

BARNESVILLE ELEMENTARY SCHOOL

STUDENT HANDBOOK

2018-2019 SCHOOL YEAR



“Be the Difference”

Mr. Clint Abbott
PRINCIPAL

210 West Church Street
Barnesville, Ohio 43713
(740) 425-3639

District Contact Numbers & Principal's Message

District Administration – 210 West Church Street
Superintendent – Mrs. Angela Hannahs (425-3615)
Treasurer – Mrs. (425-3615)
Director of Special Education – Mr. Micah Fuchs (425-3617)
Support Services – John Blattler (425-3615) ext. 3004
Technology – Andrew Daugherty (425-3615)
Curriculum – Mr. Micah Fuchs (425-3615)
Director of Athletics & Food Service- Mr. Mark Cook (425-3614) ext. 5111

Building Administration

High School Principal – Mr. Ronald Clark (425-3617) 910 Shamrock Drive
Middle School Principal – Mr. Casey Mayo (425-3116) 970 Shamrock Drive
Elementary School Principal – Mr. Clint Abbott (425-3639) 210 West Church Street

Counselors

High School – Mrs. Natasha Shilling ext. 5105
Middle/Elementary School – Mr. Tom Porter ext. 4125 @ MS and ext. 3131 @ ES

Bus Garage – 425- 1512

Board of Education Members

Mr. Scott Baker
Mr. Rob Miller - President
Mr. Kenny Mac Triplett
Mr. Sam Lucas
Mr. Dennis Huntsman



Why We Are Here

Our Motto: We are dedicated! We are motivated! We are here to learn!

Barnesville Elementary School **R-O-C-K-S** by being: **R**espectful, **O**rganized, **C**ooperative, **K**ind, and **S**afe!

Realizing that the contents of this handbook cannot be all-inclusive, the administration reserves the right to act on any issue affecting the welfare of any child's well-being and education.

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Barnesville Elementary School. We are extremely proud of the programs we offer our students, and want to inspire all students to attain a strong academic foundation and character, model positive leadership skills, and reach their full potential. This handbook has been developed to help you learn as much as possible about our school policies and procedures and the services we offer our students. Have a great school year!

MISSION STATEMENT

The mission of the Barnesville Exempted Village School District is to provide all students with the opportunity for an excellent education. To fulfill this mission the BEVSD will not only teach students the academic knowledge and learning skills that will assist them in having successful and productive lives, but will help each student develop his or her own unique talents and potential. The BEVSD will become the model of a successful school district. The district will exemplify the highest levels of achievement in terms of academic success and the fulfillment of student potential. The district will reflect an administration, staff, students, and community who are united in their efforts toward a common goal. Learning will combine a rigorous emphasis on fundamental skills, the incorporation of innovative teaching strategies, and the meaningful use of technology. The district will provide a diverse curriculum that will prepare students for their futures and offer them the opportunity for success.

Beliefs:

1. Every individual has unique qualities and talents.
2. Every individual has the ability to learn.
3. It is the responsibility of the public schools to provide each individual with the opportunity to learn and to develop their unique talents.

Our school district will:

1. Always strive for each student's success.
2. Never lower our academic standards.
3. Always promote high moral standards and proper social behavior.
4. Always promote academic and extracurricular diversity among all students in their quest for knowledge.
5. Always include the community in the revision of any strategic or continuous improvement planning.
6. Always keep the education and well-being of the students our top priority.
7. Never cease looking for ways to improve our educational system.

BARNESVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
SCHOOL CALENDAR – 2018-2019

Aug 16 **ASR (All Staff Report) DAY**
Aug 17 **ASR (All Staff Report) DAY**
Aug 20 **First Day for Students**
Sept 3 Labor Day/**No School**
Sept 4 **ASR (All Staff Report) DAY except Bus Drivers—No School for Students**
Sept 21 Interim Reports
Sept 27 ***SR (Staff Report) DAY—No School for Students**
Sept 28 Pumpkin Festival/**No School**
Oct 18 End of 1st Nine Weeks -- (40 days)
Oct 19 **ASR (All Staff Report) DAY—No School for Students**
Oct 26 Report Cards Issued
Nov 2 **District Wide Parent/Teacher Conference Day (7:30-3:00) – No School for Students**
Nov 20 Interim Reports
Nov 21-26 Thanksgiving Vacation/**No School**
Nov 27 Return to School
Dec 20- Jan 2 Christmas Vacation/**No School**
Jan 2 End of 2nd Nine Weeks – (38 Days) ****End of 1st Semester****
Jan 2 **ASR (All Staff Report) DAY—No School for Students**
Jan 3 Students Return to School
Jan 4 Report Cards Issued
Jan 21 Martin Luther King Day/**No School**
Feb 8 Interim Reports
Feb 18 President’s Day/**No School**
March 15 End of 3rd Nine Weeks (49 Days)
March 15 **SR (Staff Report) DAY—No School for Students**
March 22 Report Cards Issued
April 18 Interim Reports
April 19-22 Easter Vacation/**No School**
April 23 Return to School
May 23 **Last Day for Students—End of 4th Nine Weeks (Grades Due) (47 Days)**

1st Nine Weeks August 20 - October 18 = 40 Days (5)
2nd Nine Weeks October 22– January 2 = 38 Days (1)
3rd Nine Weeks January 3 – March 15 = 49 Days (1)
4th Nine Weeks March 18 – May 23 = 47 Days (1)

Total Student Days..... 174 Days
Total Teacher Days..... 184 Days

- *7.5 hours of District Wide P/T conferences on the day of Nov. 2, and two 3 hour p.m. P/T Conferences to be scheduled by individual buildings (Equals 2 work days).
- Calamity Days 1-5 no make-up necessary
- Calamity Days 6-8 Blizzard Bags 1,2,3
- Calamity Day 9 – January 21 (If Calamity Days 1-8 are used prior to this date)
- Calamity Day 10-- February 18 (If Calamity Days 1-9 are used prior to this date)
- Calamity Day 11– April 19 (If Calamity Days 1-10 are used prior to this date)
- Calamity Day 12—April 22 (If Calamity Days 1-11 are used prior to this date)
- Calamity Day 13– May 28 (If Calamity Days 1-12 are used prior to this date)
- Calamity Day 14 – May 29 (If Calamity Days 1-13 are used prior to this date)
- Calamity Day 15 – May 30 (If Calamity Days 1-14 are used prior to this date)

School Day Times

School hours are from 8:05 a.m. – 2:45 p.m.

Students not riding a school bus may be dropped off at the elementary school starting at 7:30 a.m. and then report to the gym or cafeteria for supervision until students are dismissed to class at 8:00 a.m. Parents choosing to drop off their children in the a.m. will do so according to the following procedure:

Enter Broadway adjacent to the elementary school from the 4-way stop by driving straight or making a left hand turn. **Do not let your child out of your vehicle at the 4 way stop.** There will be 3 open parking spaces in front of the superintendent/cafeteria entrance. These open parking spaces will be available for morning drop-off from 7:30 a.m. – 8:00 a.m. while school is in session. Parents should pull into one of these three spots, let their children out curbside only, make sure children leave the vehicle safely, and then immediately pull away. Do not watch your child walk into the building as there will be cars behind you waiting to complete the same procedure. Students will enter the elementary building through the cafeteria entrance.

If you are walking your child to school, you must use designated crosswalk areas to cross all streets.

Please note that Church Street is closed for traffic from **7:30 a.m. - 8:15 a.m. and 2:15 p.m. – 3:15 p.m.** during school hours only.

Breakfast is free to all children. Breakfast is served from **7:30-7:50 a.m.**

Walkers will be dismissed through the front doors on Church Street. Bus students are dismissed when the buses arrive at approximately 2:35 p.m.

Upon arrival students are to remain on school property and in the designated, supervised areas. The school cannot be responsible for students who enter the building in areas not supervised. **Please be advised there is no supervision available for students prior to 7:30 or after 3:00 p.m.** BEYOND THIS TIME THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS. Loitering in the building or on school property is prohibited. (*No pets allowed on school property*)

On the first day of school, parents are invited to walk their children to the classrooms. During the first week of school, kindergarten parents are invited to walk their children to the classrooms. After the first day for grades 1-4 and the first week for Kindergarten, students should be walking to their classrooms unattended. This builds student responsibility and makes it easier for your child to acclimate to school.

Cafeteria

Breakfast is served in the cafeteria beginning at 7:30 a.m. Students should enter the building through the front main entrance. There is a staff member assigned to help route children as they get off the buses and come into the building. Breakfast is not served on 2-hour delay days.

It is the responsibility of the parent to notify the school of food allergies their child(ren) may have. This must be recorded on the medical card. Also, the cafeteria requires a doctor's note for students who have any allergies.

*Prices: Adult Tray-\$3.00 Student Tray-\$2.60 (reduced-\$.40) Milk - \$.30
Free Breakfast is available to every student. Free/Reduced Lunch-available to eligible students upon completion of required forms. Inquiries should be directed to Support Services at 425-3615 ext. 3004.*

The cafeteria operates a cashless system for student lunches. Students will no longer be able to give money to the cafeteria staff when they go through the lunch line. Parents wishing to put money on their child's account must report to the Elementary Office or the Central Office, fill out a deposit slip, and put money and slip in a locked box. Parents may, also, mail a check to the Central Office or send money with their child for deposit. The deposited money will be

credited to your child's lunch account on the following day. Parents & students must deposit a minimum of \$10 towards their lunch accounts.

Students will be allowed to charge the cost of lunch for 5 days. Once a student exceeds 5 days of charges, then the student will be offered a peanut butter and jelly or a cheese sandwich and milk. The cafeteria will attempt to keep parents informed when their child's lunch account approaches a zero balance. Parents will have the ability to check their child's lunch account balance online.

