

# Antwerp Elementary School

303 South Harrmann Road  
Antwerp, Ohio 45813  
419-258-5421

## Antwerp's Mission Statement

The mission of the Antwerp Local School District is to enable all students to become productive and resourceful members of an ever-changing world using a variety of strategies and technologies.

## Antwerp's Vision Statement

The Antwerp Local School District's vision is for all students to graduate from its PreK-12 educational facilities with 21<sup>st</sup> Century skills, knowledge, and behaviors that will enable them to successfully participate in the global economy as productive citizens. Ultimately, all students will graduate well prepared for success.

## Antwerp's Website

<http://www.antwerpschools.org>



**Dr. Martin Miller, Superintendent**  
**Mrs. Tracey Stokes, Elementary School Principal**

# Student Handbook 2022-2023

## Foreword

This student handbook was developed to answer many of the commonly asked questions that students or parents may have during the school year. It also provides specific information about certain Board of Education policies and procedures. Please take the time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference. 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 Antwerp Elementary School's rules. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current Board policies and administrative guidelines are available from the building principal and on the district's website. If you have any questions that are not addressed in this handbook, you are encouraged to speak with a teacher or building principal.

## Student Responsibilities

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. ***All students are expected to follow staff members' directions and to obey all school rules.*** In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

## Students with Disabilities

The American's with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but also to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

Under these two laws, the district has the specific responsibilities of identifying, reviewing, and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with state and federal mandates, the district seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study program to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free, appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEIA, A.D.A. Section 504) and state law. Contact Mrs. Snyder at 419-258-5421 ext. 2205 to inquire about evaluation procedures, programs, and services.

## **Student Well Being**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he or she MUST notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

## **Child Custody**

Parents have a legal obligation to inform the school anytime the custody of a child changes. School officials will need to see and copy court orders pertaining to the child's custody. The school is not responsible for enforcing custody orders. The district has been authorized by law enforcement to release children to a natural parent upon request of that parent, unless the school has received a copy of a restraining order forbidding said parent from taking the child. If a natural parent is violating a custody agreement by picking the child up at school, the issue will need to be settled in court. It is not school officials' responsibility to monitor or moderate.

## **Visitors**

Visitors must report to the main doors by the office and buzz to request entrance. All guests must give their name and reason for visiting before being admitted to the building. Once in the elementary office, visitors will be asked to sign in.

## **School Supplies and Gym Shoes**

Each year a list of supplies suggested by each grade level is available. Please be sure to check periodically throughout the year with your child as he or she may run out of some items. To keep the gym floors in good condition, the school requires students to have clean (unused or washed) gym shoes that will be used exclusively for physical education classes in the gym. Used shoes may be worn if they have been washed and are not worn outside after washing. On the day your child has physical education class, please be sure that his or her clothing is appropriate for physical activities.

## **Outside Recess**

All students are expected to go outside for recess if the wind chill factor is above 15 degrees, if it is not raining or sleeting, and if the playground surface is not icy. Please be sure that your child has boots, hat, mittens or gloves, and a coat appropriate for the weather predicted each day.

## **School Attendance**

A child is eligible for entrance into kindergarten if he or she attains the age of five on or before September 30th of the year in which he or she applies for entrance. The district's Regular Kindergarten program is designed for students who attain the age of five years old prior to August 1st of the year in he or she applies for entrance. The Early Five Kindergarten program is designed for students who turn five years of age

before September 30th and would benefit from a two-year program at the kindergarten level. All children must complete kindergarten before entering first grade, and all children age six must be enrolled in school.

On a school day that your child will be absent or late to school, please call the elementary office before 7:30. If you take your child to a doctor, send in a doctor's note. Students are allowed five excused absences per semester. Please do not be alarmed if the office calls you to verify an absence. The school is required by the Child Safety Act to account for every student, every morning.

\* School administration has the right to determine whether an absence is excused or not.

*Excused Absences:*

The following are considered excused absences: personal illness, medical or dental appointment, school-related activity, serious illness of immediate family members, quarantine of the home, death of a close relative, observance of a religious holiday, approved vacation with a parent or guardian, or any emergency or circumstance that is judged by the principal or superintendent to be sufficient. The only excused absence that is not counted against a child toward perfect attendance record is a school-related activity. An unexcused absence occurs when a student does not have a legitimate reason for being gone or when proper procedures are not followed.

\* A student will be required to have a doctor's excuse/note for every absence beyond five excused absences. Without a doctor's note, the absence will be considered unexcused. The principal has discretion to determine excused/unexcused.

When your child is absent for a short period of time, please inform the office of the most convenient way for homework to be sent home or picked up. We understand there are various other reasons why it may be necessary for you to keep your child from school or have him or her dismissed early. In these cases, if possible, parents or guardians need to send a note in advance explaining the time and reason of the absence. If the school is not notified in advance, efforts will be made to prepare a general list of assignments for the child to do while absent. Homework may be picked up in the elementary office. Arrangements can be made to send it home via a sibling, neighbor, or other student when requested.

