

**STUDENT RULES AND PROCEDURES
WAPAKONETA CITY ELEMENTARY SCHOOLS
REVISED AS OF 2019**

The following rules and procedures have been developed to be used uniformly throughout the elementary schools of the Wapakoneta City School District.

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Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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 aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, and bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy 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 or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School 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's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with the regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy () to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

HIGHLY QUALIFIED TEACHER POLICY

The No Child Left Behind Act of 2001 requires all teachers to be "Highly Qualified". Furthermore, parents may request seeing any teacher's qualifications. Contact school administration when making this request. We assure parents, we are making every effort to meet the rigorous requirements of the No Child Left Behind Act.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Section 2 - ENROLLMENT

ASSIGNMENT WITHIN DISTRICT

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by:

- A. considerations of safe student transportation and travel;
- B. convenience of access to schools;
- C. financial and administrative efficiency;
- D. the effectiveness of the instructional program;
- E. a wholesome and educationally sound balance of student populations.

No assignment to schools or attendance schedules shall discriminate against students on the basis of sex, race, religion, or national origin.

The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

Every effort shall be made to continue a student in the elementary school to which he/she is initially assigned.

Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

The Superintendent shall assign incoming transfer students to such schools, grades and classes as may afford each student the greatest likelihood of realizing fullest educational potential.

The building principal shall assign students in his/her school to appropriate grades, classes or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

ENROLLING IN THE SCHOOL

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

- A. unless enrolling under the District's open enrollment policy.
- B. 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 documentation required to establish permanent enrollment.

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children at least five (5) but under twenty-two (22) years of age whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. power of attorney designating the grandparent as the attorney-in-fact; or
- B. caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discusses with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney (Form 5111 F7) or caretaker authorization affidavit ([Form 5111 F8](#)). The child may attend the schools of this District ([Form 5111 F9](#)) unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. one (1) year elapses following the date the document is notarized;
- B. the child ceases to reside with the grandparent(s);
- C. the document is terminated by court order; or
- D. either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it. Further, the caretaker authorization affidavit terminates if the parent, custodian, or guardian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District. In addition, if a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, such students will not be admitted until the records required to be released by DHS to the Superintendent have been received (see AG [5111](#) for listing of required records). Within twenty-four (24) hours of admission into the District, the Superintendent shall request a copy of the student's school records from the school the student most recently attended.

NONRESIDENT ELIGIBILITY FOR TUITION-FREE EDUCATION

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

- A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:
 1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and
 2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

Such child shall also be eligible to participate in interscholastic athletics, if released by formal action of the district of current residency and the OHSAA.

- B. Children under a shared-parenting plan establishing both parents as "residential parents" when the child is residing with the parent, if one (1) parent resides in the District. If a student resides in another school district but attends school in this District (where one parent resides), it is the obligation of the parents to provide transportation for that student from the home of the nonresident parent. Where a court has vested legal custody with only one (1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.
- C. A child under the age of eighteen (18) years of age who is married and resides in the District.
- D. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.
- E. Students who are considered by Federal law to be illegal aliens and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.
- F. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.
- G. A child, living with a resident other than a parent and whose parent is in the armed services outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed twelve (12) months. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.
- H. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.
- I. A nonresident child who has been or is currently being placed for adoption with a resident of this District, unless the adoption has been terminated or another district is required to educate the child.
- J. Any student who enrolls in the District under the District's open enrollment policy.