Wellness

Barnesville Schools adopted a Wellness Policy for the benefit of all students in the district. This policy is based upon the premise that proper nutrition and exercise are important to maintain a healthy lifestyle. As a result, Barnesville Elementary School operates a closed lunch program to coincide with the middle school and high school. Students will not be permitted to leave school grounds to eat lunch or invite guests other than parents to visit at lunchtime unless under special circumstances. Parents/Guardians/Family members will not be permitted to bring lunch from outside vendors and deliver to students at school.

Report Cards/Grading Period/Grading Scale

During the nine-weeks grading period, interim reports will be sent home in the middle of each grading period for all students. All interim reports will be given to students on the days as indicated on the school calendar. Any questions or concerns that the parent(s) may have after receiving an interim report should be handled by immediately making arrangements for a conference with the teacher(s) whose subjects are of concern.

Report cards are issued on days indicated on the school calendar. The Guidance Counselor will address other concerns or questions regarding academics and testing.

Parents have access to their child's grades and any posted assignments at all times through Progress Book. If you need your username and password, please contact Lynn Spiczenski at 425-3615, ext. 3001. Please monitor your child's grades regularly and contact the appropriate teacher with any questions.

Homework

Homework is an essential part of the students' learning process. Not only does it provide for additional skills practice but also develops work habits, goal setting and organizational skills. From time to time, students will receive work to do at home. Sometimes it is work not completed in the allotted time given at school. Homework should be meaningful to the lesson(s) taught at school and be an extension of that lesson in order to develop the skills. Furthermore, it serves as communication between school and home and fosters responsibility in students.

Missed Homework

1st Grade – 4th Grade: When a student receives a second yellow in a week for missed homework, the student loses Friday's Club for the week.

4th Grade: Three missed homework assignments in a nine weeks' period will result in an after school detention. Length of time for detentions will be progressive.

3rd Grade: Four missed homework assignments in a nine weeks' period will result in an after school detention. Length of time for detentions will be progressive.

Data Folders

Every student will be issued a data folder at the beginning of the school year, and that folder becomes his/her responsibility for the rest of the school year. **The folders will be used to track student data and serve as communication between school and home.** When your child brings his/her data folder home, you will need to review it and sign the folder, and then your child will bring it back on the following school day. If your child loses his/her data folder, he/she will have to purchase a new one from the school. These folders are vital to fostering student accountability, a major focus of the elementary school.

Dismissal from School

Students must follow the routine established by their parents concerning dismissal from school. (i.e., bus students ride buses, local students walk home) **This routine will continue unless the school gets a written note signed by the parent to make a change. All notes must contain: Student first and last name, address to where they are going, date, and parent signature.**

***If you are making an *emergency* dismissal change via phone, please do so before 12:00 p.m.**

Students who walk home will be dismissed through the front main door on Church Street before the bus students are dismissed, using the following schedule:

- **KG – 2:20 Exit (1)**
- **1st – 2:25 Exit (1)**
- **2nd – 2:25 Exit (2)**
- **3rd – 2:30 Exit (2)**
- **4th – 2:30 Exit (1)**

Personal Items

Bicycles – Students may ride bicycles to school and park them on the bike rack at the entrance of the cafeteria. Bicycles should be locked while not attended. The school cannot be responsible for personal property. Students are asked to walk their bikes on the sidewalk when other students are present. Skates, skateboards, and in-line skates are not permitted on school property.

Electronic Communication Equipment – Students are discouraged from possessing, cellular telephones, and other electronic communications devices while on school property. All such devices must be turned off and kept out of sight during school hours. The District assumes no liability if these devices are broken, lost, or stolen.

Electronic Devices – Students are not permitted to possess electronic devices for play, such as Game Boys or tablets.

Toys – Students should not bring toys (including balls and stuffed animals) to school unless they have teacher permission. Trading cards are not permitted in school.

Disciplinary Measures

- Step 1: Device is taken and returned at the end of the day.
- Step 2: Device is taken and a parent/guardian must pick it up.
- Step 3: Device is confiscated and returned to the parent/guardian and consequences are given.
- Repeat offenders from previous years may go directly to Step 3.

Children should learn at an early age the value of personal belongings (including money), the responsibility of caring for these items, and respect for other children's belongings. Often during a school year, some child will experience the trauma of having their belongings lost, broken, or stolen. In order to prevent such trauma, keep all valuables at home.

Although we, at the elementary school, will assist as much as possible should your child experience difficulty with personal items, we will not be responsible for any item that is lost, broken, or stolen. Therefore, we ask that you label items, and take some time to instruct your child regarding the responsibility of caring for his/her own belongings, as well as respecting the belongings of fellow students.

Lockers

Lockers, desks, or storage places provided for student use are, and remain at all times, the property of the School District/Board of Education. Lockers, desks, or storage places provided for student use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of criminal statute or school rule.

Student Dress

There is a direct relationship between dress, grooming, conduct, and wholesome living and thinking. Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. Recognizing community standards in a free society, students should make choices that promote the learning community above self. Students must refrain from wearing tight or revealing attire (bare midriffs, short shorts) or any type of dress which will, or has the potential of, disrupting the educational process or the duties of school employees. Realizing that the primary function of schools is to assist students in developing knowledge and to be able to perform productive tasks, student dress is at the discretion of the building principal.

The following is a general guide for student dress. These are considered *inappropriate* for the school setting:

1. Unusual hairdos and/or unnatural coloring of hair that distracts from the educational process.
2. Clothing or buttons which feature suggestive sayings related to alcohol, cigarettes, drugs or gang related activity
3. Clothing revealing a bare midriff
4. Shorts/skirts shorter than three inches above the top of the knee cap as a general rule or as determined by staff/administration
5. Pants, jeans, shorts, trousers, baggies, etc. will be worn with the waistband at the waist: "sagging" is not permitted.
6. Wallets, etc., with chains attached – no chains permitted
7. No headgear or hats, scarves, bandanas or other head coverings are to be worn unless special events are announced permitting wear.
8. **No flip-flops** or shoes with wheels (Heelies). All sandals must have a backstrap.

Students exhibiting poor hygiene to the point of emitting a distracting odor may be sent home to bathe or shower and then may return to school.

These are just a few examples. This is not intended to be inclusive. The final decision in all matters of dress code remains with the building principal. Students who arrive to school wearing inappropriate clothing will be sent to the office. The office will contact the parents to ask them to bring proper clothing.

Consideration for students' attire must be made for the weather and other activities the child (ren) will be involved in during the school day. On the days students have physical education, they should wear appropriate clothing and tennis shoes.

Electronic Surveillance

Cameras are in use 24 hours a day, 365 days a year. They are located in the hallways and stairwells, outside the building, as well as on the school buses, for the protection and well being of a safe school environment. Access to the surveillance equipment will be maintained by authorized school personnel and administration. All recordings of school property shall generally be maintained for a period of 7-10 days, except the records which are obtained as evidence if personal information has been used to make a decision that directly affects an individual. In the event records are needed for evidentiary purposes, such records will be kept until requested by law enforcement or court authorities. A form shall indicate who took the information, when it was taken, and if it will be returned or destroyed after use. Access to the complete images or recordings may be denied, in full or in part, on the grounds that such access would violate another person's privacy rights. The school will act in compliance with all federal and state privacy laws and will generally be used to detect and deter criminal offenses which occur in view of the equipment;

used for inquiries and proceedings related to suspected violations of the Student Code of Conduct; used for research such as the nature of area usage, traffic patterns, etc; and used in accordance or compliance with any court order or governmental agency directive.

Visitors

Visitors to the elementary school will go to the main entrance on Church Street, ring the buzzer, identify themselves, enter the building, and report directly to the main office. STATE LAW REQUIRES THAT ALL VISITORS TO THE SCHOOL MUST REPORT TO THE PRINCIPAL'S OFFICE FIRST. NO ONE IS PERMITTED TO ENTER ANY CLASSROOM UNLESS CLEARED BY THE OFFICE.

Any visitors to the school and/or a student's classroom must report to the office upon arrival at school to receive a visitor's badge. Before leaving the building, visitors should return the badge to the office. Whenever possible, arrangements are to be made with the teacher(s) and the principal before the visitor(s) arrives at school.

Parents are welcome to visit their child's classroom during the school day. We encourage this practice in order that a better understanding of what students do in school may be achieved by observing education in action through direct observation. Contact the principal to arrange a visitation at 425-3639. If you would like to discuss your child's behavior or academic progress contact the school at 425-3639 so an appointment can be arranged with your child's teacher.

Volunteering makes an enormous difference at our school. Children do best when their families are involved. Parent and community volunteers enrich children's lives. Volunteering is a great way to meet other parents and teachers as well as learn with your children. There are many ways to be a part of the wonderful work that happens in school. Your volunteer time will be greatly appreciated and respected. Ask your child's teacher how you can help. They will give you the information you need and a copy of the Volunteer Application that will need to be filled out and returned to the office. Please note that volunteers are subject to the same confidentiality rules and procedures as staff members.

Textbooks, Workbooks, and Supplies

Students who are issued textbooks, workbooks, and/or supplies are responsible for the care and possession of these materials. Destruction or loss of these items will result in a fee being charged for the replacement value. The principal will make the determination. Make sure your child has enough supplies to last throughout the school year.

Telephone Calls

Telephone calls to teachers will go directly to their voice mail. Please make sure you call prior to 12:00, so that teachers can get your messages. If there is to be a change in your child's routine, make every effort to notify the office via note. In emergency situations, please contact the office and your message will get to the classroom teacher. Students may make necessary calls from the classroom under the supervision of the teacher or aide.

Child Custody

Parents have an obligation to inform the school anytime the custody of a student changes. The school officials will need a copy of court orders pertaining to a student's custody.

Child Find

A search is ongoing for all children with disabilities – age birth to 21. If you know a child who may have special needs, contact the Special Education Department at 425-3617.

Child Abuse

School personnel are required by law to report any evidence of child abuse or neglect to Belmont County Children Services. The school will also cooperate with law officials.