Students who are absent for any reason are responsible for making up work that is missed in each class or subject. The work is due within one day for each day absent upon returning to class. In the case of an extended absence, the teacher will establish due dates. Requests for excused vacation time during the school year should be submitted in writing to the office two weeks prior to the vacation. No more than five days will be approved for vacation during the school year. Vacations will not be granted for students with prior attendance issues. The classroom teacher will work with the family to establish a due date for make-up work. Credit will not be given for any work that is not turned in on or before the established due date. We encourage parents to avoid scheduling vacations during testing weeks.

*Unexcused Absences:*

All other absences except those listed above will be considered unexcused. An unexcused absence means the student will not receive credit for missing class time and assignments for the period of unexcused absence. Any student who is absent from school for all or any part of the day without a legitimate excuse will be considered truant, and the student and his or her parents will be subject to the truancy laws of the state.

*Vacations:*

Families are strongly encouraged to schedule vacations during the school's regular vacation times. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that can be completed during the trip. A student who is going on a family vacation while school is in session MUST bring in a note to the office two weeks prior to the vacation. This will allow teachers to gather any assignments that can be made up outside of school.

\* Failure to do so may result in a student earning unexcused absences for those school days missed while on vacation. Also, those vacation days will be counted toward the ten-day absence total.

*Homebound Instruction:*

The school may arrange for individual instruction at home for students who are unable to attend school because of any accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student’s condition from a physician. For more information, contact the principal.

*Make-up of Tests and Other School Work:*

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact his or her teacher as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence plus one day. If a student misses a teacher’s test due to an excused absence, he or she should make arrangements with the teacher to take the test at another time. If he or she misses a state-mandated assessment test or other standardized test, the student should consult with the principal to arrange for administration of the test at another time.

*Suspension from School:*

Absence from school due to suspension will be considered an authorized absence. A student who is suspended out-of-school will be given assignments to complete during his or her time at home. The work is due upon return, and credit will be given for completed assignments. If applicable, assessments will be made up for credit.

*Tardiness to School:*

A student who enters school after 7:50 will be deemed tardy. If a student is late arriving to school, he or she must report to the school office before going to his or her assigned location. If the student is tardy, the following steps will occur:

- 1st – 3rd: Tardy entered on the digital tracking system
- 4th: Before School Detention
- 8th: Before School Detention
- 12th: Before School Detention

The district will utilize several strategies to reduce student absence, including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an (AIP) Absence Intervention Plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Additionally, the following updates/changes have occurred within our district policies:

**DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

1. Definition of “habitual truant” has changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Definition of “excessive absences”:
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

**TRUANCY AND EXCESSIVE ABSENCES ACTION PLAN**

Level I: An initial effort will be provided by the school to assist students who are in danger of being labeled as habitually truant or having excessive absences. Parents of students with 19.5 – 39 hours of unexcused absences will receive an Absence Intervention Team (AIT) Notification Letter stating that the School District Attendance Officer will conduct an informal meeting/intervention with the parents/guardians and student for the purpose of preventing further unexcused absences.

Level II: If a student continues to accumulate unexcused absences in excess of 39 hours, the School District Attendance Officer will refer to formal truancy mediation with Shalom. Shalom will set up mediation at the school with the student and parents/guardians.

Level III: Parents/guardians of a student accumulating 65 or more hours in one school year with or without a legitimate excuse will receive a letter from the District Attendance Officer within seven days of the attendance policy violation and the legal ramifications of further absences. Additionally, the school may begin the process of forming the AIT.

Level IV: Parents/guardians of students accumulating 72 hour of unexcused absences will be notified within seven days to secure their participation in an AIT meeting. Within 14 days of assignment to the AIT, the team will develop an Absence Intervention Plan (AIP) for that student in an effort to reduce or eliminate further absences.

#### DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the AIT;
  - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the AIT.
2. Within ten days of the triggering absence, the student will be assigned to the selected AIT.
3. Within 14 days after the assignment of the team, the district will develop the student's AIP,
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

#### DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's AIT; and
3. The student and family may be referred to community resources.

Details of the AIT (Absence Intervention Team):

1. Districts must establish an AIT when a student is deemed habitually truant or has excessive unexcused absences. Team membership should vary based on the needs of each individual student, but each team **MUST** include:
  - a. A representative from the individual's school or district;
  - b. Another representative from the school or district who has a relationship with the child;
  - c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian;
  - d. The district or school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.
2. The purpose of the AIT is to establish a student-centered AIP for every child who has been deemed habitually truant by identifying specific barriers and solutions to attendance. As stated above, the team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

## **Drop off and Pick-Up of Students**

The suggested arrival time for students to enter the building is between 7:25 and 7:45 AM. Students are to be in their homeroom classroom seated by 7:50 AM. Please refrain from dropping off students before 7:25 AM. If you are bringing your child to school and want to walk him or her to the door, we ask that you park in a parking space in front of the school and walk to the sidewalk closest to the playground. Do not park in the circle drive to walk your child up to the building. You may also drop your child off through the circle drive. This door is locked at 7:50 AM when the tardy bell rings. All late arrivals must enter through the front entrance. An adult should accompany the child to the door and buzz into the office. The student will need to stop at the elementary office for a tardy slip.

