

Millersport Elementary

2013-2014

Student Handbook



11850 Lancaster Street, Millersport, OH 43046

740 467-2216

Millersport Elementary School Handbook

Mission Statement: *Given effective instruction, all students will learn at higher levels.*

Elementary Office Telephone: 467-2216
Walnut Township District Office: 467-2802
Transportation Supervisor: 467-1142

District web site: www.walnuttsd.org/es/

Welcome

The administration and faculty of Walnut Township Local Schools are very happy to welcome you as an integral part of the school community. Walnut Township exists primarily for the education of young people. All other activities are secondary and should not interfere with the learning process. As educators, we are dedicated to providing the challenges you need for maturity, growth, and competence in our ever-changing society. Good luck in your daily endeavors and do not waste the once-in-a-lifetime opportunity which exists.

Walnut Township Local Schools does not discriminate on the basis of sex, race, color, national origin, religion, age or physical-mental handicap in employment or educational programs and activities.

The staff will...

- * Help each child develop positive self-esteem
- * Establish a common knowledge base for all students
- * Teach students skills which will prepare them for life
- * Instill the qualities of responsible citizenship
- * Improve each child's ability to think and make wise decisions
- * Promote learning as a life-long skill
- * Help students become self-disciplined

Alma Mater

We're the Lakers proud and true
and we'll always be.
Beyond the years at Millersport
our future we can see.
We're the Lakers standing tall
this honor we'll uphold.
For our hearts are filled with pride the purple and the gold.

Age Requirements - A child must be five years of age on or before August 1 to enter kindergarten. A child must be six years of age on or before September 30th and must have successfully completed kindergarten in order to be eligible to enroll in the first grade. Most children are considered to have the best chance for a successful school experience if they display a level of social maturity and physical and psychological readiness which generally occurs within the above age range. However, in certain instances when exceptional maturation has developed a child mentally, physically, and socially beyond his chronological age, early admission to school may be approved based on testing results.

Attendance - The state of Ohio Revised Code 3321.04, Compulsory Attendance states: Every parent of any child of compulsory age who is not employed under the age and school certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend the full time the school or program is in session. It is the responsibility of both the student and the parent/guardian to see that the student has regular daily attendance for the entire school year. Punctuality is also very important.

An **excused** absence may be approved on the basis of any one or more of the following conditions:

1. **Personal illness** - The principal may require the certification of a physician at any time. Such certification shall be required after five (5) unexcused absences, or a total of ten (10) absences for any combination of reasons, during the school year.
2. **Illness in the student's family** - This is an illness that would require the student to stay at home and be of assistance rather than come to school. This type of situation should be rare and is governed by O.A.C. 3301.51.13.
3. **Death of a relative** - The absence arising from this condition is limited to three days unless a reasonable cause may be shown for a longer absence.
4. **Quarantine of the home** - The length of excused absence under this condition is limited to the length of the quarantine as fixed by the proper health officials.
5. **Observance of religious holidays** - The building principal shall excuse the student upon the **request** of the parent or guardian.

6. Family emergency – These are emergency situations that require a student's absence from school. Parental cooperation is requested and these situations shall be limited to true emergencies.

An **unexcused** absence is any absence that does not fall under the above guidelines. In any situation where there is a question as to whether an absence is excused or unexcused, the building principal will make that determination. The principal's decision is final.

The school does not approve absences of students who are taken out of school for non-emergency vacations or trips. The responsibility for such absence resides with the parent(s). Students are responsible for all work missed during such an absence and will receive failing grades for all missing work. **Note:** Only one vacation period will be considered for possible "excused" absences during any one school year. Vacation days for students who have accumulated excessive absences, i.e. in excess of ten (10) or more days, or whose vacation will take them over the ten (10) days absence, will not be counted as excused absences.

A student is considered **tardy** for school when the student is late (after 9:00 a.m.). Any student who falls into this category must report to the office, sign-in as tardy and receive a tardy pass **before** going to homeroom. A student shall be considered tardy except:

1) when the tardiness is caused by a school employee, department or system; i.e., bus being late, conference with principal, etc. or;
2) when the student has visited the doctor or dentist for a personal appointment; a doctor's or dentist's statement is required.

A student is allowed three (3) tardies to school per nine (9) weeks without penalty. Upon the fourth tardy, a student will be assigned a recess or Wednesday after-school detention. Each successive tardy within the nine weeks will result in a recess or Wednesday after-school detention.

When your child is going to be absent or tardy, please call the school office between 8:00 and 9:00 a.m. to make the authorized school official aware of the absence. In the event this call is not made by a parent/ guardian, a call will be placed to the parent/guardian at home or work to verify the student's absence. This is a result of the Missing Child Act passed in 1985. All absences require a phone call, contact, or a written excuse from the student's parent or guardian stating the date(s) of the absence(s) and the reason for the absence(s). Failure to communicate with the office regarding a student's absence will result in the absence being classified as unexcused. In the event of prolonged absence, a doctor's excuse may be required.