Conferences

Parent/Teacher conferences are held during the school year. Please refer to the school calendar for scheduled conference dates and times.

Change of Address and/or Phone Number

Please notify the school of any change in address or telephone number without delay. Parents/Guardians need to make sure work telephone numbers, as well as emergency telephone numbers, are provided so emergency procedure files are up to date.

Title IX

It is the policy of the Barnesville Exempted Village School District not to discriminate on the basis of sex or handicap in its educational programs, activities, employment policies and practices as required by Title IX and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding compliance with Title IX and Section 504 may be directed to the Special Ed. Director, Micah Fuchs, 210 West Church Street Barnesville, Ohio 43713, (740) 425-3617 or Director of the Office for Civil Rights, Region V, 55 Erieview Plaza, Room 222, Cleveland, Ohio 44114, (216) 522-4970.

Field Trips

Teachers plan field trips to provide students with educational experiences that are extensions of the classroom. Written parent/legal guardian permission is required in order for students to take part in field trip activities. Parents may sign a blanket form for all field trips taken during the school year at the beginning of the year. The parent/legal guardian will receive written information in advance about field trips and should take care to sign all permission forms. When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation. *Field trips are a privilege, not a right. Students may be excluded from field trips if behavior is a factor.*

Parent Chaperones

Parents selected to be chaperones on school sponsored field trip are expected to ride the school bus to and from the event.

Classroom Parties

The following events will be PTO parties: Halloween, Christmas, and Easter. Valentine's Day will be a classroom party only.

No food items at classroom parties. (Crafts, Gift Bags, Pencils, Stickers, ect.)

*Classroom parties and celebrations are a privilege, not a right. Students may be excluded from such activities if behavior is a factor.

Parents are not to arrive to the classroom parties before 1:30 p.m. unless prior arrangements have been made with your child's teacher.

At the beginning of the school year, parents will have the opportunity to sign-up to help with classroom parties. Teachers will assign two (2) different room parents per party, and these parents will be responsible for conducting the parties. Any parent can help by providing refreshments, games, crafts, etc.

Birthday Celebrations

To maximize student learning time, the following guidelines will be followed in regards to birthday celebrations:

No food items at classroom parties. (Crafts, Gift Bags, Pencils, Stickers, ect.)

*Please respect the teacher's designated time to pass out the birthday items.

School Insurance

Supplemental insurance is offered to all students through an independent carrier outside the school. Students may opt to take the insurance or not.

School Notifications/School Closings

Cancellations and Delays – Due to weather or other conditions beyond control, it may become necessary to delay school opening or cancel it completely. Announcements will be broadcast over the following media should it become necessary to delay or cancel school. Be aware that a delayed opening may become necessary to change to a cancellation.

- -TV Channel 7 (WTRF) and Channel 9 (WTOV)
- -Radio Station 1170 (WWVA), 97 (WKWK), 1290 (WOMP), 107.5 (WEGW), 93.5 (WBTV)
- -The parent broadcast phone notification system will also be used.
- - Twitter, facebook

Emergency Closing – It may become necessary to dismiss school in an emergency situation. Many parents work or may not be home during such a situation. It is important that the parent and the student have an emergency place where the student may go in case parents are not home in an emergency school closing. Please make sure your child can discuss this plan by frequently reviewing it with him/her.

Attendance

Missing Child Act

In response to Senate Bill 321, “The Missing Child Act”, effective April 9, 1985, Barnesville School District will adhere to the following procedure for students not in school:

1. The parent is to notify the school by 8:30 a.m. on the day of the student's absence. In order for the school to assist you with the SAFETY OF YOUR CHILDREN, your prompt attention to this matter will be greatly appreciated.
2. If a call is not received, the school will attempt to reach the student's residence by phone in order to confirm the student's whereabouts.
3. In the event there is no phone and/or no one listed on the Emergency Medical Card can be reached, a letter will be sent to the parent notifying them of their child's absence.

ATTENDANCE

It is the policy of Barnesville Elementary School to promote good attendance. Most students with poor attendance have academic problems. **TRUANCY**-A student is truant from school when the parent(s)/guardian(s) of the student expect the student to be in school. A student is **UNEXCUSED (FROM ABSENCE OR TARDINESS)** when s/he is in violation of the compulsory education laws of the state of Ohio.

House Bill 410: The definition of 'habitual truant' changed from days to hours.

1. The new definition is:
 1. Absent 30 or more consecutive hours without a legitimate excuse;
 2. Absent 42 or more hours in one month without a legitimate excuse; or
 3. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes 'excessive absences':
 1. Absent 38 or more hours in one school month with or without a legitimate excuse;

2. or Absent 65 or more hours in one school year with or without a legitimate excuse.

There are two ways we code a day of absence.

1. EXCUSED – met/meets one of the 7 reasons found under “absence reporting” section below.
2. UNEXCUSED - The day does not meet one of the 7 reasons. Examples of these days are: home sick but did not see a doctor, vacation, parent chose to pick up the child early from school without the nurse requesting they be picked up, etc. Please read the details provided in the comment section of the absence.

In Accordance with House Bill 410 the following procedures apply:

Once hours threshold for **excused and/or unexcused** absences are met: 38 hrs. Per month or 65 hours per year

1. Initial letter sent
2. Truancy Intervention Plan developed for the Student
3. Employ other Intervention Strategies

Once hours threshold for **unexcused** absences are met: 30 or more consecutive hours or 42 hours per month or 72 hours per year

1. Absence Intervention Team developed
2. Parents engaged to determine if Children’s Services referral is needed
3. Absence Intervention Plan developed
4. Plan provided in writing to the parent

If Juvenile refuses to participate or fails to make satisfactory progress on plan, complaint filed no later than 61st day after plan implementation

ABSENCE REPORTING

Due to federal statutes, especially **Senate Bill 321, “The Missing Child Act” of 1985**, and state laws regarding missing children, parent(s)/guardian(s) have a legal responsibility to call the school to report that their children will not be in school. **That call must be made each day the child is absent between the hours of 7:00 – 8:30 am. IT IS NOT NECESSARY TO REPORT THE NATURE OF THE ABSENCE—REPORT ONLY THAT THE CHILD(REN) WILL BE ABSENT. The follow-up note to the school will state the nature of the absence.** As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

Students in Ohio may be issued and **excused** absence or tardy for the following when appropriate documentation is submitted to the office:

- Personal illness or medical appointment with an accompanying physician’s statement.
- Illness in the immediate family that requires the student to stay home as determined by the principal.
- Quarantine of the home (required to go home and/or remain at home as deemed necessary by the school nurse and/or administration)
- Death in the immediate family (maximum 18 school hours)
- Observance of religious holidays in which the student is personally involved.
- Attendance at school related events – court appearance for the child.
- Family emergency or set of circumstances which, in the judgment of the school administration or attendance officer, constitutes good and sufficient cause for absence from school (house flooding, fire, tornado, etc.)

Examples of unexcused tardy or absences include, but are not limited to:

alarm did not go off, “My (relative) did not get me up,” ride did not show up or was late, missed school bus, oversleeping, and other excuses not standing up to the “prudent person” standard of law or those deemed inappropriate by the administration or attendance officer.

Upon return to school, a student note will include;

- the date the note was written
- the full name of the student and grade
- the days the student was absent (tardy)
- the reason(s) for the absence (tardiness)
- signature of parent/guardian
- phone number

***A PHONE CALL CANNOT TAKE THE PLACE OF A WRITTEN ABSENCE NOTE.**

***Absences due to doctor appointments or court proceedings must be verified with documentation from the above offices and turned in to the office secretary within three (3) school days.**

EARLY DISMISSAL PROCEDURE

Parents are encouraged to schedule necessary appointments after the regular school day. Since this is not always possible and a student will be absent for part of the school day the student should do the following:

1. Bring a note signed by the parent or guardian to the school secretary for approval **prior to the start of the school day.**
2. The secretary will give the student an early dismissal slip that must be presented to the teacher at the dismissal time.
3. The student must be picked up by a parent/guardian or **other adult designated on the student's emergency medical card.**
4. The parent/guardian or designated adult must sign the student out on the proper school form.
5. **The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment.**
6. *The student is expected to report back to school immediately after his/her appointment if school is still in session.*
7. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent.
8. No student will be released to any government agency without proper warrant or written parental permission, except in the event of an emergency as determined by law enforcement or the building principal.

Upon returning to school, the student must be fever free for 24 hours and provide a written excuse to school administration. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school.

Appointments: Doctor, Dentist, Etc.

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. *Students must report to the office and wait for their parent/guardian to sign them out before leaving the building.* The Principal may call the doctor's office to verify the appointment. When students return to school, they need to provide a slip from their doctor, dentist, therapist, etc., verifying the appointment time and date. If they return to school the same day they should sign back in.

Vacations

We encourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence. If a parent who wishes his/her child to vacation during the school time presents a written request to the Principal prior to going and the Principal authorizes the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make-up work. If make-up work is received prior to going on the approved vacation, then the student must turn in all completed work the first day he/she returns to school. If the request is not authorized, then the students will receive zeroes for all days missed.

Hunting

Due to Barnesville Schools not being in session on Monday, November 26, 2018, no additional days will be allowed for hunting.

Sanctions

It is the policy of this school district that a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child's attendance. These actions may be taken upon referral of the school to the Belmont County Prosecuting Attorney's Office pursuant to section 3321.19, 3321.38, 2919.222 of the Ohio Revised Code.

Note – The building principal will review students having excessive absenteeism and appropriate action will be taken. Absence from school excludes the student from all school activities for the day. A student may not participate in or attend any school activity on the day he/she has been absent from class without just reason and prior approval. If a student is too ill to attend school, he/she is too ill to participate in or attend an event.

The length of time for completion of make-up work shall be one day longer than the length of the excused absence. A student absent for three days would have four days after his/her return to school to make up the missing assignments. Credit will not be given for work turned in after the time lapses (a “o” will be recorded) unless extenuating circumstances prevail.