Students need to be picked up by 2:50 PM each day. At the end of the day teachers and office staff have other responsibilities. There are not staff members who can watch over students whose parents are late in picking them up from school.

## **Transportation and Transportation Changes**

Bus transportation is intended to transport children to and from home and school, not to friends' homes. In addition, the bus cannot drop off children at other people's homes or property to reduce ride time. As much as possible, parents should have transportation changes arranged before the school day starts and inform their child's homeroom teacher via a note at the beginning of the day. It is a disruption to the educational process to send notes to the classroom during the day. If students need to go home any way other than they normally do, they are to bring a written note from home stating this; otherwise, they will not be permitted to do so. These changes need to be cleared through the transportation or district office. Students will not be allowed to ride a different bus than normal due to limited seating, unless it has been cleared through the transportation or district office. We will stop accepting transportation change requests at 1:30 PM each day.

## **Walkers**

Each student who walks to school is expected to walk on sidewalks, use the bike path, and cross at corners. Each student is expected to go home directly unless previous arrangements have been made and approved by the office.

## **Bicycles**

Students should park their bicycles behind the school in the bicycle racks until school is dismissed. We strongly encourage bicycles be locked for your protection. Students should not ride their bicycles in front of the school during arrival or dismissal times. Students are to obey all bicycle safety rules and respect other people's property. Students who repeatedly violate the rules will lose their privilege of riding their bicycles to school.

## **Early Dismissal**

No student may leave school prior to dismissal without a parent or guardian either submitting a signed written request or coming to the school office personally to request release. No student will be released to a person other than a custodial parent or guardian without written permission from the custodial parent or guardian.

## **Student Computer Use Policy**

Computer use at Antwerp Local School is encouraged and made available to students for educational purposes. Computers and all information, programs, software, use privileges, and anything generated on school computers belong solely to the school and are therefore subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school-owned computers. Students must observe the established guidelines and have a parent signature on the Computer/Internet Usage Agreement Form. Violation of the guidelines may result in disciplinary action, including denial of computer use privileges for a period of time to be determined by the teacher, administration, and/or network administrator; suspension; and/or expulsion.

## **Student Fees & Fines Policy**

Students enrolled in Antwerp Elementary School will be furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. The 2022-2023 School Fees for Grades K-5 are \$68.00. Preschool tuition is \$65.00 per month. Fees will also be posted in local newspapers and at the school two weeks prior to school beginning.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

Financial obligations must be met to attend field trips and purchase school pictures. The following schedule is a guideline for meeting those obligations. Individual cases may be reviewed by the principal for further consideration.

|                  |  |
|------------------|--|
| First Nine Weeks | 25% of fees and fines paid or regular payments |
| End of Semester  | 50% of fees and fines paid or regular payments |
| Third Nine Weeks | 75% of fees and fines paid or regular payments |
| End of Year      | 100% of fees and fines paid                    |

## **PaySchools Central**

PaySchools Central is an online system to pay your student and activity fees and add to your lunch accounts. You may use your credit and/or debit card for the transaction. However, we cannot take credit card payments in the school office. This option is only available online. We will still accept cash and checks. There is a convenience charge to use this system. You can pay for multiple fees or for multiple children in one transaction.

## **Student Valuables**

Student should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

## **Field Trips**

Field trips are academic activities held off school grounds. Students may not participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered on field trips. The student code of conduct applies to all field trips.



Attendance rules apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on future field trips. (To participate in extra-curricular field trips, students must have all fees paid or be current on a payment plan, must be passing all courses, and must have good attendance.)

## **Emergency Medical Authorization**

A completed Emergency Medical Authorization Form must be on file on OneView for every student. This is also necessary for a student to participate in any activity off school grounds, including field trips.

## **Student Dress Code**

The home and school need to cooperate in the manner of dress. It is important for students to develop personal pride in their appearance and an understanding of what is appropriate at school. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. Students are required to dress modestly. Their attire shall not be disruptive to the learning environment and shall not pose a problem relating to the health and safety of themselves, other students, or the school itself. Since appearance is primarily a personal responsibility, final decisions concerning dress and grooming will be left to the judgment of individual students and their parents. In general, good common sense should prevail. The only exception to this will be that the school will regulate student appearance under the conditions as outlined in the Antwerp Local School Board of Education Policy.

## **Report Cards**

Antwerp Elementary School will operate on a 9-week report card system. Report cards will be sent home with students on Friday after the grading period ends. The following scale will be used to determine grade averages in grades three through five.