Parents of students who experience a total of five (5) days absent in a school year will receive a letter from the principal indicating the number of days missed and stating the importance of and legal obligations concerning attendance. Further, at any point when a student's total days absence during a school year reaches ten (10) days the parents will be informed that additional absences will require a doctor's statement for illness related absences to be counted as excused. A copy of this letter will be forwarded to the Fairfield County Attendance Officer. At a total of fifteen (15) days absence for the school year, another letter will be sent to the parent or guardian indicating the number of absences. In addition, the letter will indicate that a referral is being made to the Fairfield County Attendance Officer for inquiry into the situation. It needs to be made clear that if continued absence is a problem, charges may be filed against the parents and/or student involved. Note: exceptions to the above procedure would be situations where there is documented extended illness, hospitalization, etc. (Board Policy Manual, File JED-R)

Bicycles - Children may ride their bicycles to school provided they obey all safety rules and walk their bikes on the school property and across the area where the school patrol is located. Children should park and lock their bicycles in the rack provided.

Bullying and Hazing

The Walnut Township Local School District prohibits any act of harassment, intimidation, or bullying.

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 section 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.

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.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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/designee 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 website.

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 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, 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 hazing, bullying and/or dating violence 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.

Cafeteria - We have closed campus lunch periods. Students are not permitted to leave campus. Before leaving the cafeteria, students are expected to pick up after themselves and push in their chairs. Trays, milk cartons and waste are to be placed in the waste containers provided. Throwing things in the cafeteria during breakfast or lunch could result in suspension. (See Lunch)

Change of address/phone/employment - If a student has a change of address during the school year, within the Walnut Township Local School District, it shall be reported immediately to the principal's office so that it may be changed on the student's school records. If a student is moving outside the Walnut Township Local School district, he/she should report the change to the principals office. Any change of phone number or phone service discontinued should be reported to the elementary office so records may be kept up-to-date.

Cheating/Academic Integrity - Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying another's assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in zero credit and may result in further disciplinary action, ranging from detentions up to suspension from school.

Child Abuse - School personnel are required by law to report any evidence of child abuse or neglect to Fairfield County Children's Services Center.

Citizenship - This school belongs to all of us. It is only as good as we are. It is our responsibility as citizens to maintain this structure. Through your cooperative efforts, acts of vandalism can be discouraged. Reporting acts of vandalism is the responsibility of all good citizens.

Computer Acceptable Use Policy - At the beginning of the school year, each parent and student will be required to sign the District's Acceptable Use Policy ("AUP"). The AUP is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network.").

Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. In addition, WTLSD will provide education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, and cyberbullying awareness and response. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the WTLSD Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer a WTLSD student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District website, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Using web anonymizers or proxy sites to bypass the web filtering system;**
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Reposting (forwarding) personal communication without the author's prior consent;
 3. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 4. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 5. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 6. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s)
- **Using the network or Internet for Commercial purposes:**
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access Walnut Township Local accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including detention, suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages,

costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Concerns and Questions – All concerns and questions need to be addressed. Please begin with the teacher and, if needed proceed to the principal. If you still feel that you are not being heard or understood, go to the superintendent.

Daily Schedule

8:35	Safety Patrol on duty	12:00-12:45	Grade 3 Lunch
8:35	Students permitted in building and cafeteria for breakfast	12:15-1:00	Grade 4 Lunch
8:55	Report to Classroom	12:30-1:15	Grade 5 Lunch
9:00	tardy	12:45-1:30	Grade 6 Lunch
11:25-12:15	Kindergarten Lunch	3:25	Safety Patrol on duty
11:30-12:15	Grade 1 Lunch	3:20	Dismissal of walkers
11:45-12:30	Grade 2 Lunch	3:25	Dismissal of bus students

Directory Information/ Use of Student Pictures The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Walnut Township Local Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose "directory information" without written consent unless parents notify the school within two weeks of receiving this handbook. The District has designated the following information as directory information: student's name, address, phone number, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in recognized activities and sports, honors and awards received, and the most recent educational agency or institution attended.

One purpose of directory information is to allow the District to include this type of information in certain school publications.

If parents do not wish for us to disclose directory information from their child's records without prior written consent, please notify the school in writing of all items that are not to be designated as directory information within two weeks of receiving this handbook.

Dress Code - School dress should be such that it insures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any item of clothing that is disruptive to the classroom or to the educational process will not be permitted. Please keep in mind that children in elementary school run, play, sit on the floor, etc. Good judgment and common sense should be used in the selection of clothing to be worn at school.