- Any time missed by your child will be reflective upon their attendance record.

Tardiness - Tardiness to school occurs when a student arrives after the tardy bell at 8:10 a.m. Students who are tardy to school must report to the office, sign in on an attendance sheet, record the time of arrival and obtain a pass to class. Being late to school is disruptive and disrespectful to the education process as a whole. It negatively affects the education of the chronically late student. For these reasons, the following discipline procedure will be implemented.

The policy on tardiness for the year is as follows:

- 3 times tardy – letter
- 5 times tardy – letter
- 7 times tardy – student loses Friday’s Club
- 9 times tardy – student loses Friday’s
- 10 or more times tardy – discipline plan will be invoked

If the student continues to habitually disregard this policy against truancy and is tardy fifteen (15) times to school, the school shall request the filing of unruly charges through the Belmont County Prosecutor’s Office and Juvenile Court.

Withdrawals - Students who withdraw from school should do the following:

1. Report to the office.
2. Return all school property.
3. Take all personal property home.

Once all of the above items have been completed, a transcript of the student’s grades will be forwarded to the school where the student will be attending. Records are not forwarded via the student or parent.

Fair Policy

Students attending the County Fair may be excused from school if an animal project is entered through 4-H, which requires them to be there. Days missed due to the fair will be treated as a field trip and not count as days absent from school provided the following guidelines are met:

- The “Fair Leave” form must be completed and turned into the office one week prior to leaving for the fair. (Parent and advisor must sign);
- School assignments must be collected from your teachers prior to leaving for the fair and must be turned in the first day you return to school.
- Project is satisfactory completed based on the guidelines set forth by the Ohio 4-H program and verified by the school through the OSU Extension office.

***Make up tests/quizzes should be completed upon the first day of return to school or as determined by your teacher. (Check with each teacher on when tests/quizzes are to be made up prior to leaving for the fair.)**

Grandparents' Day

Grandparents are not to take their grandchildren home on Grandparents' Day. This is an in school event only. Students who are signed out by their grandparents will receive an unexcused absence for the day.

Parental Concern Procedure

Administrators and teachers shall take prompt action to resolve parental concerns. Administrators and teachers are responsible for making necessary arrangements with all involved parties in order to attempt to reach satisfactory solutions to such expressed concerns.

Should a complaint or concern be made known by a student's parents, or any other person, to an administrator regarding a teacher under his/her supervision, regarding said teacher's professional performance, the administrator shall, at the earliest convenient time, inform the teacher that a complaint has been made.

No complaints will be placed in the personnel file of a teacher, nor made a matter of record, unless all of the following are fulfilled:

- A. **The allegation is in writing and is signed by a complainant on the complaint form as provided.**
- B. **A conference was held including the complainant, teacher, and principal or immediate supervisor. The teacher may have Association representation at the meeting.**
- C. **The results of the conference have been reduced to writing by the immediate supervisor and signed by the teacher. Said results shall be attached to the complaint. No anonymous letters or materials will be placed in the file.**
- D. **The teacher shall have the right to submit in writing a rebuttal which shall be attached to the complaint.**
- E. **Teacher signature is not an indication of agreement with the findings, but only provides verification of having seen the complaint.**

Should a complaint or concern made known by a student's parents or any other person be determined to be without merit by the teacher's principal and Superintendent, the complaint shall be dismissed.

All parental or citizen complaints shall be made on the proper form and must be filed within 120 working days of the occurrence of the incident or within 120 working days of becoming knowledgeable of the incident which triggered the complaint.

CODE OF CONDUCT

EXPECTATIONS

The Board of Education and all its employees, students, guests and visitors have a right to expect reasonable behavior from all students.

NOTICE

No handbook, rule book, or other such guide book can possibly cover or predict improper behaviors that may be perpetrated by individuals or groups of individuals. Handbooks provide a guide for generally accepted behavior and students should adapt to these implied standards. Therefore, it will not be assumed by any person that an act not specifically addressed by specific language in the *Student/Parent Handbook* is excluded from possible disciplinary action by the administration and staff of Barnesville Elementary School.

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or material interference with any school function, activity or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of other students, staff or visitors is prohibited. Individual students will be judged by the choices s/he makes, and judgment will not be based on the choices made by any other individual or group of individuals. Peer pressure is a poor defense for poor or destructive choices.

Anti-Harassment Procedures

SEXUAL/RACIAL AND ALL FORMS OF HARASSMENT BY SCHOOL EMPLOYEES, OTHER STUDENTS, OR THIRD PARTIES

(Regardless to race, color, national origin, sex and disability)

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

SEXUAL HARASSMENT

Verbal

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

Non-Verbal

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 or by a fellow student, staff member, or other person associated with the District, or by third parties.

Physical Contact

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

RACE, COLOR, NATIONAL ORIGIN AND DISABILITY HARASSMENT

Verbal

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

Non-Verbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

Physical

Any intimidating or disparaging action such as hitting, hissing, cursing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the District, or by third parties.

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 persons associated with the District, or by third parties should promptly take the following steps:

- 1) If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the District other than the Principal the affected students or their parents/guardians should, as soon as possible after the incident, contact the Principal. (The Principal must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint.)
- 2) If the alleged harasser is the Principal, the affected student or their parents/guardians should, as soon as possible after the incident, contact the District's Title IX Coordinator, Dr. Rebecca Hannahs, at 425-3639 ext. 3224, or if the student is disabled, their Section 504 Coordinator, Dr. Rebecca Hannahs, at 425-3639 ext. 3224.

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the District's Title IX Section Coordinator as provided above, 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 required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if less than 18 years of age, may include parents) and any named or apparent witnesses. All students and other involved are to be protected from coercion, intimidation, retaliations, or discrimination for filing a complaint or assisting in an investigation.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District 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 against school employees, other students, or third parties.

Hazing /Bullying/Dating Violence

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

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. 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.

Dating Violence is a pattern of actual or threatened physical, sexual, emotional and/or technological abuses perpetrated by an adolescent against a current or former dating partner.

Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying 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. 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 and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in the Board Policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported to the Superintendent and appropriate discipline is administered.

DISCIPLINE PLAN

Behavior Wheel

Barnesville Elementary School utilizes a color wheel as part of its behavior plan. All students start out on “green” which designates exemplary behavior. Students will be given several warnings before their clip is moved to the next color on the behavior wheel (in most cases, “yellow”). In some cases, warnings may not be given. If the behavior warrants it, the clip will be moved to “red” which translates to *stop this behavior now!* Finally, a student whose clip is moved to the last color, “blue,” is removed from the classroom and sent to the office. The first time a student is removed from class, the student must apologize to class and teacher, the student is referred to the guidance counselor, and a phone call home is made. The second and subsequent times, the school discipline plan is invoked as outlined below. All behaviors, including classroom, hallway/recess/cafeteria, bus, and homework will be subject to the behavior color wheel. (Students can be moved directly to red or blue without first being placed on yellow, depending on the behavior.)

Barnesville Elementary uses the PBIS model as a building-wide management plan.

What is PBIS: Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

The following items are methods we will use to implement PBIS at Barnesville Elementary:

PBIS:

“You ROCK”

1. Students earn “You Rock” tickets for exhibiting the following behaviors.
 - a. R-Respect
 - b. O-Organization
 - c. C- Cooperation
 - d. K- Kindness
 - e. S-Safety
2. 10 or more tickets are selected at the end of each week.

“Shamrock of the Month”

1. At the end of each month, each staff member may select one student to receive the “Shamrock of the Month” award. Students receive the following rewards:
 - a. Certificate
 - b. Name on district billboard
 - c. Picture on office bulletin board
 - d. Pizza with the principal.

Friday's Club

1. Includes behavior & homework
2. Eligibility
 - K – Students can receive up to 2 yellows and still be able to attend. During the month of May, students can receive only 1 yellow and still attend.
 - 1st – 4th Grades – Students can receive 1 yellow for 1 missed homework and still be able to attend. In regards to behavior, students must have all green in order to attend.
 - If a student receives a red, blue, or a detention, that student is NOT eligible for Friday's Club.
3. Once a student loses 5 Friday's Clubs, a detention will be given.

9 Weeks' Behavior Assembly

1. Behavior only – this includes bus behavior.
2. All students will attend the 1st assembly – motivational assembly
3. Eligibility
 - All students can receive up to 2 yellows and still be able to attend.
 - If a student receives a red, blue, or a detention, that student is NOT eligible for the assembly.

Field Trips, Classroom Parties/Events, Field Day, etc.

Field trips, classroom parties/events, Field Day, etc. are considered student privileges. Students may be excluded from such events if behavior is a factor.

After School Detentions:

After school detention will be held two times per week (Tuesday and Thursday) in increments of 30/60/90/120 minutes per assignment.

After school detentions may be assigned by a teacher, teacher's aide, bus driver, or administrator.

Parents will be given 24 hours notification prior to the student serving his/her after school detention.

When the magnitude of the problem requires the administrator becoming involved, the following disciplinary actions may be recommended:

Saturday School

Each assignment will begin at 8:00 a.m. and end at 12.00 p.m.

The administrator will assign Saturday School.

Transportation to and from after school detention or Saturday School is the responsibility of the student's parents or legal guardian(s).

Students may receive further consequences if they refuse to show up for detention or Saturday School.

STUDENT DISCIPLINE

(Expulsion, Suspension, Emergency Removal, Permanent Exclusion, and Alternate Discipline)

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

A suspension or expulsion shall result in the student's total removal from the education program. Credit will not be given for work missed due to out-of-school suspension. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension, or as homework if the student collects the assignments.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

A student who is suspended or expelled from the Belmont Harrison Vocational School District is also to be regarded as suspended or expelled from the School District.

A. Definitions

1. Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.
2. In-school suspension is defined as a suspension period not to exceed ten (10) school days in which the student attends school at the Concentrated Conduct Adjustment Program (C-CAP) and completes work assignments to earn credit.
3. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days, or one (1) year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).
4. Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
5. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one (1) school day.
6. Permanent Exclusion means the prohibition of a pupil forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

B. Expulsion

1. The Superintendent is the only school administrator who may expel a pupil.
2. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.