## **Board Approved Grading**

|    |                |
|----|----------------|
| A  | 93 – 100       |
| A- | 90 – 92        |
| B+ | 87 – 89        |
| B  | 83 – 86        |
| B- | 80 – 82        |
| C+ | 77 – 79        |
| C  | 73 – 76        |
| C- | 70 – 72        |
| D+ | 67 – 69        |
| D  | 63 – 66        |
| D- | 60 – 62        |
| F  | 0 – 59         |
| S  | Satisfactory   |
| U  | Unsatisfactory |

Your child's progress report will be sent home in an envelope provided by the school. You are to keep the progress report, sign the envelope, and return only the envelope to school each time. You may also indicate on this envelope if you would like to schedule a conference with your child's teacher. If a non-residential parent wishes to receive a copy of the report card at the end of each grading period, the non-residential parent must notify the student's homeroom teacher in advance to request a copy and must supply the

teacher with a stamped, self-addressed envelope. If additional copies of testing results or other items are requested, the same procedure will apply. Materials such as newsletters or other informational flyers will be supplied to the student in duplicate provided copies are available. The student may then deliver the copy to the non-residential parent just as they would deliver this type of information to the residential parent.

## **Care of Property (Student Valuables)**

Antwerp School requests that all students be responsible for their school property. The school will not assume responsibility for student book bags, textbooks, money, jewelry, etc. left unattended. All valuables should be secured in a locker both in the hallway and/or locker room. Students using the locker room should not leave any articles of clothing or footwear unattended or in an unlocked locker.

## **Library**

If a library book is lost, the replacement cost of the book will be charged to the student. If a student pays for a book that is later found, the original fee will be refunded. Students will also be charged for unnecessary damage to library books.

## **Meal Service**

The school participates in the National School Lunch Program and makes lunches available to students. Applications for the school's Free and Reduced-Price Meal program are distributed to all students. To get the free and reduced-price meals, parents/guardians must complete the application and return it to the school.

Hot lunches are served daily. The lunch program operates under a debit system. Envelopes are available for students to bring in payments. The suggested minimum amount to place in your child's account is \$10.00 or more. If your student has money left over at the end of the year, that money will be automatically applied to the student's account for the next school year. Refunds will only be given if the student moves out of the district. Lunch charges are available for students who forgot their money. Charges should be paid the next day. No student will be allowed to charge more than three lunches. No charges are available the last two weeks of school. Also, students will not be allowed to charge for breakfast.

Free milk is not available for packed lunches. Milk is available for purchase for those who wish to bring a sack lunch. Candy and soda pop are not considered part of a healthful lunch. Please do not pack them for your student. Antwerp Elementary has a closed lunch policy. Students are to eat at school unless they are on a special diet and have prior approval of the principal.

## **Students Attending Extracurricular Events**

All elementary students must be accompanied by an adult when attending any extracurricular event sponsored by the elementary, junior high, or high school. All school rules are in effect for students attending any sporting event, music performance, or other after school/evening activity. If elementary students violate any rules or are not accompanied by an adult, they will be removed from the event and asked to leave the school property. We ask that you honor the rules for extracurricular activities.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If an injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. A designated adult in the office will determine whether the student should remain in school or go home. *No* student will be released from school without proper parental permission.

## **Immunizations**

Students must be current with all immunizations required by law, including, but not limited to, poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove the student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the office.

## **Medication**

Medications can be given at school only if school board policy is followed. This includes completion of the form by the physician as well as a parental signature. Medicine to be dispensed must be sent to school in the original container as issued by the pharmacist or physician. We are not allowed to give prescription or over-the-counter medications unless all steps are followed.

## **Lockers**

Student lockers, desks, cabinets, and similar property are the property of the Antwerp Board of Education. The items are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. Student lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Students should not leave money or other articles of value in school lockers or unattended anywhere. Please bring articles too large for placement in the locker to the office for safekeeping during the school day.

Lockers are assigned to one student only. No one will trade lockers. Any person caught tampering with another student's locker or in possession of another student's property will be subject to the student code of conduct disciplinary schedule. Likewise, students tampering with their own lockers will be subject to this same disciplinary schedule. Depending upon the severity of the offense, students may be disciplined according to the "Major" misbehavior management schedule.

## **Search & Seizure**

School administrators may search a student or his or her property (purses, knapsacks, gym bags, etc.), with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district, and students have no reasonable expectation of privacy in their contents or in the contents of any other district property, including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Students have NO reasonable expectation of privacy in their actions in public areas, including, but not limited to, common areas hallways, the auditoria, classrooms, and gymnasiums.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or law and may be taken, held, or turned over to the police. The school reserves the right not to return the items that were confiscated.

## **Video Surveillance Equipment**

Antwerp Local School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building. This will help to provide and maintain a safe and secure environment for students and staff.

If a student's action indicates a violation of the Code of Conduct, administration and possibly the police will view the videotape. The information acquired using this type of technology will remain strictly confidential. Disciplinary and possible police action may follow as a result of the viewing of the tape by the administration, or its designee, and law enforcement agencies.

