** have a note from parents that will be signed by the principal.
3. When students are dismissed for the day, they must take the most direct route home.

## **VACATIONS**

If your child is going to miss three or more days due to a vacation during the school year, please notify your child's teacher several days in advance so that the teacher has ample time to prepare lessons. Pick up the vacation form from the school office.

## **VISITORS**

As a parent, you are always welcome to visit your school. However, if you plan to visit a classroom, please notify the teacher in advance. If you wish to confer with your child's teacher, please make an appointment before or after school. Anytime a teacher is interrupted during school hours, every child is deprived of instructional time. **ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE ACCORDING TO THE OHIO REVISED CODE.**

**ALL VISITORS (this includes all parent volunteers) ARE REQUIRED TO REPORT TO THE OFFICE** upon entering the building to sign in and sign out upon departing. When visitors sign in, they will be issued a badge, which they are to proudly wear upon their stay in the building. This will notify everyone that you are a VIP and are deserving of special treatment.

## **WATER BOTTLES**

Based on research that shows a significant correlation between hydration and learning, we permit all students to carry water during the school year.