3. The Superintendent shall give the pupil and his/her parent, guardian, or custodian written notice of the intention to expel the pupil and provide the pupil and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:

a. The reason(s) for the intended expulsion.

b. Notification of the right of the pupil and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the pupil's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.

c. The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.

d. If the proposed expulsion is based on a violation listed in *O.R.C.* §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.

4. The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing.

5. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.

6. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both student and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.

7. If the Superintendent decides to expel, within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:

a. The reason(s) for the expulsion.

b. Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of

expulsion.

c. The right of representation at the appeal.

d. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.

e. Notification that the expulsion may be subject to extension pursuant to *O.R.C.* §3313.66(F) if the student is sixteen (16) years of age or older.

f. Notification that the Superintendent may seek the pupil's permanent exclusion if the expulsion is based on a violation listed in *O.R.C.* §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

g. If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

8. An appeal of the expulsion must be made within fourteen (14) days of receipt of the notice of expulsion.

9. A pupil or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The pupil or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative.

10. A verbatim record shall be made of the hearing.

11. The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion.

12. The action of the Board or its designee on the expulsion must be in a public meeting.

13. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.

14. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under *G.R.C.* Chapter 2506.

15. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

16. The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

1. Suspension

1. The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a pupil.

2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.

3. Prior to suspension or a hearing, the Superintendent or principal must give the pupil written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the pupil if he/she is convicted or adjudicated a delinquent child for the violation.

a. The pupil shall be provided an opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.

b. Whenever a student has attained eighteen (18) years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.

c. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.

4. If the administrator decides to suspend, within one (1) school day of the decision to suspend, the Superintendent, principal, assistant principal, or Superintendent's designee must notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the action to suspend in writing. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The notice of suspension must include:

a. The reason(s) for the suspension.

b. The duration of the suspension.

c. Notification of the right of the pupil, parent, guardian, or custodian to appeal

to the Board of Education or its designee within fourteen (14) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.

d. The right of representation at the appeal.

e. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.

f. Notification that the Superintendent may seek the pupil's permanent exclusion if the suspension is based on a violation listed in *O.R.C.* §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

5. An appeal of the suspension must be made within fourteen (14) days of receipt of the notice of suspension.

6. A verbatim record of the appeal hearing shall be made.

7. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.

8. The action of the Board or its designee on the suspension must be in a public meeting.

9. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.

10. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under *O.R.C.* Chapter 2506.

11. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.

Emergency Removal

1. By Teacher

a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular activities under his/her supervision, but not from the premises.

b. During school hours the pupil must be sent to the office.

c. If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.

d. If the emergency removal exceeds one (1) school day then a due process hearing must be held within three (3) school days after removal is ordered.

i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.

ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.

e. If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.

f. In an emergency removal, a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

2. By Administrator

a. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a pupil from the school premises.

b. If it is intended that the pupil be removed for more than one (1) school day, a due process hearing must be held within three (3) school days after the removal is ordered.

i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.

ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.

c. In an emergency removal a pupil can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.

d. Less than One (1) School Day Removal

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

2. Permanent Exclusion

1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or controlled by (including a school bus), or to any activity held under the auspices of the Board;

b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;

c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board;

d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of the Board;

e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:

- 1) O.R.C. §2903.01, aggravated murder;
- 2) O.R.C. §2903.02, murder;
- 3) O.R.C. §2903.03, voluntary manslaughter;
- 4) O.R.C. §2903.04, involuntary manslaughter;
- 5) O.R.C. §2903.11, felonious assault;
- 6) O.R.C. §2903.12, aggravated assault;
- 7) O.R.C. §2907.02, rape;
- 8) O.R.C. §2907.05, gross sexual imposition; or
- 9) O.R.C. §2907.12, felonious sexual penetration.

f. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.

2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a

violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

3. In-School Suspension

No special procedure is needed for an in-school suspension. The school administrator shall inform the pupil and parent, guardian, or custodian of the pupil of the in-school suspension when practicable.

3. Disabled Students

It shall be the policy of this Board of Education that a child with a disability shall be disciplined only in accordance with state and federal law.

4. Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the School District. This policy shall not prohibit the use of force or restraint in accordance with O.R.C. §3319.41(G)

5. Posting

A copy of this Policy together with the Code of Student Conduct shall be posted in a central location in each school in the District and made available to pupils upon request.

6. Student Handbooks

Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board of Education.

7. Student Seeking Admission From Another Ohio District

After a hearing, the Superintendent may temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or suspended from another Ohio District and the period of the expulsion or suspension has not expired. A student who is temporarily denied admission shall be admitted once the period of the suspension or expulsion has expired.

8. Student Seeking Admission From an out-of-state School District

After a hearing, the Superintendent may also temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or temporarily removed for disciplinary reasons from a public school in another state and the period of the expulsion or removal has not expired. A student who is temporarily denied admission shall be admitted upon either:

1. The expiration of the expulsion or removal period imposed by the out of state District; or

2. The expiration of a period of time established by the Superintendent that begins with the date of expulsion or removal from the out-of-state school, but that is no greater than the period of the expulsion that the student would have received had the student committed the offense while the student was enrolled in this School District.

AREAS OF PROHIBITED STUDENT
CONDUCT

NOTICE: Whenever Barnesville Exempted Village Schools students and community participants attend a contest, exhibition, athletic event, or other school function at sites away from Barnesville schools, that site is a Barnesville schools venue and is treated as if the student in attendance were on BEVSD sites proper.

*The following Major and Minor rules are examples of common offenses and are not meant to cover every possible scenario. For those not listed, the building principal will determine the discipline and severity of the offense.

-MAJOR RULES REGARDING STUDENT CONDUCT

RULE 1 Disruption of/or Interference with Curricular or Co-curricular Activities

No student shall cause, attempt to cause, or threaten to cause a material interference with a curricular or co-curricular activity by use of threat (verbal or otherwise), force, coercion, false alarm, objectionable language, obscene gestures, printed material, or in any other manner or form create an interference with a scheduled event sponsored by the school or one in which the Barnesville EVSD may have granted use of school facilities to any other entity or other related activity.

RULE 2 Damage to / Theft of School Property

A student shall not cause or attempt to cause damage, or steal or attempt to steal or conceal or attempt to conceal any school property. NOTE: The *Ohio Revised Code* provides for parent liability up to \$10000 for such activity by a student.

RULE 3 Damage to / Theft of Private Property

A student shall not cause or attempt to cause damage, or steal or attempt to steal or conceal or attempt to conceal any private property while on school premises, on school transportation, or while at any school function that occurs at another location or school site away from Barnesville School property in which Barnesville students may be engaged in interscholastic competition, performance or celebration of any type. NOTE: The *Ohio Revised Code* provides for parent liability up to \$10000 for such activity by a student.

RULE 4 Abuse / harassment of another

No student shall, based on gender, age, race, religion, creed, class status, or national origin use profane, vulgar, sexual, abusive, degrading, racial or discriminatory language, gestures, actions or contact which offend the sensibilities of another individual or individuals and/or which serve to create a hostile, intimidating or offensive environment to include words or phrases spoken, written, implied through actions, or in any other manner which is considered to be slanderous, libelous, disrespectful or degrading in nature, and/or words and phrases which are obscene, lewd or profane as defined by the majority of society.

RULE 5 Assault / battery upon another

No student shall cause or attempt to cause or threaten physical injury or physical imposition or behave in such a way as to cause physical injury to a fellow student, school employee, or any other person. This includes the throwing of any object, including snowballs, spit wads, etc.

RULE 6 Weapons and Dangerous Instruments

A student shall not possess any object which is designed or may be converted to the purpose of inflicting bodily harm to others on school premises or while attending school events away from school grounds. "This includes look-a-like weapons, ammunition, etc."

NOTE: Certain federal and state laws require serious penalties such as the expulsion of a student from any public school for not less than one year for the possession of guns, knives, explosives, or other deadly devices.

RULE 7 Narcotics and/or, Drugs and/or, Tobacco and/or Alcohol

A student shall not possess, use, transfer, conceal, buy, sell, trade, or attempt to buy, sell, or trade, or make known for sale or trade, or offer any “look alike” for such substances while on school grounds or at any school function at Barnesville school sites, or sites where Barnesville schools may be participating in any school function. Refer to Alcohol Use/ Student Drug Abuse Policy 5530.01

RULE 8 Conduct Toward School Personnel / Disrespect

A student shall not use undesirable, lewd, or vulgar language toward ANY school employee, nor shall a student intimidate, threaten in any manner or show disrespect toward ANY school employee at ANY location while that employee is serving in his/her official capacity. The attempt or the actual conversion of a celebratory event into a forum for expressing personal grievances or opinions directed toward a school employee is prohibited (*Harlow v. Fitzgerald, 457 US 800, 73 Led2d 396, 102, Sct 2727 [1982]*).

RULE 9 Insubordination / Failure to Obey

No student shall fail to follow the directions, orders, instructions or necessary requests made by ANY Barnesville Exempted Village Schools employee in ANY setting at ANY location while that employee is serving in his/her official capacity.

RULE 10 Truancy/Unexcused Absences/Violation of Closed Lunch Policy

No student shall be absent from school unless the student’s absence falls under the legal reasons for absence provided by state law in Ohio (See, ATTENDANCE, “Absence Reporting,” on page 7 of this handbook. NOTE: To be *truant* means that both the parent(s) and /or the guardian(s) of a student and the school expect the student to be present. Parent(s) and/or guardian(s) who experience refusal by their student(s) to attend school as expected should take this important step: CALL the school office at 425-3617 and make it known that you have expressed the expectation that your child be in school and that he or she has refused. The advantage to the parent/guardian in this procedure is that the school can advise a court magistrate that you have taken this step. This may help you avoid court action taken against you. The burden should fall on the child at this point.