## **Drills**

Antwerp Local School complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Fire Drill (Rapid Dismissal): There will be a fire drill most months throughout the school year. Students are to quietly exit the building to their assigned area.

Tornado Drill (Take Cover): There will be a minimum of two tornado drills during the school year. Students will quietly walk to their assigned area and listen for directions. Students will kneel down facing the wall.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where the students must be secured in their building rather than be evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **Stay-Put/Lockdown**

In the event a situation arises that requires the school to go to an inside lockdown, the principal or his or her designee will make an announcement over the P.A. The purpose is to provide staff and students with as much detail as possible to inform them of the situation.

When a Stay-Put or Lockdown command is given, students will stay in classrooms and teachers will lock classroom doors. Students in the hallways will go to the nearest classroom and knock on the door. Students in the auditoria will go to the band, choir, drafting, and shop classrooms. Students in the gymnasiums will go to the locker rooms. Staff and students will remain behind locked doors until further instructions or the all-clear is given.

## **Classroom Parties and Personal Parties**

Three general classroom parties will be held each year. These parties will be planned by the classroom teacher. They are to be held for 40 minutes of the school day.

If you are planning a party for your student that is outside of school hours (i.e. birthday party or other holiday party) and would like to pass out invitations to your student's classmates, that is allowed as long as invitations are passed out to all of the students in the class. We require this so that other students in the class do not feel left out if they do not receive an invitation. If you are not planning on inviting all of the students in the class, then you will need to send the invitations outside of school.

## **Transportation**

The school provides transportation for all students who live farther than two miles from school. The transportation schedule and routes are available by contacting the transportation coordinator (Kyle Kauser) at 419-258-5421 ext. 2701. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

*Each student will:*

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for school transportation
- wait until the school transportation is completely stopped before moving forward to enter
- refrain from crossing a highway until the driver signals it is safe to cross
- properly board and depart the vehicle
- go immediately to the assigned seat and be seated

*During the trip, each student will:*

- remain seated while the school transportation is in motion
- keep head, hands, arms, and legs inside the school transportation at all times
- not push, shove, or engage in scuffling
- not litter in the school vehicle or throw anything in, into, or from the vehicle
- keep books, packages, coats, and all other objects out of the aisle
- be courteous to the driver and to other riders
- not eat or play games, cards, etc.
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
- not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment)

*When exiting the school vehicle, each student will:*

- remain seated until the vehicle has stopped
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe
- be alert to possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless he or she has proper authorization from school officials.

*Penalties for Infractions*

A student who misbehaves on the bus will be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

#### *Suspension of Bus Riding/Transportation Privileges*

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that hearing, the principal will decide whether or not to suspend his or her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, he or she and his or her parents will be notified in writing within one day of the reason for and the length of the suspension.

## **Code of Conduct**

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state, and local laws and rules; board policies; and administrative guidelines in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

#### *Philosophy of Discipline:*

Antwerp Local School, as an educational institution, has an obligation to provide a safe environment where all students can receive a quality education. To accomplish this, students must understand and exhibit accountability. This involves students taking responsibility for their actions, whether good or bad. Students will be informed of the rules, regulations, and procedures so they can take responsibility for their actions.

The following discipline code was devised so that all concerned parties will have a clear understanding of the behavior of students in our schools. Hopefully an increased understanding will reduce the need to use punishment and will foster improved discipline in our school. The purpose of the following Code of Conduct is to maintain an appropriate educational climate at Antwerp Local School.

#### **Classroom Environment:**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. a teacher to communicate effectively with all students in the class and
2. all students in the class the opportunity to learn.

#### **Expected Behaviors:**

Students are expected to:

1. act courteously to adults and fellow students
2. be prompt to school and attentive in class
3. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background
4. complete assigned tasks on time and as directed
5. help maintain a school environment that is safe, friendly, and productive
6. act at all times in a manner that reflects pride in self, family, and the school

#### **Discipline Code:**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

Each behavior and/or types of misconduct described below will subject the student to disciplinary action, including, but not limited to, a student conference, parent/guardian conference, detention, Friday school, alternate place, out-of-school suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials and will be disciplined at school. Certain criminal acts may result in permanent exclusion from school.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the school, including the removal of a student from school grounds in appropriate circumstances.