- 1) Girls' skirts and dresses must be of reasonable length (see definition for dress shorts).
- 2) Dress shorts will be permitted under the following guidelines:
 - (a) must extend to at least the length of the finger tips as the arms hang down by the side.
 - (b) no spandex or biker shorts are permitted.
- 3) Shirts (both male and female) must have sufficient length of shirt to be able to tuck the shirt in while sitting or standing. Shirts should not be excessively low cut in the front or under the arms. No spaghetti straps are permitted, and tank tops must have a shoulder width of three fingers. No racer-back tank tops are permitted.
- 4) Clothing that advertises alcohol, drugs, or tobacco products or has any kind of obscenities or innuendos printed on it are prohibited. T-shirts with suggestive imprinting are prohibited.
- 5) Shoes are required at all times.
- 6) No sunglasses are to be worn in the school building unless directed by an eye doctor.
- 7) Hats, caps, scarves, and bandanas are not to be worn during the school day. (Students who must wear these items for medical reasons are exempted.) Certain headwear may be approved to be worn on School Spirit Days.
- 8) Safety precautions may dictate certain types of dress for some classes. The classroom teacher shall have the right to modify the dress code for safety precautions in that classroom with approval of the principal. This includes various body piercing.
- 9) Clothing with group marking or clothing associated with a group or gang will not be permitted
- 10) Sagging - intentionally wearing the pants below the belt level will not be permitted. Pants shall be worn about the waist so that the pant material does not drag the ground. No undergarments shall be visible due to the sagging or poor fit of the pants.
- 11) PJ Bottoms and tops are not permitted. Spirit Days and "Jammie Days" are exceptions.
- 12) Clothing with excessive rips, holes and cuts is prohibited.
- 13) Bib overalls must have the straps buttoned and worn over the shoulders.
- 14) No chains are to be worn in the building.
- 15) No winter coats are to be worn inside the building during the school day.
- 16) The Principal shall have the right to modify specific items in these regulations as school situations and activities merit.

In situations where a disagreement exists as to whether the attire is or is not appropriate, the principal shall make the final decision. Any student who does not conform with any reasonable request made by school personnel to the school dress code policy is subject to

disciplinary action. Repeat violators may be sent home.

Drop Off and Dismissal Procedures – For safety reasons, parents are NOT permitted to walk their children to class or pick up their children in the hallway or at the classroom door. Parents who bring their children to school in the morning are requested to drop their children off at the double doors near the basketball court at the rear of the rotunda. At the beginning of the year, please notify your child’s teacher about the routine your child should follow daily at dismissal time. Any changes in a student’s dismissal routine must be written in a note to the child’s teacher; otherwise students will be dismissed according to their normal dismissal routine. We ask that parents picking up students by car, park in the back parking lot. Please enter the building through the rear cafeteria doors and wait for your child in the cafeteria. After your child is dismissed from class, he/she will walk to the cafeteria and meet you there. For safety reasons, we request that you sign your child out daily on the appropriate log. **Everyone is urged to be courteous and patient, and to drive slowly in the parking lot at all times.**

Electronic Devices - Cameras, radios, ipods, MP3 players, electronic games, and other electronics are not to be brought to school unless they have a purpose in the classroom and the child’s teacher or principal has given permission. The school cannot take responsibility for personal electronic items that are damaged, broken, or stolen while at school. Occasionally, the school may allow electronics as a special reward for behavior or academics. These “gadget days” will be announced ahead of time, and a parent permission slip must be on file in order for a child to participate.

Students may bring cell phones to school, however they are not to be visible and are not to be on or used during school hours. If these devices are visible during school hours, they will be confiscated. Parents may pick up the confiscated device from the school office.

Emergency Medical Authorization - Occasionally, something happens at school that makes it imperative for the school to contact someone who has authority to make a decision. Therefore, each year parents will be asked to complete an Emergency Medical Authorization form for each child. It is important that each item is filled out, that the home telephone number be given, and that a telephone number other than the home be given in case of emergency. A preference for a doctor and a hospital must be indicated. The school should be kept informed of any change of address or telephone number that occurs during the year.

Emergency School Closing - In case of bad weather and other emergencies, we will use an automated parent notification service called OneCallNow to keep parents informed of school closings and other important school information. We will also notify local radio stations. Typically notified are WTVN (610 AM), WLOH (1320 AM), WCLT (100.3 FM), WSNY (94.7 FM), Z103 (103 FM), WHOK (95.5 FM), and WNCI (97.9 FM). The three major TV stations are also notified. There may come a time when it becomes necessary to dismiss school early due to an unforeseen emergency. Please develop a plan with your child so he/she will know exactly what to do. Students will not be permitted to call out to determine what plan of action to take.

Ethnic Intimidation - Just a reminder to all students that no student shall be involved in the use of insulting, degrading or ridiculing language toward other persons on school property or at school functions. Such slurs may come through the use of the written word, verbal statements, aggressive actions, symbols or other forms of communication. The school will protect the rights of students regardless of race, religion, sex, economic status, national origin, age or handicap.

Excused From Recess - If your child is just getting over an illness and you would like him/her to stay in the first day or two back, please write a note to the classroom teacher. A doctor's note is required in order for the child to stay in from recess for more than two days.

Field Trips - In order to significantly complement their in-class instruction, teachers sometimes arrange field trips to utilize meaningful community resources. Before the building principal approves these trips, their educational purpose is studied. Furthermore, written permission slips are obtained from all parents whose students will be in attendance. While on the field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well. We consider field trips privileges. A student may lose the privilege to attend the trip if he or she is having self control issues. If a child loses the privilege, alternate activities covering the same curriculum will be offered at school on the field trip day.

Free/Reduced Lunches and/or Breakfast - Children need healthy meals to learn. Walnut Township Local Schools offer healthy meals every school day. Student(s) may qualify for free/reduced price meals. The information to determine if a student(s) is eligible for free/reduced lunch and/or breakfast is maintained in the privacy act statement.