RULE 11 Threats / Intimidation / Hazing/ Bullying of Another

NOTE: It is the policy of the Barnesville Exempted Village Schools District Board of Education (BOE) that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No member of the school community shall plan, encourage or engage in hazing. Any teacher, coach, club advisor or other school employee having knowledge of a planned hazing incident or a hazing incident that has taken place shall report that incident to the principal and or the superintendent.

Hazing is defined as the commission of any act or coercion of another, including a victim, to participate in any act of initiation into any student organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing will not in any way diminish the intent of this policy or possible consequences for violation of the policy (ORC 2901.20, 2901.21 or 2901.22). No student shall attempt to bully, harass, extort favors of property from, or in any manner create a hostile or uncomfortable school atmosphere for another. Threats to take action, or the actual infliction of an act on another student for reporting such acts shall receive the highest consideration for expulsion.

RULE 12 School Records / Falsification of Information

No student shall remove or alter any school records belonging to the school or to school employees or other students, nor shall a student possess, transmit without authorization, or conceal any school record belonging to the school or to school employees or to other students.

No student himself/herself shall present written or spoken language or information, or from any other person, which is a false account of any event. Students, who present such accounts, no matter the source, are subject to the penalty levied for such incidents.

RULE 13 Deviant Social Behavior

A student shall not expose any part of his/her anatomy in a socially unacceptable manner while under the jurisdiction of the school. No student shall engage in any socially unacceptable conduct with another person while under the jurisdiction of the school.

RULE 14 Aiding and Abetting

A student shall not aid or abet another student in the commission of a violation of any school rule or regulation.

RULE 15 Frightening, Degrading or Disgraceful Acts

A student shall not engage in any act which frightens, degrades or disgraces or tends to frighten, degrade or disgrace fellow students, visitors, school personnel and employees, law enforcement officials, or any other persons having business with the Barnesville Schools, by verbal, non-verbal, written or any other means.

RULE 16 Repeated Violations of Individual or Multiple Areas of the Code of Conduct; Undesirable Behavior not Specified in Code of Conduct

A student shall not repeatedly violate the Code of Conduct, school policies and procedures, classroom rules, cafeteria rules, library rules, etc., or other regulations in place for the general welfare and safety of persons in the school environment.

RULE 17 Abidance with Sanctions

A student shall not refuse to abide by any disciplinary action issued by the school administration or teaching staff, coach, advisor, director of any co-curricular activity, or any court order related to school activities. A student shall not be excused from detention, etc., due to co-curricular participation.

RULE 18 Gambling

No student shall engage in any form of intra/inter student gambling or game of chance while under the jurisdiction of the school. School sponsored raffles, drawings and other opportunities to promote school activities and fundraising for student benefit are excepted.

RULE 19 Health and Safety

No student shall commit acts which place the safety or health of others or self at risk. Such acts are exemplified by causing false fire alarms, unsanitary conditions, acts of retaliation, so-called "pranks" or other acts which jeopardize the physical/mental health and safety of others.

RULE 20 Conduct Unspecified

No student shall commit acts not specifically set forth in the Code of Conduct which are harmful, undesirable, lewd, obscene, insane, foolish, frightening or otherwise socially unacceptable under the "Prudent person" standard of law and out of compliance with socially accepted standards. Such acts as may be subject to disciplinary action are determined by the building principal.

MINOR RULES REGARDING STUDENT CONDUCT

(Students who violate the minor rules and regulations of the Student Conduct Code are subject to the disciplinary procedures as explained under the Discipline Plan. In some cases the nature, severity, and/or frequency of the offense may result in any step of the plan being waived and the final step could be immediately implemented.)

RULE 1: A student shall not use profane language.

RULE 2: A student shall not be extremely or repeatedly rude.

RULE 3: A student shall avoid improper displays of affection and shall not sexually misbehave.

RULE 4: A student shall not be constantly and inexcusably tardy.

RULE 5: A student shall not possess items such as toy guns, water pistols, bean shooters, or similar devices

RULE 6: A student shall not use any but his assigned locker.

RULE 7: A student shall not possess any form of pornography.

RULE 8: A student shall not forge his/her parent's signature for any reason.

RULE 9: A student shall not throw food or silverware or otherwise misbehave in the school cafeteria.

RULE 10: A student shall not lie to an administrator, teacher, or any other staff member.

RULE 11: A student shall not loiter in the halls, restrooms, or unsupervised areas of school buildings or property during regular classroom hours.

RULE 12: A student shall refrain from running in the halls or throwing any object in the halls or rooms of the school.

RULE 13: A student shall wait his turn in the lunch line.

RULE 14: A student shall not carry food or drink out of the lunchroom without official permission

RULE 15: A student shall not possess firecrackers, smoke bombs, or other type of fireworks.

RULE 16: A student shall not litter.

RULE 17: A student shall be properly dressed.

RULE 18: A student shall not be in any unauthorized or OFF-LIMITS area without official permission.

RULE 19: A student shall not engage in any type of conduct not specifically set forth above which is harmful to the person or property of school personnel or other students or which conduct is not in compliance with socially and educationally accepted standards of behavior as determined by the building principal.

*For Parents of Young Children
Understanding Bullying in Ohio Schools*

Because of the prevalence of bullying in today's schools and its negative consequences for students, Ohio law requires that by Dec. 30, 2007, all Ohio public school districts adopt policies prohibiting harassment, intimidation and bullying. The law outlines a definition for these behaviors and requires that school districts adopt procedures for documenting, investigating and reporting complaints. Parents who understand the law and local school policies about bullying are better prepared to play a role in any potential bullying situation involving their children.

What is bullying?

Ohio law [Ohio Revised Code (ORC) 3313.666(B)(E)] defines bullying, harassment and intimidation in Ohio schools as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both:

- Causes 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.

The term "bullying" in this fact sheet refers to all instances of harassment, intimidation and bullying as defined by law.

Facts to know about bullying:

- Bullying is disrespectful and can be dangerous, humiliating and life threatening.
- Bullying includes electronically transmitted forms; "cyber bullying" occurs when a perpetrator conveys his/her message through the Internet or a cell phone, personal digital assistant (PDA) or other wireless hand-held device.

- Bullying on the basis of race, ethnicity, religion, disability or sexual orientation is a form of bias or hate and should not be dismissed as teasing.
- Bullying behavior that continues into adulthood may turn into violent behavior toward strangers, friends and family.

How can parents help prevent bullying? Parents are their children's first teachers. Whatever parents say and do at home, their children are likely to imitate and repeat in other settings. The most important skills that parents can teach their children are to speak and act in respectful ways and to solve problems fairly and peacefully. Here are suggestions to help parents teach by example:

At Home:

- Talk with children often and listen carefully to what they have to say.
- Discuss bullying behavior and how hurtful it can be to others.
- Make behavioral expectations clear and be consistent with discipline when siblings and peers engage in hurtful teasing and bullying.
- Help children understand the meaning of friendship by modeling friendly behavior.
- Discuss the fact that all people deserve respect, even though their individual characteristics and personalities may differ from the expected.
- Urge children to tell an adult when they are being bullied.

At School:

- Learn the school rules, expected behavior and consequences of bullying.
- Participate at school, offer services and attend school-sponsored activities.
- Communicate regularly with your child's teacher.
- Report bullying behavior immediately when you become aware that it is happening.
- Ask for and accept the school's help if your child is a target, a bully or a bystander.

What should parents do if their child is bullied at school or at school-related events?

- Be aware of their child's experiences at school.
- Obtain their school district's written anti-bullying policy; learn about bullying's consequences.
- Report bullying problems to school officials immediately.
- Keep accurate records of incidents and be specific about their child's experiences when discussing resolution of the problem with school staff.
- Call local law enforcement if they believe their child is in immediate danger.

What should school administrators do when bullying occurs?

By law, building principals or their designees are to:

- Respond to and investigate any incident of bullying that is reported verbally or in writing;

- Document the incident in writing and notify parents or guardians of any students involved;
- Use intervention strategies to protect victims from additional harassment or retaliation; and
- Use interventions or disciplinary procedures for any guilty students.

For more information, see the model policy and school personnel fact sheet on the Ohio Department of Education's Web site, listed at the end of this document.

If a child has experienced a confrontation with a bully, parents can build the child's confidence with reassurances that:

- The child is not at fault; the bully's behavior is the problem.
- Everyone is entitled to respect; the child does not deserve to be bullied.
- You will work with the child's teacher, principal, school counselor and school staff to ensure that the bully's behavior is addressed and that your child will be protected.
- You are committed to helping the school protect your child and other children from bullies.

Additional Resources

The Ohio Department of Education (ODE) provides varied materials and onsite presentations about bullying and the State Board of Education's model policy. For more information, contact ODE Safe and Supportive Learning toll-free at (877) 644-6338 or (614) 644-8863, or see <http://www.ode.state.oh.us>, keyword search: *bullying prevention*.

Bullying Reporting - Our district takes bullying very seriously and we want to be sure that you are reporting your issue appropriately. Please verify that your issue fits the following definition.

DEFINITION OF BULLYING

Any intentional, persistent and repetitive written, verbal, graphic, electronically transmitted, or physical act that a student or group of students exhibits toward another student and the behavior both: a) causes mental or physical harm to the other student; AND b) is sufficiently severe that it creates an intimidating, threatening or abusive educational environment for the victim.

If your issue matches the definition, you may report it to the school immediately or you can do so anonymously by calling our toll free Bullying Telephone Hotline at 1-866-listen2me (866-547-8362) or you may report it online. Please visit the Barnesville School's website at www.barnesville.k12.oh.us to report the issue.

Guidance – Students seeking help with bullying or other issues may submit written notes to the guidance counselor and place in the box located in the elementary office.

Summer School - The school will be open to operating a summer school for students in grades K-4 who wish to get extra instruction. Please contact the school as early as possible to make a reservation.