**Scope of Jurisdiction:**

This code of conduct is in effect while students are under the authority of school personnel or are involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and attendance at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this code of conduct includes misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school district property as well as misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

**\*\*Changes in Student Handbook:**

*Students are responsible for any additions, deletions, or changes to the guidelines set forth in this handbook and that are communicated to the students verbally or in writing. If any changes occur during the school year, per Board decision, the principal will inform students of the changes.*

The following types of conduct are **PROHIBITED** by this Code of Conduct:

1. **Use of Inappropriate language:** *(Most infractions will follow the Major offense schedule)*  
The use of profane, indecent, or obscene language either verbally or in writing towards any student, teacher, administrator and/or other school employee is prohibited. If directed at a school employee, this will be enforced off school property as well as on school property. Included in this prohibition would be the possession of obscene pictures, use of obscene gestures, or use of gang-related gestures.
2. **Harassment and/or Aggressive Behavior (Policy 5517)** *(All infractions will follow the Major offense schedule)*  
The Board of Education encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying and cyberbullying) toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggestions or demands for sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; remarks speculating about a person's sexual activities or sexual history; or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a district employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Furthermore, any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined by state law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

**Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability

**Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability

**Physical:** Any intimidating or disparaging action, such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, students, or other person associated with the district, based upon the person's race, color, national origin, religious beliefs, or disability

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making treats, and hazing.

Any student who believes that he or she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district should report it to the office immediately.

The guidance counselor or principal will be available during regular school hours to discuss student concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his or her concerns to the guidance counselor or principal via written report, telephone call, or personal visit. When reporting his or her concerns, the student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The guidance counselor will promptly compile a written summary of each such report and forward it to the principal.

Each report/incident will be investigated in a timely and, as much as possible, confidential manner. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board of Education's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation.



If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

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

Some forms of sexual harassment of a student may reasonably be considered child abuse and must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state and federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment or aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board of Education policies and administrative guidelines 5517 and 5517.01.

*\*Individuals engaging in such above conduct will be subject to disciplinary action.*

**3. Verbal Threats (either orally, in writing, or otherwise expressed) Toward a Staff Member, Student, or Person Associated with the District: *\*(All infractions will follow the Major offense and may include possible expulsion)***

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

No student shall threaten, intimidate, use obscene or profane language, or use pranks toward members of the staff. Staff is interpreted to be any employee of the Antwerp Board of Education.

*\*Consequences will be at the discretion of the principal.*

**4. Physical Assault of a Staff Member, Student, or Person Associated with the District: *\*(All infractions will follow the Major offense, probable suspension with recommendation of expulsion)***

This entails acting with intent to cause fear in another person of immediate bodily harm or death or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered assault. Assault may result in criminal charges and may be subject to expulsion.

5. **Misconduct Against a School Official or Employee, or the Property of Such a Person, Regardless of Where it Occurs:** *\*(All infractions will follow the Major offense and may include more severe consequences depending on the circumstances)*  
 The Board of Education prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalizing, assault (verbal and or physical), and destruction of property.  
*\*Consequences will be at the discretion of the principal.*
6. **Persistent Absence or Tardiness:** *\*(Begin with Minor Offense)*  
 All students enrolled in the Antwerp Local School are required by law to attend school regularly. It is expected that students regularly attend scheduled classes unless excused.
- Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court.
- Tardies will be tracked by staff members. If students are tardy, the following steps will occur:
- 1<sup>st</sup>-4<sup>th</sup>: Tardy entered into the attendance
- 5<sup>th</sup>: Tardy entered into the attendance and morning detention
- 6<sup>th</sup>-7<sup>th</sup>: Tardy entered into the attendance
- 8<sup>th</sup>: Tardy entered into the attendance and morning detention
- The consequences will continue to escalate.
7. **Insubordination:** *\*(Infractions will be handled on an individual basis – Minor-Major offense)*  
 Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members.
- Students will not show any sign of disrespect toward any school personnel either on or off school property. Teachers are authorized to make rules that apply in their areas of instruction and supervision and will aid in efficient operation.
8. **Violation of Individual School/Classroom Rules:** *\*(Most infractions will follow Major offense)*  
 Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code of Conduct.
9. **Interference, Disruption or Obstruction of the Educational Process:** *\*(Depending upon offense, administration's determination)*  
 Any actions or manner of dress that materially and substantially disrupt or interfere with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic events, and performing arts events.
10. **Fighting:** *\*(All infractions will follow Major schedule, probable suspension)*  
 No student shall intentionally make unwanted contact or use any other violent actions or verbally initiate a fight with another student. In the event of a physical altercation between two or more students, all participants may be suspended, including students who use violent behavior as a form of retaliation.

No student shall engage in adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party or both contribute to the situation by verbally instigating a fight and/or physical action. No student shall promote or instigate a fight (i.e., contributing to a fight verbally or through behavior).

*\*If a fight occurs in the school building, the School Resource Officer and/or local police may be notified of the incident.*

11. **Refusal to Accept Discipline:** *\*(All infractions will follow the Major offense schedule)*  
Students failing to comply with disciplinary consequences will face enhanced consequences for such an action.
12. **Aiding or Abetting Violation of School Rules:** *\*(Minor offense/Major offense, depends upon circumstances)*  
This entails assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
13. **Theft or Knowingly Receiving or Possessing Stolen Property:** *\*(Major offense, police may be contacted)*  
Unauthorized taking of property of another person, or receiving/possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.
14. **Falsification of School Work, Identification, Forgery :** *\*(All infractions will follow the Major offense schedule)*  
Falsifying signatures or data, refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.  
  
Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.
15. **Bomb Threats and Other False Alarm and Reports:** *\*(Major offense, mandatory suspension with possible expulsion. Police contacted)*  
A student shall not give false alarm of fire, bomb, or hazard or misuse the school's fire system in any manner.  
  
Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one school year. Additionally, intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to severe disciplinary action.
16. **Terroristic Threat:** *\*(Major offense, mandatory one-year expulsion by law)*  
Directly or indirectly threatening to commit a crime of violence with the purpose to terrorize another or recklessly disregarding the risk of causing terror in another.
17. **Use of an Object as a Weapon:** *\*(Major offense, discipline will be determined by principal)*  
Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.
18. **Use and/or Possession of a Firearm:** *\*(Major offense, mandatory one-year expulsion by law)*

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where, will result in a mandatory one-year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent using the guidelines set forth in Board policy.

\*A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

\*Students are prohibited from knowingly possessing an object that is indistinguishable from a firearm on school premises, in a school or a school building, at a school activity, or on a school bus, whether or not the object is capable of being fired; indicating they are in possession of such an object; or knowingly displaying or brandishing the object and indicating it is a firearm.

19. **Use and/or Possession of a Weapon:** *\*(Major offense, probable suspension with possible expulsion)*

A weapon is any device that may be used for offensive or defensive purpose, including, but not limited to, conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject the student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade, or any similar device that is used for or is readily capable of causing death or serious bodily injury. If a student brings a knife on school property, a school administrator may expel the student from school, with implications as noted above. (Intent will be considered.)

20. **Knowledge of Dangerous Weapons or Threats of Violence:** *\*(Major offense, depends upon severity)*

The Board of Education believes their students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the principal or School Resource Officer. Failure to report such knowledge may subject the student to discipline.

*\*The consequences will be left to the discretion of the principal.*

21. **Possession and/or use of Explosives and/or Fireworks:** *\*(Major offense, probable suspension with possible expulsion)*

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantial instantaneous release of gas and heat (including, but not limited to, explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

22. **Lighting Incendiary Devices:** *\*(Major offense, probable suspension)*

Unauthorized igniting of matches, lighters, and other devices that produce flames.

23. **Damaging Property (Vandalism):** *\*(Major offense, probable suspension with possible expulsion)*

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, or employees or showing disregard for school property.

24. **Arson:** *\*(Major offense, mandatory suspension with possible expulsion)*

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

25. **Extortion:** *\*(Major offense, probable suspension and possible expulsion)*  
Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. No student shall use extortion to gain privileges, property, or money from others. Extortion is against the law.
26. **Gambling:** *\*(Minor offense but can lead to a Major offense, depends upon severity)*  
Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
27. **Display of Public Affection (PDA):** *\*(Minor offense but can lead to Major offense, depends upon severity)*  
Public displays of affection are prohibited during school hours and school-sponsored activities. Affection between students is personal and not meant for public display. This includes, but is not limited to, holding hands, hugging, kissing, giving shoulder massages, etc.
28. **Academic Integrity/Cheating:** *\*(All infractions will follow the Major offense schedule)*  
Students shall not engage in any act of cheating, plagiarism, or academic dishonesty. This will include, but is not limited to, the removal and/or alteration of any school records.

Cheating and plagiarism are serious offenses that can result in expulsion from college. If caught cheating and/or plagiarizing, students will face academic as well as disciplinary consequences.

29. **Possession/Consumption/Showing Evidence of having Consumed Drugs and/or Alcohol:** *\*(Major offense with mandatory suspension with possible expulsion)*  
Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, he or she may request the student in question to submit to any appropriate testing. This will include, but is not be limited to, a breathalyzer or urinalysis test. In such circumstances, the student will be taken to a private administrative area on school property for such testing with at least one other member of the teaching or administrative staff present to witness. (The principal will contact the local police department to administer a breathalyzer test.) If a student refuses to take the test, he or she will be advised that such denial leaves the observed evidence of alcohol or drugs use unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

A student who is selling or distributing drugs, hallucinogens, volatile chemical, or alcohol may be expelled from school. A complete report of all incidents involving narcotics, drugs, drug paraphernalia, or look-alike drugs shall be filed with the local police department.

30. **Possession/Use of Tobacco:** *\*(Major offense with mandatory suspension with possible expulsion)*  
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in/on school grounds, on school buses, and any interscholastic competition, extracurricular event, or other school-sponsored events are prohibited. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, or other substitute forms of cigarettes or clove cigarettes is also prohibited.

31. **Bus Conduct:** *\*(At discretion of the administration depending upon severity)*  
Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses, vans, and any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Consequences will be determined by the violation committed per the Student Code of Conduct.

