

# **BARNESVILLE ELEMENTARY SCHOOL** **STUDENT/PARENT HANDBOOK**

2023-2024



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*Elementary Principal*  
210 West Church Street  
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## **Board of Education**

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Superintendent  
Mr. Micah Fuchs  
  
High School Principal  
Mr. Ron Clark  
  
Middle School Principal  
Mr. Casey Mayo

## **Counselor**

Mr. Tom Porter  
ES, MS  
Mrs. Natasha Shilling  
HS

Elementary School Principal  
Mr. Clint Abbott

## 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!

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of AUGUST 2021. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available upon request.

## **DISTRICT 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's Portrait of a Graduate



# BARNESVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

## SCHOOL CALENDAR – 2023-2024

<b>Aug 15</b>	<i>ASR (All Staff Report) DAY</i>
<b>Aug 16</b>	<i>ASR (All Staff Report) DAY</i>
<b>Aug 17</b>	<b>First Day for Students</b>
<b>Sept 4</b>	<b>Labor Day/No School</b>
<b>Sept 5</b>	<b>ASR (All staff Report) DAY - No School for Students</b>
Sept 15	Interim Reports
<b>Sept 20</b>	<b>*SR (Staff Report) DAY—No School for Students</b>
<b>Sept 20-22</b>	<b>Pumpkin Festival/No School</b>
Oct 4	2 Hour Early Dismissal
Oct 19	End of 1st Nine Weeks- (41 days)
<b>Oct 20</b>	<b>ASR (All Staff Report ) DAY— No School for Students</b>
Oct 27	Report Cards Issued
Nov 2	2 Hour Early Dismissal
<b>Nov 3</b>	<b>District Wide Parent/Teacher Conferences Day (7:30-3:00) - No School for Students</b>
Nov 17	Interim Reports
<b>Nov 22-27</b>	<b>Thanksgiving Vacation/No School</b>
Nov 28	Return to school
<b>Dec 21 - Jan 3</b>	<b>Christmas Vacation/No School</b>
<b>Jan 3</b>	<b>ASR (All Staff Report) DAY—No School for Students</b>
Jan 3	End of 2 <sup>nd</sup> Nine Weeks – (38 Days) <b>**End of 1<sup>st</sup> Semester**</b>
Jan 4	Students Return to School
Jan 12	Report Cards Issued
<b>Jan 15</b>	<b>Martin Luther King Day/No School</b>
Jan 31	2 Hour Early Dismissal
Feb 9	Interim Reports
<b>Feb 19</b>	<b>President's Day/No School</b>
Feb 28	2 Hour Early Dismissal
March 14	End of 3 <sup>rd</sup> Nine Weeks (49 Days)
<b>March 15</b>	<b>*SR (Staff Report) Day- No School for Students</b>
March 22	Report Cards Issued
March 27	2 Hour Early Dismissal
March 28-April 1	<b>Easter Vacation/No School</b>
April 2	Return to School
April 19	Interim Reports
April 24	2 Hour Early Dismissal
<b>May 23</b>	<b>Last Day for Students - End of the 4th Nine Weeks (Grades Due) 46 days</b>
<b>May 24</b>	<b>ASR (All Staff Report) DAY- No School for Students</b>
May 28	Bus Drivers Report to Clean Buses or alternate date scheduled by supervisor

Total Student Days..... 174 Days

Total Teacher Days..... 184 Days

- \*Two 3 hour p.m. conferences to be scheduled by individual buildings. (Total of 12 hours for P/T Conf.)
- LPDC Meetings will be the third Tuesday of each month.
- Calamity Days 1-5: No make-up necessary
- Calamity Day 6-8: Remote learning contingent upon ODE and/or Legislation. If not, then follow
 

Calamity Days 6-8	Blizzard Bages 1, 2, 3	Calamity Day 13	May 24
Calamity Day 9	January 15	Calamity Day 14	May 28
Calamity Day 10	February 19	Calamity Day 15	May 29
Calamity Day 11	March 28	Calamity Day 16	May 30
Calamity Day 12	April 1		

## **Enrolling in the school**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- unless enrolling under another District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

## **Equal Education Opportunity**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

- Mr. Micah Fuchs
- Director of Student Services
- (740)-425-3617 ext.3224

Complaints will be investigated in accordance with the procedures described later within this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **Title IX**

The Title IX Coordinators serve as the grievance officers and coordinate the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures.