Transportation

Notice

No handbook, rule book or other such guide book can possibly cover or predict improper bus behaviors that may be perpetrated by individual riders or groups of individuals. Therefore, it will not be assumed by any person that an act not specifically addressed by specific language in the Student/Parent Handbook is excluded from possible disciplinary action by the administration and staff of Barnesville School. State laws regulate the operation of bus transportation services in Ohio schools. It is emphasized that Ohio law specifically regards bus transportation for students as a privilege, not a right.

Beliefs

The Barnesville Board of Education, recognizing the special geographic and transportation needs of students, provides bus transportation for certain high school, middle school and elementary students. Students who fail to follow the rules and regulations and fail to cooperate with the bus driver may be denied the privilege of bus transportation.

Rules and Regulations

All school rules apply. Students cannot distract the bus driver in any way. Loading and unloading will occur at designated stops only. Students must not throw, spit, or pass objects on, from, or into the bus. Students may carry on the bus only objects that can be held on their lap. Students are not permitted to transport animals, pets, or glass containers on the bus. No radio is to be played or camera with flash is to be used on the bus. No food or drink or gum is permitted on the bus. Absolute quiet is required at all railroad crossings. Noise on the bus must be kept to a minimum—pupils may talk quietly on the bus with the permission of the driver. Students will be seated until the driver signals otherwise. Students will be seated where the driver directs at any time. At no time will seat assignment be considered a disciplinary action for a student. Seating is at the direction of the driver. No objects or substances will be thrown out of, inside of, outside of, or at the bus, or otherwise ejected from the bus windows. No part of the body may be outside the bus windows. No balloons permitted on the bus. Students are to observe rules for crossing streets when exiting the bus.

Students who violate bus rules may be removed from the bus. It is then the responsibility of the parent/guardian to provide transportation for the student. Missed days of school due to a lack of transportation are unexcused absences/tardies.

Written parental permission or written authorization from the office must be presented for: non-bus students who need to ride a bus, bus students who are going to ride a bus other than their assigned bus, bus students who plan to remain after school, bus students who are going to be let off other than at their usual designated stop. In other words, if there is a change to your child's normal bus routine, a written, detailed note must be presented to the office. The office will issue a yellow bus form to your child. Your child will not be permitted on a bus without a bus form.

Discipline Plan for Transportation

Each bus driver develops his/her rules and procedures reflecting the district's policies. These will be posted in the bus and students will be reminded of the rules periodically.

Violations of bus safety and bus procedures/rules/regulations are subject to disciplinary action up to and including suspension and/or expulsion from riding the bus.

Medical Concerns

We recognize that at the present time many children are able to attend regular school because of the effective use of medication in the treatment of chronic disabilities or illnesses. We believe it is more desirable for medication to be administered in the home; however, any student who is required to take medication during the regular school day must comply with the following school regulations:

1. Students are not permitted to self-medicate or to carry medications to and from school, with the exception of self-administered inhalers for asthma or epi-pens for severe allergy. A form for self-carrying of an inhaler or epi-pen signed by the student's physician and parent/legal guardian must be on file at school. All medications

brought to school must be turned in to the school nurse or appropriate school authorities. In order for a student to self-carry an epi-pen, a backup dose must be stored in the clinic at the school.

2. A signed physician's order detailing the name of the drug, dosage, and time interval medication is to be given must be on file at school prior to administering prescription medication to a student.
3. Written permission from the parent or guardian of the student requesting that the school comply with the physician's order is required.
4. The forms required for physician's orders and parent signatures referred to in numbers (2) and (3) above can be obtained from the school nurse or are available for download on the school's web site.
5. Medication must be brought to the school in the original container appropriately labeled by the pharmacy or physician. A locked cabinet is provided at school for the storage of medication.
6. Only those persons designated by the building principal are permitted to administer medications.
7. In the absence of the school nurse, the building principal, secretary, or a staff member designated by the building principal may administer students' medications in accordance with board policy.
8. Alternate remedies including dietary supplements and herbal supplements will not be given unless ordered by a physician.
9. The school nurse with permission of a student's parent or legal guardian can occasionally administer non-prescription medication, such as Acetaminophen or Ibuprofen for minor discomfort. However, repeated doses of non-prescription medication will require a physician's order. Administration of non-prescription medication with parental consent is at the discretion of the school nurse.

Bee Stings and Other Allergies

Parents are responsible for informing the school of a student's allergies, especially allergies to bee stings. In the case of bee sting allergies, parents/legal guardians are responsible for providing the school with sting medication and appropriate paperwork for administration of medication in school as described in the School Regulations section above.

The school nurse will contact parents/guardians for the following circumstances:

1. The student is having continued discomfort that might be helped by an over the counter pain medication.
2. The student has an injury that has potential for complications and needs monitoring by the parent after school.
3. The child needs or will need further medical care.
4. The child has symptoms of an illness that is potentially contagious to others (for example, a fever).

Any parent wanting to be contacted for any other reason other than those listed immediately above must submit a written request to the school nurse.

Recess/Gym

A doctor's note is required for any student not participating in gym or recess. On the first day, the student will be allowed to sit out, but on the second consecutive day, a doctor's note is required.

Immunization Law

Children who do not have evidence of proper immunization may be excluded from school until such immunizations have been received.

The school nurse can address questions or concerns.

Alcohol and Drug Abuse - The administration will follow the procedure found under Alcohol and Drug Abuse Policy 5530.01.

Emergency Medical Cards

There will be three (3) emergency medical cards sent home for each child. One will be kept at the nurse's office, one at the elementary office, and one will be sent to the bus driver. An emergency medical card must be on file in the nurse's office and in the principal's office in case of serious injury occurring at school or during a school sponsored activity.

These cards are sent home the first day of school each year and must be returned with part I or part II completed and signed by only a parent or legal guardian. It is the responsibility of the parents/guardians to include all medical information necessary for the safety of the student and to keep information current. Allergies to foods or medicine should be noted.

Parents Right to Know

Under No Child Left Behind parents have the right to request information on the professional qualifications of their child's teachers and instructional aides.

Student Records

Student records are confidential and are protected by Ohio and Federal Laws. Only the school staff, school related agencies, the student's natural parents, and/or legal guardians would be permitted access to the records.

Parents requesting access to their child's records will be granted access within a reasonable amount of time. Parents choosing to have copies of their child's records may be charged the actual cost of duplicating these records.

Reasonable requests from parents concerning the contents of student records will be explained or interpreted by school officials. Parents will have an opportunity for a hearing to challenge the contents of such records.

A divorce, separation, or legal change of custody does not change the rights of a natural parent to their child's records unless specified so in the divorce decree, separation agreement, or other written court order. Only the legal custodial parents/guardians have a right to make educational decisions concerning the student. Stepparents, foster parents, or other legally assigned guardians, have no permission to records, reports, or educational conferences unless the custodial parent legally confers this permission upon them.

The Barnesville Exempted Village School District Administration and Designated Personnel will have the responsibility to comply with all Ohio and Federal Regulations concerning student records.

In compliance with federal regulations, the Barnesville Exempted Village School District has updated its policy and established the following guidelines concerning student records:

Designated School Personnel are responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the elementary office. The information in the student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by federal law or district regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.

The district has established the following information about each student as "directory information": and will make it available upon a legitimate request unless a parent, guardian, or adult student notified the Principal/Guidance Counselor in writing with 5 days from the date of this notification that he/she will not permit distribution of any or all of such information: name, address, and telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height; weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

A copy of the Board of Education's policy and the accompanying district regulations are available at the appropriate office. There will also be a person available to answer any questions concerning the policy or regulations.

Response to Intervention

The following explanation outlines our approach to students who are having difficulty in school. This includes academics and behavior.

The Barnesville School District believes in providing interventions to students who are not meeting the standards the district believes are necessary for a successful completion of a high school diploma. Research has shown that approximately 80% of students are successful with the general education classroom approach and with the general education materials. Some students' learning styles and processes require different strategies and different materials in addition to the materials used. It should be noted that this does not mean that your child is disabled or anything is wrong with your child. Children are all different and have different learning styles and respond differently to materials. Some students learn by hearing, some by reading, some by doing, and some by watching. All of us learn differently and at different rates.

In order to provide the most effective education for ALL students, we believe we must start with providing an effective education for EACH child. In Barnesville Elementary School, we use a three-tier/step approach with varying levels of support beyond that used as the core curriculum.

- Tier I: The classroom teacher will use different strategies and may use additional or different materials so that your child is successful.
- Tier II: We use an intervention team approach where school staff meet to review a child's progress and to tailor individual academic support that provides supplemental instruction to your child in the area of need. The Tier II interventions are applied over a lengthy period of time in order that we give your child additional instruction using scientifically based materials and strategies to allow your child to achieve the educational standards necessary for educational success in the district. Many children respond well to Tiers I and II and are successful in meeting standards with the supplemental help.
- Tier III: Instruction is implemented over an extended period of time. The intervention team meets to address your child's needs and to review the progress of your child during the intervention period. You will be updated of your child's progress.

If your child is not making progress at Tier III, at some point the team may meet with you to discuss referring your child for an MFE or Multi-Factored Evaluation to determine if your child may qualify for special education services.

The elementary school has 3 Title teachers. One teacher works exclusively with kindergarten students and the other two teachers work with students in grades 1 – 4. The Title teachers work with all students who need extra support in reading or math. Their services are utilized in Tiers II & III. Title support can last from a few weeks to many months depending on the needs of the student.

If your child is lagging behind in maturity from his/her peers, has an early birthday which makes him/her one of the youngest children in the class, and your child's academic progress is behind his/her peers, then retention (repeating the same grade) may be an option for your child.

We believe that we have the responsibility to make ALL children successful and we do that one child at a time.

Social Media

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information, as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

If you are ever in doubt of the appropriateness of your online public material, consider whether it positively reflects your own values and ethics, and whether it reflects positively on the District and its schools. Remember to present a

positive image, and do not do anything to embarrass yourself, the school, your family, or the District.