Grading System - The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The district will seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in its processes of evaluating student performance. The administration and professional staff will devise grading systems for evaluating and recording pupil progress. The records and reports of individual pupils will be kept in a form that is understandable to parents as well as teachers.

GRADING SCALE

<u>Grade</u>	<u>Percentage</u>	<u>Quality Points</u>
A	100-95	4.00

A-	94-93	3.75
B+	92-90	3.25
B	89-86	3.00
B-	85-83	2.75
C+	82-80	2.25
C	79-74	2.00
C-	73-70	1.75
D+	69-67	1.25
D	66-63	1.00
D-	62-60	.75
F	59- 0	.00

Course work for students shall be evaluated and averaged on a percent basis for each grading period. This percentage grade shall be converted to a letter grade when posted on the student grade reporting form. Semester and final averages shall represent the cumulative average of all previous percentage grades for grading periods. Students must earn a minimum of a .67 final grade average in order to pass a class/subject.

Grade Cards – In grades K-6 a report card is issued every nine weeks. If a student owes school fees, report cards will be held beginning second grading period. **Access to our online grade book program, Progress Book, will also be denied. At the end of the school year, if a student still owes school fees, owes the cafeteria money, or has not paid for a lost or damaged book, the final report card will not be issued until the money is paid.**

Health Services - There is a nurse available part-time. The nurse is only to care for health problems that happen on the school campus. Illness and injuries that occur outside of school are to be treated outside of the school. The clinic is located in the office area and any student who does not feel well should report to the clinic **after reporting to his/her teacher FIRST.**

If a student becomes ill or gets hurt at school, the school office will make every attempt to notify the parents. It is extremely important that you have given us up-to-date phone numbers and other people to call should you be unavailable.

Head Lice - 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 reducing the transmission of head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Parents and/or guardians have this responsibility. The District emphasizes prevention and education as a primary measure to control head lice in the school setting. The school nurse assumes the major teaching role in educating parents, teachers and students about the transmission and treatment of head lice. Children identified with nits and no observable live lice will be allowed to remain in school for the remainder of the day. The child and the teacher will be told of the infestation. Parents will be notified by phone and informed that written instruction 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. Students are readmitted to school as soon as proof of treatment is provided and no infestation (live lice or failure to remove nits) is identified. If a student is found to have an active infestation, the parent will take the student home for further treatment.

SHOULD A STUDENT HAVE A CHRONIC PROBLEM AND BE SENT HOME TWO TIMES WITHIN A 30 DAY PERIOD, THE PRINCIPAL MAY REQUIRE THE STUDENT TO BE FREE FROM ALL NITS BEFORE RETURNING TO SCHOOL.

Homework - Homework is a teacher-planned learning activity and is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home, preview assignments and talk about the day's events. Homework assignments are to be done by the student to the best of his/her ability, completed neatly, and returned promptly to the teacher. Reports will be sent home if the teacher feels too many assignments have been missed. Students will be required to make up missed assignments. Parents are encouraged to help keep their children on task.

Immunization Requirements - Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps is required for each student unless the parent(s) file an objection. Students new to the district must present written evidence of similar immunizations or written evidence to indicate that they are in the process of receiving immunizations to be completed no later than the day of entrance. Students entering the seventh grade or above must present evidence of an MMR booster. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

Insurance - School insurance is available to any student. A student having insurance is covered while in school, traveling directly to and from school, and while attending school sponsored activities supervised by school employees. Twenty-four hour coverage is also available.

Library - The instructional media center (library) houses a collection of many fine books and instructional materials that makes learning and school a pleasure. Children are encouraged to check out books and return them when they are due so that others may use them as well.

Lost & Found – A lost and found area is maintained in the hall adjacent to the auditorium. Unfortunately, the major portions of the items are never claimed. Parents should place the child's name on lunch boxes, jackets, sweaters, coats, etc. Parents are welcome to come in and claim the lost items, or call the school if they know their child has lost something of value.

Lunch (Also see *Wellness Policy*) - The Walnut Township Board of Education will determine breakfast, milk and lunch prices for this school year. The cost of lunch includes milk. Students are permitted to charge one lunch, but we do expect to be paid back the next day. Students with one unpaid charge will be given an alternate lunch of PBJ. Parents are requested to send lunch money in an envelope and can be paid daily, weekly or monthly. **Make sure your child's name and teacher are written on the check.**

Please note the following:

1. Federal Regulations require that: Students are to be served all components of the Type A lunch, including milk.
2. A doctor's slip must be on file if a student is to substitute juice for milk.
3. Our lunchroom now has a computerized debit system in place. Each child is assigned a number. This ensures confidentiality for our students.
4. Grades K-6 are to be served a Type A lunch or bring a packed one. All students may purchase milk or an additional serving of a Type A lunch item.
5. **Students may not drink pop as part of their lunch.**
6. "Fast Food" lunches are not to be brought into school during the school day. If parents wish to provide special foods at lunchtime for an entire classroom, they are to make arrangements with the teacher and principal ahead of time. The principal will inform the cafeteria when indicated.
7. Each classroom may have one "special lunch" to reward students at their regular lunchtime. Parents, students or teachers may provide the lunch. The classroom teacher is responsible for scheduling and informing the lunchroom.
8. Students may take items such as oranges/apples or box of cereal from breakfast to their classroom if such is permitted by their teacher. Food is not to be taken out of the cafeteria after lunch since students generally go directly to recess from lunch.
9. Parents and grandparents will be permitted to join their child or grandchild for lunch by appointment, and the child must come to the office area to escort their guest to the cafeteria. Immediately after lunch, the child is to escort the adult back to the office to sign out of the building.