## **Barnesville Schools' Title IX Coordinator:**

Name: Mr. Micah Fuchs  
Title: Director Student Services  
Address: 210 West Church Street  
Phone number: (740) 425-3617 ext. 3224  
Email: micah.fuchs@bevsd.org

**School hours:** 8:00 a.m. – 2:25 p.m.

Students not riding a school bus may be dropped off at the elementary school starting at 7:15 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 5 open parking spaces in front of the superintendent/cafeteria entrance. These open parking spaces will be available for morning drop-off from 7:15 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 or park off of Church street and walk your child to the front doors.

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 7:15 a.m. or after 3:00 p.m.** BEYOND THIS TIME, THE SCHOOL CAN NOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS.

Loitering in the building or on school property is prohibited. *(No pets allowed on school property)*

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.

*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.*

### **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) Students are to have one set routine for dismissal

**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)**
- **1<sup>st</sup> – 2:25 Exit (1)**
- **2<sup>nd</sup> – 2:25 Exit (2)**
- **3<sup>rd</sup> – 2:28 Exit (2)**
- **4<sup>th</sup> – 2:28 Exit (1)**

### **Cafeteria**

**Breakfast is free to all children.** 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 parent's responsibility 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.

*Free Breakfast is available to every student. Free/Reduced Lunch-available to eligible students upon completion of required forms. Inquiries should be directed to 425-3639 ext (3222)*

**2023-24 Ala Carte Prices**

<u>Item</u>	<u>Price</u>
Milk	0.50
16.9oz Water	1.00
8oz Water	0.75
Flavored Water	1.50
Fruit Snack	1.00
Fruit/Veggie	1.00
Extra Entrée	2.00
Breakfast Entrée	1.25
Juice	0.50
Gatorade	2.00
Soft Pretzel	1.75
Chips	1.00
Rice Krispie Treat	1.25
Ice Cream	1.50
Breakfast	0.00
Reduced Lunch	0.40
Elementary Paid Lunch	2.75
Middle/HS Paid Lunch	2.90

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. Money may also be deposited online using a debit or credit card and will post to your child's account immediately. **PayForIt.net** is a one-stop shop for your child's cafeteria account. You can add funds and track spending.

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 sandwich, raisins or craisins, 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 it to students at school.

#### Report Cards/Grading Period/Grading Scale

During the nine-week 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 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 the school office 425-3639. 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

- KG – 4<sup>th</sup> Grade: When a student receives a second yellow in a week for missed homework, the student loses Friday's Club for the week.
- 3rd and 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.

#### 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 daily, 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.

#### **Cellular Phones/Electronic Devices**

Barnesville Elementary School is a 1 to 1 school, with all students being issued a district-owned Chromebook or Ipad. Therefore, students are prohibited from carrying a cell phone or other electronic communications device in any school building or on any school grounds or premises. Cell phones may be brought to school grounds but must be turned off unless otherwise authorized by a school official.



***The use of any technology to record, videotape or photograph any teacher, administrator, school personnel or students while on school grounds during the school day, without the prior expressed consent of a school official, is strictly prohibited.***

The unauthorized use of electronic communication devices will result in confiscation of the device and the implementation of disciplinary measures. The disciplinary measures to be implemented in response to unauthorized use of electronic communication devices are as follows:

**1st Offense** – Device is confiscated, parent/guardian must retrieve the device.

**2nd Offense** – Device is confiscated, parent/guardian must retrieve the device, and a Detention is issued.

**3<sup>rd</sup> Offense** – Device is confiscated, parent/guardian must retrieve the device, and a Saturday School is issued.