Students and Videotaping/Sharing

If a student videotapes and/or shares photos or videos involving students that are of an inappropriate manner, sanctions will be enforced.

If you receive any inappropriate material on your cell phone, please let an adult know as soon as possible. Do not forward the material to another person.

Notice of Designation of Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires each school district to provide parents and eligible students annual notification of the types of personally identifiable information that the school district has designated as directory information. The Barnesville Exempted Village School District has designated the following information regarding students as directory information:

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance (“from and to” dates of enrollment)
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Date of Graduation
- Degrees, Honors, and Awards Received

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District’s website. In addition, the District will also release the name, address, and telephone number of students in grades 9-12 to military recruiters and institutions of higher education that request the information.

Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect and return it to the building principal on or before September 15 of this school year.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

Awards Assembly

The end of the year awards assembly will recognize students who achieve the following for the entire school year:

Perfect Attendance: no absences or tardies

Awesome Attendance: 5 absences or less (includes tardies, one tardy counts as one day)

Principal’s List: All A’s

Honor Roll: All A’s and B’s

Library Books

The library has defined the proper care for library books. 1. Always handle books with clean hands. 2. Never mark or write in library books. 3. Be careful turning pages so they won't wrinkle or tear. 4. Keep your library books away from food or drink. 5. Keep your library books clean and dry. 6. Carry your library books in your backpack. 7. Keep library books in a special place at home, away from young children and pets that chew. 8. Return your library books on time so others can read them.

Barnesville Elementary Library does not charge overdue fees; however, if your child loses or damages a book beyond repair, you will be responsible for the replacement cost of the book. Also, he/she will not check out another book until such payment is received.

3rd Grade Reading Guarantee

Ohio legislature passed new requirements for school districts in SB316. The new requirement will affect our kindergarten, first, second, and third grade students. This mandate was implemented in all schools across the state in the 2012-2013 school year. Starting with the 2013-2014 school year, all students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade.

According to SB316, school districts in Ohio are required to administer an English Language Arts (ELA) diagnostic assessment by September 30th of each school year to students in grades kindergarten through grade three. If the diagnostic assessment, along with other data measures, indicates that your child is "not on track" to be reading at grade level by the end of the year, Barnesville Elementary School will provide you with a written notice that the school has identified a reading deficiency with your child.

If your child is identified as "not on track," the school district will provide reading intervention, develop a reading improvement and monitoring plan, and communicate with you about the progress of your child. Your child will be provided intervention during the normal school day. You will be invited to attend a meeting to discuss your child's reading improvement and monitoring plan. It is important for you to understand that your child must attain the appropriate level of reading competency by the end of grade three to advance to the fourth grade.

Asbestos Management Program

On October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and re-inspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

Asbestos management plans for the school district were developed following the EPA ruling. These plans are regularly updated and are available for you to review. If you would like to review an asbestos management plan, please contact the Board of Education offices during normal business hours.

Red Zone

At dismissal time, parents must stand behind the red striped lines painted on the cement in front of the main doors to wait for your child. Students will wait in this area until they see their parents.

Elementary Playground Rules

The following playground rules have been created in order to maintain consistency between aide supervision during the noon hour and teacher supervision during recess time.

General Playground Rules and Behavior

1. Children are not permitted to throw objects against the school building.
2. Children are to avoid games that require hazardous physical contact.
3. No littering.
4. Children are not to catch, pet, or tease stray animals.
5. The alley is off limits for playing.
6. No climbing the woven wire fence
7. Children are not to lie, steal, cheat, or use profane language.
8. Children are not permitted to engage in fighting or encourage others to fight.
9. Students are not permitted to possess tobacco or drugs.
10. Students are not permitted to possess weapons or any instrument that could inflict serious physical harm.
11. Food, gum, snacks, and beverages are not to be consumed on the playground, nor is food to be taken from the cafeteria, eaten, and/or displayed on the playground.
12. Children are not to leave the playground without permission, except in a situation of an extreme emergency due to the necessity for using the restroom.
13. Students are to show courtesy toward others while waiting in line to enter the building. This means students must respond promptly to appropriate signals, line up, get quiet, and refrain from pushing and cutting in front of others.
14. Students are to show respect and obedience for any adult in authority over them by their manner and tone of speaking as well as their actions. Respect is earned. Students should be encouraged to earn respect daily by showing respect for others.
15. Snowballing and intentional sliding on snow and ice is prohibited.
16. No flip-flops are to be worn while on the playground.

Swings

1. Children are not to stand up in the swings, jump from the swings, swing more than one person at a time, swing sideways, or stand too close to the swings.
2. Climbing on poles supporting the playground equipment is prohibited.
3. Students are to stand behind the railroad tie and count to 20 when waiting to swing.

Slides

1. Students must be in a seated position when going down the slide.
2. Children should wait until the child directly ahead has gone down the slide before starting down.
3. No hanging from the slide.
4. Children are not to stand at the bottom of the slide.
5. Care should be taken not to crowd on the ladder.
6. No toys are to be thrown down the slide.
7. Students are not to climb up the slide.

Horizontal Ladders and Monkey Bars

1. Children are not to sit on top, hang by their legs, or walk on the top.

Seesaws

1. Children should not stand or lie on the seesaw.
2. No child will jump off the seesaw, bump or bounce hard on the ground.

Balls

1. For everyone's safety, any object that is designed to be airborne, such as airplanes, Frisbees, etc., must be of a nerf type nature except where a ball is confined to the playing surface, then a soft rubber ball may be used (such as four square or kick ball).
2. Hard balls (baseball, hard plastic) are not to be used on the playground.
3. Kick ball games are to be directed away from the windows.
4. No footballs of any type will be permitted on the playground.
5. Students are not permitted to bring balls from home.

Ropes

1. Ropes are to be used for jumping only. Lassoing or tug-of-war is prohibited.

Penalty Box

1. Students may spend a part or all of recess time in the penalty box for inappropriate behavior.

Basketball

1. The basketball hoop is for all students to use.

Basketball Rules

1. One classroom a day gets the ball for afternoon recess (on Guidance day).
2. Whichever class has the ball that day decides what game they are going to play, who's in charge, rules, etc. That class is responsible for returning the ball.
3. Friday is a make-up day (if your class missed because of rain, cold, a holiday – whatever). If many classes miss, or if no class misses, everyone plays “line up and shoot.”
4. The basketball stays in the area. The tree bench is the boundary line.
5. Teachers are not referees. Fighting, arguing, harsh play, and unsportsmanlike conduct – you're done for the day.

Kick Ball Rules

1. No fighting
2. No contact
3. Everyone plays.
4. No throwing hard to tag someone out
5. Kick ball field is for kick ball only.
6. No kicking for other people
7. Take up to 3 steps before you kick.
8. Fouls are counted. (Ball is kicked to the left of 3rd base and to the right of 1st base.)
9. When out, go to the end of the line.
10. Tag the person once.
11. Kicking line forms to the left of home plate.
12. Make teams even.
13. No cutting in line
14. Kicking over fence is automatic out.

Funnel Ball Rules

1. No contact

2. Boundaries
 - a. No more than 5 feet on all sides
 - b. Railroad ties may serve as boundary.
3. Similar to free throw
4. Everyone gets a turn!

Dodge ball is not permitted on the playground.

Any student not following any of the aforementioned rules will lose playground privileges!

Distance Learning/Internet

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

This document constitutes the School District’s Computer Network and Internet Acceptable Use Policy (“Policy”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”).

1. **Definitions.** For purposes of this Policy:
 - the term “Network” shall mean the District’s group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the “Network” and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

98883216. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with Andrew Daugherty to be informed whether or not a use is appropriate.

98883168. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

98883312. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form.

Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform Andrew Daugherty immediately. Any improper use of your account, even if you are not the User, is your responsibility.

98883264. **Reporting Misuse of the Network:** Users must report any misuse of the Network to Andrew Daugherty. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.

98883408. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.

98883360. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

98884176. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

98883504. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

98883456. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to Andrew Daugherty. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of Andrew Daugherty. You may be held financially responsible for the expense of any equipment repair or replacement.

98883600. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **OFFENSIVE OR HARRASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not

limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Barnesville Exempted Village Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

Specific Limits on Communication Over the District Network:

- **Expressing Opinion:** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to Andrew Daugherty.

98882640. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

98883696. Filters: The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
- b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

98882928. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

98881584. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

98884080. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify Andrew Daugherty or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

STUDENT/PARENT AGREEMENT
(Please return this signed sheet to your child's teacher.)

BARNESVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Acceptable Use and Internet Safety Policy

(Please read carefully and check the desired response and sign below.)

I have read the Internet Acceptable Use Policy.

Yes _____ No _____

My child has permission to use the Internet and participate in the Distance Learning activities following the guidelines described.

Yes _____ No _____

My child has permission to have e-mail.

Yes _____ No _____

My child's picture may be used in school publications such as the yearbook, outstanding student awards, and/or to participate in Distance Learning activities.

Yes _____ No _____

I have read and understand the student handbook.

STUDENT'S SIGNATURE _____

STUDENT'S GRADE _____

PARENT OR GUARDIAN SIGNATURE _____

Please return this signed sheet to the building level office.

Best Wishes for a successful, enjoyable year!

NOTES:

- 1.) Failure to return does not exempt the student from the policies contained in this handbook.
- 2.) Realizing that the contents of this handbook cannot be all-inclusive, the administration reserves the right to act on any issue effecting the safety, order, and discipline in the Barnesville Exempted Village Schools.

There is no attempt to make this handbook all inclusive. The administration reserves the right to make reasonable decisions in areas not specifically covered in the handbook. A copy of the Board of Education's Bylaws and Policies and the accompanying district regulations are available at the appropriate office. Complete policies of the Interscholastic Code, Student Harassment, 504 Plan, and Title are available on request.