Make-up Work - **Students or their parents are responsible for requesting make-up work** immediately upon the student's return to school. A student will be allowed the same number of days he/she was absent to make up the assigned work.

Medicine Administered to Students - If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the following:

PRESCRIPTION DRUGS: The school nurse, building principal, or an appropriate person appointed by the building principal, will supervise the security and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order. The school nurse or other designated individual must receive and retain a statement, which complies with ORC 3313.713 and is signed by the physician who prescribes the drug. The parent or guardian agrees to submit a revised statement, signed by a physician, if any information originally provided is changed. No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The appropriate form that the parent or guardian needs to complete and requires the physician's signature will be available in the school office.

NON-PRESCRIPTION MEDICATION: The school nurse, building principal, or an appropriate person appointed by the building principal receives a written request signed by the parent or guardian that a drug be administered to a student. The drug is received by the nurse or other designee authorized to administer the drug in its original container.

If at all possible, students should not transport medication, especially prescription medication, to school; an adult should drop off/pick up school administered medications.

Millersport Messenger - Communication between parents and the school is extremely important. The principal will prepare a building newsletter that will be taken home by the student, generally with quarterly report cards. Please review this newsletter and give it a prominent place in your home. Please refer to it as often as needed. The school district publishes a newsletter periodically. Please read this for additional information.

Outside Recess- The initial decision to conduct recess out or indoors will be the responsibility of the building principal or her designee. Weather conditions will usually be the major contributing factor. Rain and temperatures that dip below 20 degrees Fahrenheit (including the wind chill factor) will prevent children from going outdoors. Children are encouraged to dress appropriately and engage in various forms of outdoor activities. Only those students with excuses signed by a parent are eligible to stay indoors. The staff on duty and/or office personnel will provide supervision of these students.

Parent/Teacher Conferences - You are encouraged to schedule a conference at any time to discuss your child's progress. Should you wish to meet with a teacher, simply contact the school to arrange a mutually convenient appointment. This means of communication is perhaps one of the best for the child, the parents, and the school personnel. Each year two days are set aside for preplanned conference sessions. These conferences are very important for both the parent and teacher. For the parent, you will have the opportunity to know and understand more fully your child's progress in school. For the teacher, the conference enables him/her to better understand your child and your expectations. Parents are urged to make every effort to attend these conferences.

Pencils and Notebooks - Pencils and notebooks can be purchased from a vending machine located near the office. This machine takes quarters only. A tablet of notebook paper costs \$1.00, and pencils are 1 for \$.25.

Playground Expectations - **Respect** and **responsibility** are two key words when children are at recess on the playground. General expectations are: keep hands and feet to self, use equipment properly and safely, and stay in the designated area unless permission is granted from teacher on duty, no footballs are permitted, and hard baseballs or super balls should be left at home. **PLEASE MAKE SURE YOUR CHILD'S NAME IS ON ANY ITEM BROUGHT FROM HOME.**

Important safety rules to follow are listed below for specific equipment:

<u>Swings</u> -	One person at a time, always seated Share the swings by counting to 20, then exchange	Jumping out of swings is prohibited No climbing on swing standards
<u>Monkey Bars</u> -	Jumping off bars prohibited Walking on top of bars or sitting on top is prohibited	Children should go in the same direction
<u>Tires</u> -	No running and jumping over tires	No more than three people on tires at once
<u>Wooden Play - Unit/Slides</u>	No jumping off of top platform Only six people on top platform at one time Always sit down on the slide and go feet first	No shoving at any time Do not walk or run up the slide.

Small pebbles and rocks do exist on our playground. These should be left on the ground and never picked up and thrown.

Children having difficulty following these safety rules will be disciplined by the teacher and/or principal as problems occur.

Promotion/ Retention - The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. Students in grades K-2: At these levels, reading and math are major factors and satisfactory progress in reading and math are given primary consideration. However, progress in all areas need to be considered.
3. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
4. No conditional promotions are permitted.
5. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
6. No student having passing grades, "D" or above, throughout the year is failed.
7. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
8. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

“Academically prepared,” means that the principal, in consultation with the student’s teacher(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

The decision of the principal is final in situations regarding the promotion and retention of students.

Beginning with students who enter third grade in the 2013/2014 school year, any student who does not receive the minimum level of achievement on the Third Grade English Language Arts Assessment will not be promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than two full school years and has had less than two years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code and the student’s individualized education program exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
 - A. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code.
 - B. The student has taken the third grade English language arts achievement assessment prescribed under Section 3301.0710 of the Revised Code.
 - C. (iii) The student’s individualized education program or plan under Section 504 of the Rehabilitation Act of 1973 shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
 - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the district-level mid-year promotion policy.