32. **Possession of Electronic Equipment:** *\*(All infractions will follow the Major offense schedule)*  
The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or any school activity without the permission of the principal. Examples of prohibited devices include, but are not limited to, cameras (photographic and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, headphones, portable CD/MP3 players, portable TVs, electronic games/toys, and other electronic communication devices and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

**\*\*Cell phones are to be turned off/silenced and kept in a bookbag in the locker or cubby during the school day.**

*Offense:* Phone will be confiscated for the remainder of the day and a parent will need to pick the phone up in the office.

33. **Violent Conduct:** *\*(Major offense)*  
Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, at an extracurricular event, or at any other school program; or directing an act at a Board of Education official or employee, regardless of where or when that act may occur, or on their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. **Burglary:** *\*(Major offense)*  
Entering a building or a specific area of the building without consent and with intent to commit a crime or entering a building without consent and committing a crime.

## Explanation of Consequences

### Discipline:

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board of Education but connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee or the property of such official or employee. A student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences of misbehavior are designed to be fair, firm, and consistent for all students in the school.

Because it is not possible to list all possible misbehaviors that may occur, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible: Informal and Formal

**Informal Discipline:** Informal discipline takes place within the school. It includes:

## **Early-Arrival, Lunch-Time, After-School Detentions, Friday School, or Alternate Placement (formally known as In-School Suspension)**

1. *Early-Arrival Detention*: The principal (or faculty member) may require a student to come to school early providing the parent(s) have been given at least one day's notice and have agreed to be responsible for their child's transportation to school before the detention period. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or complete the detention may result in:
  - assignment to Friday School
2. *Lunch-Time Detention*: The principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report or remain in the assigned area may lead to:
  - assignment to Friday School
3. *After-School Detention*: The principal (or faculty member) may require a student to remain after school providing the parent(s) have been given at least one days' notice. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in:
  - assignment to Friday School

\*The student or his/her parents are responsible for transportation.

### **Friday School/Alternate Placement**

4. *Friday School*:

\*Transportation from Friday School is the parent's responsibility. Friday School will meet from 2:45 p.m. to 4:00 p.m. in an assigned classroom. Students who have earned a Friday School will report to the elementary school office before the end of the school day. The students will be escorted to the classroom and report to the monitoring teacher. Students will need to bring school materials to work on during this time frame. Friday School is a positive alternative to an Alternate Placement or out-of-school suspension or other actions that may be taken by the school to enforce the student code of conduct and attendance policies. **A student who attempts to skip his or her assigned Friday School may earn a 1-3-day suspension.**

\*A student may be reassigned to the next scheduled Friday School if a legitimate request is made by the parent/guardian. It will be at the principal's discretion whether the request is accepted or rejected.

\*If the student is absent from school on the day he or she is assigned to serve a Friday School, the student will be automatically assigned to the next scheduled Friday School.
5. *Alternate Placement (formally known as In-School Suspension)*: As a means for keeping a student in school, rather than suspending him or her, the district has established an alternate placement program. The student is not only removed from the classroom and assigned to a designated work area; he or she is also denied participation in any school activity for the length of the alternate placement.

Assignment to alternate placement means that the student is removed from the classroom but not from the educational program. He or she will report to the assigned location where the student will work on classroom tasks assigned by the teacher(s), all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues his or her academic program but in a different setting and receives full credit for the completed work.

If the student doesn't exhibit the expected behavior while serving his or her alternate placement, he or she may earn more days or could be emergency removed from school.

## Student Code of Conduct Discipline Consequences

### “Minor” Offense

- **1<sup>st</sup> Offense:** Parent notification and student conference with possible detention or Friday School
- **2<sup>nd</sup> Offense:** Parent notification for Friday School or Alternate Placement
- **3<sup>rd</sup> Offense:** Parent notification for alternate placement or out-of-school suspension
- **4<sup>th</sup> Offense:** Parent notification for 5-10 day suspension out-of-school

### “Major” Offense

- **1<sup>st</sup> Offense:** Parent notification and Friday School or alternate placement or out-of-school suspension
- **2<sup>nd</sup> Offense:** Parent notification and 3 to 5 days of suspension
- **3<sup>rd</sup> Offense:** Parent notification and 5 to 10 days of suspension
- **4<sup>th</sup> Offense:** Parent notification and 10 days out-of-school suspension with recommendation for expulsion

**\*For repeated offenses, the discipline issued will become more severe.**

**\*\*It will be at the discretion of the principal whether the offense is determined as “Minor” or “Major.”**

Once the offense is determined as a “Minor” or “Major” offense, it is at the administration’s discretion what punishment will be assigned to the student. The administration will look at the severity of the offense and use its best judgment.

\*\*There are offenses that will be automatically determined as a Major offense with suspension. If severe enough, a recommendation of expulsion can occur.

### **Calling the School – 419-258-5421**

Any time your child is ill, please call the school immediately in the morning to report his or her absence. If you have any questions concerning a school matter, please feel free to call. The office staff will be happy to assist you.

Elementary Principal      Ext. 2202

Elementary Secretary      Ext. 2200

School Nurse              Ext. 2206