### **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 may 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.

### **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.

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.

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 children 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.

### Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Please see "appearance code."

The school administration will make the final decision regarding dress code violations.

### Appearance Code

The Board of Education realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the Board of Education to dictate styles of dress, it does accept its responsibility in the areas of appearance by providing the following standard of appearance for students. School is not the forum for inappropriate expressions of appearance. Students' appearance shall be appropriate to education, activities and the environment of the school. Attire or appearance that is considered unsafe, unclean, immodest, vulgar, and/or gang-related will not be permitted. In general, dress and grooming should be appropriate and be governed by good sense, good taste and cleanliness. Violations of the appearance code may result in progressive discipline.

1. Any type of dress, appearance or hairstyle constituting a disruption of the educational process will not be permitted.
  2. All clothing will be clean.
  3. Belt, waist, wallet or neck chains/collars are not permitted.
  4. Outer garments must cover all undergarments. Bare midriffs are prohibited.
  5. Students will be clean, well-groomed and not pose a disruption to class.
  6. Students may not wear clothing that exhibits obscene statements, pictures or gestures.
  7. Clothing with slogans or trademarks pertaining to alcohol, drugs, tobacco or gangs will not be permitted.
  8. Appropriate footwear must be worn at all times. All footwear must have a back.
- In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.
  - Teachers may prescribe proper dress in any given laboratory or special situations for the purposes of safety.
  - Any student representing School in any co-curricular activities may be required to adhere to a more rigid and specific appearance pattern. Therefore, it is the student's choice as to whether he/she wants to participate under these circumstances. The advisor, teacher, or coach, in conjunction with the building principal, may establish these appearance guidelines.
  - Students who are representing School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Students found in violation of the dress code will receive discipline according to the following steps:

#### **1st Violation**

Student receives a warning and must change

#### **2nd Violation**

Student must change and receives a lunch detention

### **3rd Violation**

Student must change and receives an after-school detention

### **4th Violation and Beyond**

Student must change and receives a Saturday School

**\*If at any time, the student becomes unruly or disrespectful or refuses to change clothing, further discipline shall be assigned by the administrator.**

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 day 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, Chromebook/Ipads, and Supplies

**There will be a \$40 fee for technology and workbooks.** The \$40 fee will cover updated technology devices and programs, as well as, accidental damage to a device. Students who are issued textbooks, workbooks, and/or supplies are responsible for the care and possession of these materials. Destruction, neglect, 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 voicemail. 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 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.

#### 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 or safety is a factor.**

#### Parent Chaperones

Parents selected to be chaperones on a 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, are accepted.)**

\*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 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 (WBNV)
- -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.

#### 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.

#### **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. A follow-up note to the school should 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 an **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 CAN NOT 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 student must be picked up by a parent/guardian or **other adult designated on the student's emergency medical card.**
3. The parent/guardian or designated adult must sign the student out on the proper school form.
4. **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.**
5. *The student is expected to report back to school immediately after his/her appointment if school is still in session.*
6. 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.
7. No student will be released to any government agency without a 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 the 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 must 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 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.

### **Hunting**

Due to Barnesville Schools not being in session on Monday, November 28, 2022, no additional days will be allowed for hunting.

### **Attendance 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 8:05 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 a chronically late student. For these reasons, the following discipline procedure will be implemented.

The policy on tardiness for the year is as follows:

- 5 times tardy – letter (parent contacted)
- 7 times tardy – student loses Friday’s Club
- 9 times tardy – student loses Friday’s Club
- 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 innuendos, 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, Micah Fuchs, at 425-3639 ext. 3224, or if the student is disabled, their Section 504 Coordinator, Micah Fuchs, 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 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 Activities:**

**Character Kid of the Month**

- One student per homeroom will be acknowledged by the homeroom teacher for displaying the characteristic of the month.
  - Characteristics: Considerate, Responsible, Positive, Cooperative, Motivated, Compassionate, Determined, Self-controlled, Citizenship.
  - Students will also receive “You Rock” certificates for displaying these characteristics throughout the year.
- Students will be recognized at a monthly assembly and receive an award with the Principal.