Safety Patrol - The safety patrol is a volunteer organization composed of sixth graders. Members will be stationed at the intersection of Lancaster and Main Streets from 8:35 to 8:55 a.m. and again from 3:25 to 3:35 p.m. Patrol students are readily identified by their belts and flags. **Please approach this intersection very slowly and cautiously, and remind your children of the importance of walking in the crosswalk at the direction of the school patrol.**

School Fees - Students are charged a fee for consumable workbooks. A fee notification will be sent home at the beginning of each school year. A check payable to the school, or cash, should be returned in an envelope and appropriately marked by **October 1**. Arrangements can be made for time payments by contacting the elementary principal. Grade cards may be held for nonpayment of school fees.

School Fee Waiver House Bill 1 (2009) allows a fee waiver for a child who is eligible for free lunch under the National School Lunch Program. These waivers do not apply to fees charged for materials needed to participate in extracurricular activities or in pupil enrichment programs. If this provision applies to your child, please contact the school in which your child is enrolled.

School Pictures - Photographs are taken of each student in the fall and again in the spring. These are used for school records, and are also available for purchase by parents. Details concerning prices will be sent home prior to the pictures being taken. There is no obligation to buy school pictures.

School Safety Drills - So that the student body is prepared for an emergency such as a fire, a tornado or lock-down, definite procedures have been established. Furthermore, periodically throughout the school year, practice drills are conducted so the entire school population is prepared for an actual emergency. Students are not to leave school grounds unless directed to do so during an evacuation.

Search and Seizure – Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search is considered insubordination.

Sexual Harassment – Sexual Harassment Policy: The Walnut Township School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district. A student guilty of sexual harassment may be subjected to disciplinary action, including suspension, and possibly expulsion.

I. Definition of Sexual Harassment - Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, etc.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- 6) Physical conduct; touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

II. What to do if you are sexually harassed - When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse should be through the school counseling office, school nurse or any school administrator.

Student Code of Conduct Regulation - The Board believes that our schools should be centers of learning. Students develop and improve needed skills and abilities better in a school that is orderly than in one that is noisy and disorderly. Children learn best when they feel free from fear and harm. Students have rights that must be protected and honored. Along with those rights, students have responsibilities for their behaviors. The Board directs the staff and administration to protect student rights and to help students meet their responsibilities. In working with students, it is vital that we help them learn that they make choices, either good choices or bad choices. Their decisions, on which choices they make, will determine whether they do or do not "get into trouble". The student discipline code is to be used as a guideline in working with students. As in any situation where we are working with human behavior, it is not possible to cover every possible scenario. We urge students to use common sense and good citizenship judgment at all times. The Board authorizes building principals and the Superintendent to deal with situations not covered in this code of conduct.

Students are expected to conduct themselves in a way that they respect and consider the rights of others. Students must conform to school regulations and accept directions from authorized school personnel.

Major Infractions

1. Insubordination - A student shall comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, bus drivers and all other appropriate school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any minor rules, directives, or disciplinary procedures shall also be considered insubordination.

2. Disruption of School/Fighting/Assault - A student shall not, by any action, cause any disruption in school or any school related activity. A student, while on the way to and from school, during school or at any event where the Walnut Township Local Schools are represented shall not cause physical or mental injury or behave in such a way which could threaten to

cause physical or mental injury to school personnel, other students, or visitors. This includes, but is not limited to, fighting. Fighting at school, at school activities, or on school grounds at any time will not be tolerated and will result in an out-of-school suspension. **Our philosophy is clear:** The wise, mature, and prudent student seeks guidance and help to avoid violent behavior. Administrators and counselors will work diligently to work through problems. If you are in a confrontational situation, your first option is to seek help and not become party to the fight.

3. Profanity, Obscene Language and Pornography - A student shall not use, write, or display profanity, obscene language, gestures or pornographic materials on the way to or from school, during school, or at any school related activity.

4. Damage to School and/or Private Property - A student shall not cause or attempt to cause damage to school or private property, while on the way to and from school, during school, or at any event or activity where the Walnut Township Schools are represented.

5. Threats, Intimidation or Bullying - A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. (A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor.) Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

6. Dangerous Weapons/Instruments or Look-alikes (reasonable facsimiles) of Dangerous Weapons/Instruments - A student may not possess, use, or conceal any dangerous weapon/instrument or look-alike on school property or while under the authority of school personnel while off school property. Such items include, but are not limited to, explosives, fireworks, firearms, ice picks, certain knives, chemical irritants or gases. Look-alike weapons could include, but are not limited to, starter pistols and stun guns. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

7. Public Display of Affection/Sexual Behavior - Open public display of affection between students at school or at school-related functions are not permitted.

8. Theft, Fraud, or Extortion - A student will not take any public or private property which is not his/her own while under the jurisdiction of school personnel. A student shall not sell stolen property, or sell items or substances by use of fraud or misrepresentation while under the authority of school personnel. A student shall not, by force, threat, violence, or coercion obtain or attempt to obtain the property of another person. If a student is found in violation of this item, where indicated, complete restitution must be made and charges may be filed against the offender.

9. Drugs, Narcotics, Controlled Substances and Alcoholic Beverages - A student shall not possess (on his/her person or in his/her locker), use, transmit, sell, conceal or be under the influence of any drug, narcotic, controlled substance or alcoholic beverage while properly under the authority of school personnel. (Medications prescribed by a physician and used in the prescribed manner are exempted.) Students shall not have drug paraphernalia in their possession or in their lockers. Students in violation of this regulation are subject to suspension (up to ten days) or expulsion from school. If indicated, law enforcement authorities will be called and charges will be filed. (Suspension reduction is a possibility if the student and his/her parents agree to an evaluation of the student by a professionally trained chemical dependency counselor.)

10. Counterfeit Controlled Substances - A student shall not possess, make, sell, offer to sell, conceal, transmit or use a counterfeit controlled substance while under the authority of school personnel.

11. Possession and Use of Tobacco Products - A student may not possess, use, transmit, sell or conceal any tobacco product in any form in any building or on the school grounds or property of the Walnut Township Local Schools or at any activity, on or off school property, supervised by the Walnut Township Local School. These prohibitions extend beyond ones person to lockers, book bags, etc. Students in violation are subject to suspension, or possible expulsion.

12. Truancy - A student shall not be absent from school or any portion thereof without school authorization and parental permission. Students who are truant will be expected to make up time equal to that which was missed through truancy. Truancy is a violation of the law. Truant students and their parents are subject to referral and charges being filed with juvenile court.

13. Special Rules of Conduct for School Buses - A student shall abide by the established rules of conduct for students riding school buses. (See Transportation by School Bus)

14. Hazing - A student shall not engage in hazing, commit any act that injures, frightens, or degrades a fellow student. Further, a student shall not engage in hazing, commit any act that injures, frightens or degrades any employee of the school on or off of school grounds.

15. False Alarms - A student shall not falsely report an emergency, including fire or bomb threats or tamper with any alarm or fire prevention device.

16. Setting Fires - A student shall not set or attempt to set any unauthorized fire on school property or at any school activity.

17. Falsification, Cheating or Plagiarism - A student shall not knowingly give false written or spoken information to school personnel. A student shall not submit work which is not his/her own without proper documentation and reference.

18. Out of School Conduct - Students shall not engage in acts off of school property which have a direct and immediate adverse effect on the discipline or general welfare of the school.

19. Interference with School Personnel - A student shall not interfere with any school employee in the performance of his/her duties.

20. Snowballs - There is to be no throwing of snowballs.

21. Repeated Violations - A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher assistants, principals or other school personnel, during any period of time when the student is under the school's jurisdiction.

A violation of the rules may result in disciplinary action. This could include, but is not limited to a verbal warning, parental contact, denial or loss of privileges, after school detention, removal from classes, in-school suspension, Wednesday/Saturday school, out-of-school suspension, alternative school placement, expulsion or referral to juvenile court. Generally penalties will be progressively more severe.

Prior number of offenses, severity of offense, and age of the student are among the factors that will be considered in each case. Violent, disruptive or inappropriate behavior by the students of Millersport Elementary will not be tolerated.

Student Due Process Rights (File: JFA) - Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. Students have clearly established means by which administrative due process is available for the protection of the individual's rights. Due process procedures are:

- (a) applied equally to all and
- (b) enforced in a manner which involves:
- (c) adequate and timely notice and opportunity to prepare a defense;
- (d) an opportunity to be heard at a reasonable time and in a meaningful manner, and
- (e) the right to a speedy and impartial hearing on the merits of the case.

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

Surveillance Cameras - For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to the local law enforcement agencies.

Telephone Usage - The office telephone is a business phone. Students may use the office phone for EMERGENCY calls only, with the permission of the teacher. Forgotten homework, books, lunches, or lunch money, etc., may not constitute an emergency. Part of education is the learning of responsibility and planning.

Testing - No person shall release, cause to be released, reproduce or cause to be reproduced any secure test materials pertaining to the achievement tests or ability tests through any means or medium including, but not limited to, electronic, photographic, written or oral. No individual who has served as a monitor or examiner shall produce, design or review any samples of the testing materials. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or district buildings. No person shall cheat, accept assistance in cheating, or assist in cheating in any way manner or form. Cheating shall be defined as, but not be limited to, copying from the test of another or from a test not legally given to the pupil being tested at the designated time of the examination. Violations of these provisions shall be investigated and prosecuted under Section 3319.151 of the Ohio Revised Code.

Textbooks - Textbooks belong to the taxpayer-- they are loaned to students for their use. They are very expensive and must be cared for properly. At the beginning of the school year, teachers will issue textbooks. Students are held responsible for the condition of all textbooks. Reasonable wear on textbooks will not be charged. Textbooks will be assessed for damages two weeks prior to the end of the school year. In case of damages, the assessment is as follows:

Minor repairs	\$1.00 - \$2.00
Major repairs (Books need to be rebound because of damage)	- \$12.00
Damaged beyond repair	Replacement cost of book
Lost book	Replacement cost of book

Toys and Trading - Toy(s) and trading cards will be confiscated if they become a distraction to the educational setting. Items will be returned to parents. No trading is permitted.