**R.O.C.K. Assembly**

- First school day of the Month
- Review the Core Characteristics from the previous months
- Acknowledge the Character Kids of the Month
- Announce the New Core characteristic for the month
- Announce student with perfect attendance for the month
- Classroom with the winning attendance will be awarded the Attendance Flag for the month to display
- Students are encouraged to wear school spirit clothes

**Prize with the Principal**

- Will be held within the first 3 days of school for each month
- Students will be recognized with a certificate, Pencil, and a group photo.

**Attendance Matters**

- Perfect attendance will be acknowledged and rewarded each month at the ROCK Assembly
- A classroom attendance flag will be displayed in the hallway for the winning class
- Students will receive a gift certificate and a pencil for monthly perfect attendance
- Weekly attendance award- Students with perfect attendance for the week will get a raffle ticket to take to the cafeteria on Fridays to have a chance to win a prize.

We will make every effort to share photos of each student as they earn all awards and recognition.

**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.
  - 1<sup>st</sup> – 4<sup>th</sup> 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 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 Behavioral Assembly

1. Behavior only – this includes bus behavior.
2. All KG-2nd grade students will attend the 1<sup>st</sup> 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 detention, that student is NOT eligible for the assembly.

#### Field Trips, Classroom Parties/Events, Field Day

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 detention 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 to become 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.

LEGAL REFS: O.R.C. §§3313.66; 3313.661

### 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](http://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 mailbox located in the elementary office.

### **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 Online Forms

An emergency medical card must be on file in case of serious injury occurring at school or during a school sponsored activity. **A form must be completed prior to students taking part in any school activity.**

### 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.

#### 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.

### **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.

### **3<sup>rd</sup> 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 30<sup>th</sup> 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.

### **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 the 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.

### 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.

### **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 of 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 to 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 on 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.

#### 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 kickball).
2. Hard balls (baseball, hard plastic) are not to be used on the playground.
3. Kickball games are to be directed away from the windows.
4. 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.

### Kickball Rules

1. No fighting
2. No contact
3. Everyone plays.
4. No throwing hard to tag someone out
5. The kickball field is for kickball 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 3<sup>rd</sup> base and to the right of 1<sup>st</sup> 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 the 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 boundaries.
3. Similar to free throw
4. Everyone gets a turn!

Dodgeball is not permitted on the playground.

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

## **INTERNET/NETWORK ACCEPTABLE USE POLICY**

### **Computer/Online Services** (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District’s computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their

race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

# Computer Network Agreement Form

I hereby apply for a student/employee account on the District computer network:

Circle One:    student                          employee

school

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home address

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city, state, zip

home phone

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein and any policy or regulation updates provided by the District. I further state that all information provided for the creation of this account is truthful and accurate.

Signature/Date \_\_\_\_\_

## Parental Release Form

I/We, \_\_\_\_\_ ,

the parent(s) of (student name), \_\_\_\_\_

have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions.

We confirm our child's intentions to abide by the terms and conditions therein and any policy or regulation updates provided by the District. We also agree to supervise our child's use of the computer network from home or outside of the classroom.

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Signature/Date

## **SECTION 504/ADA/TITLE VI GRIEVANCE PROCEDURE**

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the District, or in the employment of District personnel.

The Board hereby designates the Director of Special Education and Student Services or his/her designee as the District's Compliance Officer. The address of the District's Compliance Officer is 210 West Church Street, Barnesville, Ohio 43713. The telephone number is 740-425-3639. The District's Compliance Officer will coordinate efforts to comply with this policy.

### **Grievance Procedure**

This grievance procedure may be used for a complaint alleging a violation of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or Title VI of the Civil Rights Act of 1964. A copy of the District's grievance procedure may be obtained from the District's Compliance Officer.