Transportation by School Bus - Pupils must behave in a way that contributes to their safe and orderly transportation. Students are expected to follow the rules and regulations listed when riding the bus.

1. Pupils who are picked up at a bus stop (not at their place of residence) shall arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. Pupils must wait in a location clear of traffic.
2. Pupils who are picked up at their place of residence must stay on the side of the road on which they live. They must stay well back from the edge of the road until the bus comes to a complete stop. If they must cross the road, they must cross 10 feet in front of the bus. Students shall be outside of their residence five (5) minutes before the bus is scheduled to arrive
3. When getting off the bus, students must cross the road 10 feet in front of the bus. Students must never go back by the side of the bus or cross the road behind the bus.
4. Students' behavior at school bus stops and on school buses must not threaten or harm life, limb, or property of individuals.
5. Pupils must go directly to an available or assigned seat.
6. Pupils must remain seated, keeping aisles and exits clear.
7. Pupils must observe classroom conduct, and obey the driver promptly and respectfully.
8. Pupils must not use profane language or make obscene gestures.
9. Pupils must not eat or drink on the bus except as required for medical reasons.
10. Pupils must not use or possess tobacco on the bus.
11. Pupils must not have alcohol or drugs in their possession on the bus, except as required for medical reasons.
12. Pupils must not throw or pass objects on, from, or into the bus.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Hair spray and other flammable materials in aerosol cans and all glass containers **are prohibited** on school buses.
15. Electronic devices (except for school bus radio controlled by the driver) may not be used on the school bus.

16. Pupils must leave or board the bus at locations to which they have been assigned, unless they have **parental and administrative** authorization to do otherwise.
17. Pupils must not put head, arms, or legs or other body parts out of the bus windows.
18. Students are not permitted to bring animals on the bus.
19. Students must not hang objects out the bus windows or obstruct the driver's vision out of the windows.
20. Students and parents are responsible for payment in full for any damage to the school bus caused by the student.

Students who violate bus rules will be subject to disciplinary action, including, but not limited to, verbal reprimands, parental contact, written warnings, and denial of the privilege of riding the bus. Parents will be notified, of any bus infractions which result in their child being warned about bus misbehavior or being suspended from riding the bus. The notification will state the reasons for the warning or suspension, and in the case of suspension, will state the length of the suspension and the conditions for reinstatement of the privilege of riding the bus. Multiple bus conduct reports will result in bus suspension.

The following sequence will normally occur:

- Bus conduct reports 1 and 2: Parent contact (by phone or mail)
- Bus conduct report 3: One day bus suspension
- Bus conduct report 4: Parent contact (by phone or mail)
- Bus conduct report 5: Three day bus suspension
- Bus conduct report 6: Parent contact (by phone or mail)
- Bus conduct report 7: Five day bus suspension
- Bus conduct report 8: Ten day bus suspension or suspension from school. Denial of further bus riding privileges may occur.

Severe behavior, such as fighting or verbal abuse, will not follow the above sequence. Immediate suspension of bus driving privileges may occur. Please note that a bus suspension includes the loss of riding privileges for field trips as well.

Any time your child needs to ride a different bus home, or get off at a different bus stop, a note should be sent to the school and signed by the teacher and principal. Parents/guardians should strive to make alternate arrangements before the child comes to school. Please avoid calling the school to make alternate arrangements except for emergencies.

Visitors, Parents, and Volunteers – As a parent, volunteer, or visitor you are always welcome to visit the school. If you wish to visit a classroom, we ask that you schedule the visit with the teacher 24 hours in advance to insure a quality visit. If you wish to confer with your child's teacher, please make an appointment for before or after school. Visiting parents must wait in the main office area and the student will be brought to them or they will be escorted by a school employee or designee to access the hallways or classrooms. **All parents, volunteers, and visitors must report to the school office when entering the building. You will be required to sign in, and you will be given a badge to wear while in the building.**

Wellness Policy - All snack items brought to school must comply with the following guidelines:

Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and wellbeing. The following list of snack items comply with the current USDA Dietary Guidelines and are recommended for student celebrations and rewards:

low-fat milk	veggie trays	100% juice
cheese cubes/string cheese	Water/flavored water	pretzels
fresh fruit assortment	low fat popcorn	fruit and cheese kabobs
graham crackers	fruit w/whipped topping	fig newtons
100% fruit snacks	animal crackers	pizza w/low fat toppings
ham/cheese/turkey sandwiches	low-fat pudding	low-fat yogurt
yogurt smoothies	quesadillas w/salsa	trail mix
nuts/seeds	apple slices	applesauce
celery w/peanut butter	lettuce wraps	whole-wheat muffins
granola bars	frozen bananas	grapes
relish tray	cheese/whole grain crackers	

Note: Your choices are not limited to the items shown above. Other healthy alternatives are acceptable.

Thank You For Your Understanding – The cooperation of all district families and students with the above procedures is greatly appreciated.

**Please complete and return to your child's teacher:
I have received a copy of the 2013-2014 Millersport Elementary Student
Handbook.**

Child's Name _____

Teacher _____

Parent Signature _____

Date _____