A person who believes s/he has a valid basis for a grievance may discuss the grievance informally and on a verbal basis with the District's Compliance Officer, who shall in turn investigate the complaint and reply with the answer to the complaint. S/He may initiate formal procedures according to the following steps:

Step 1 – District's Compliance Officer Conference. A person who believes he/she has a valid basis for a grievance may initiate a grievance by making a written request for a conference with the District's Compliance Officer to discuss the complaint and seek resolution. The District's Compliance Officer can provide a written request form. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten days after disclosure of the facts giving rise to the grievance. The District's Compliance Officer shall conduct the conference within five school days following receipt of the request. The District's Compliance Officer will state in writing his/her decision to the individual within five school days following the conference.

Step 2 – Appeal to the Superintendent. If the grievance is not resolved satisfactorily at Step 1, the District's Compliance Officer's decision may be appealed in writing to the Superintendent. The appeal must be made within five school days following the receipt of the District's Compliance Officer's decision. The Superintendent will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 – Appeal to the Board of Education. If the grievance is not satisfactorily resolved through Step 1, a written appeal may be made to the Board. The grievance must be filed with the Superintendent's Office within five school days of the Superintendent's written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within 30 school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the District's Compliance Officer and complainant within ten school days of the hearing.



### Due Process Hearing Procedure

1. A parent/guardian may request a due process hearing related to decisions or actions concerning their child's identification, evaluation, and/or educational program or placement by submitting a request in writing to the District's Compliance Officer within two years of the date the parent/guardian knew or should have known about the alleged action that forms the basis for the complaint. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e. by a person not employed by the Board, not involved in the education or care of the child, and not having a personal or professional interest which would conflict with his/her objectivity in the hearing).

A person filing a grievance may also file a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611.

2. The parties can agree to refer the due process issue to mediation. The mediator may be selected from the Ohio Department of Education Office for Exceptional Children.
3. The District may maintain a list of IHOs, which may include IDEA hearing officers, attorneys, and Directors of Special Education outside the District. The District's Compliance Officer will appoint an IHO. The costs of the IHO and court reporter shall be borne by the District. The appointment of an IHO will be made within 15 school days after the request for a due process hearing is received.
4. A party to a due process hearing shall have:
  - a. The right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
  - b. The right to present evidence, confront, and cross-examine witnesses;
  - c. The right to a written or electronic verbatim record of such hearing; and
  - d. The right to written findings of fact and decisions.
5. The IHO shall conduct the due process hearing within a reasonable period of time (i.e. not to exceed 90 days of the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).
6. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than 21 days prior to the date of the hearing, unless otherwise agreed to by the parties.
7. The person filing the grievance may be represented by another person of his/her choice, including an attorney.
8. The IHO shall make a full and complete record of the proceedings.
9. The IHO shall render a decision in writing to the parties within 30 days following the conclusion of the hearing. The decision will include findings of fact.
10. Either party shall have a right to appeal the decision of the IHO upon filing a written request for an appeal within 15 days of the date of the IHO's written decision. The appeal request must be timely filed with the District's Compliance Officer.
11. In the request for an appeal, the requesting party shall specifically set forth the reasons the party feels the decision of the IHO is either contrary to and not supported by the evidence, or is otherwise contrary to law.
12. The appeal shall be heard by another IHO, who shall be appointed by the District's Compliance Officer, and will issue a final decision.

## Section 504 Grievance Form

Student Name:

Parent/Guardian Name:

Address:

Phone: Email:

1. Summary of the Grievance. Please provide a description of the problem, including any relevant facts.
2. Proposed Resolution. Please explain how you think the problem can be solved or addressed.
3. Prior Communication. Please provide information regarding who have spoken or met with at the school to address this situation and the results of those prior communications.

Please attach any additional information the District Compliance Officer may need.

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 email.

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 affecting 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.