OPTIONAL TUITION FREE EDUCATION

The Board may admit students tuition-free under the following circumstances:

- A. Children under the age of twenty-two (22), who are:
 - 1. in the legal custody of their parent;
 - 2. residing with a resident grandparent; and
 - 3. not in need of special education, provided the Board and the board of education of the child's district of residence enter into a written agreement specifying there is good cause for the transfer, describing the nature of the good cause, and consenting to the attendance.
- B. Foreign-exchange students participating in a bona fide foreign-exchange program or residents of foreign nations who request admission as foreign-exchange students or the student is a non-Ohio, U.S. resident admitted under an exchange program operated by a student exchange organization.
- C. Residents, regardless of age, who have graduated from an approved special education program and who wish to participate in a vocational program offered by the District or the Apollo JVS, provided all of the conditions established in the AG [5111](#) have been met.
- D. Any resident of the District who, although not otherwise eligible, meets the criteria for free admission as established by the State Board of Education.
- E. Twelfth grade students whose parents move out of the District after the commencement of classes shall be allowed to attend school tuition-free for the remainder of the current year and one (1) additional semester.

The Superintendent may allow a student to remain in school beyond the additional semester, if, in his/her opinion, the student is making adequate progress toward completion of the high school program or I.E.P. but, due to circumstances such as illness, personal hardship, family responsibilities, or the need to work part-time has been unable to complete the program or I.E.P. within the school year and/or one (1) additional semester.
- F. Natural or legally adopted children of full-time staff members who reside outside the District provided proper application, prior to the first day of school, has been made. (refer to terms of applicable collective bargaining agreements)
- G. A nonresident student under the age of twenty-two (22) is entitled to attend school in the District if the superintendent of the student's district of residence and the Superintendent enter into a written agreement consenting to the attendance and specifying that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents.

If the student is not receiving special education, there shall be no requirement for either district to provide transportation for the student.

Any student admitted to the District under this provision shall be allowed to participate in all District student activities, including interscholastic athletics, on the same basis as any student who has attended the District's schools while of compulsory age.
- H. A child may enroll free of any tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the District that he/she has initiated legal proceedings for custody of the child. If the court fails to grant the adult resident custody, continued enrollment beyond the sixty (60) days will be at the discretion of the Board. If enrollment continues, tuition shall be assessed in accordance with law. If the court awards custody to the adult resident, he/she shall produce the journal entry awarding custody and tuition shall be determined in accordance with State law and/or the court order.
- I. A child who becomes a nonresident at the time of a parent's death may continue to attend school in the District on a nontuition basis for the remainder of the school year.

STUDENTS SUSPENDED or EXPELLED FROM OTHER DISTRICT

After offering an opportunity for a hearing, the Superintendent, at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the state, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion, which would have been applied, had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met.

This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent.

MANDATORY ADMISSION/PAYMENT OF TUITION

The Board shall admit students who reside in the District but his/her parents do not reside in the District and tuition payments shall be assessed pursuant to State law if:

- A. the student is in the legal or permanent custody of a governmental agency or a person other than his/her natural or adoptive parents;
- B. the student resides in a home as defined by State law;
- C. the student requires special education;
- D. the child resides in the District and the child's parent is in a residential facility, correctional facility, or juvenile placement and the other parent, if living and not in such a facility or placement, is not known to reside in this State;
- E. regularly enrolled students whose parents have moved out of the School District and who have a release from the board of education of current residency;
- F. students placed in a person's home in the District under Limited Guardianship papers or a Power of Attorney if that person is not a relative.

The Superintendent shall develop administrative guidelines for the enrollment of nonresident children which:

- A. admit such children only on the proper application of the parent or guardian; release by the board of education of residency, if required; and the approval of the Board;
- B. not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, ancestry, or disability;
- C. verify claims of residency;
- D. deny admission where the educational program maintained for the children of this District is inadequate to meet the needs of the applicant;
- E. make continued enrollment of any nonmandatory nonresident, regular-education student contingent upon maintaining good standards of citizenship and discipline.

The Superintendent shall recommend to the Board for their approval the admission of qualified applicants. Tuition rates shall be determined as required by Ohio Statutes. Tuition shall be charged monthly, in advance of attendance.

HOMELESS STUDENTS

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

CHANGE OF ADDRESS OR PHONE NUMBER

If the student has a change of address or phone number, the parents need to notify the school immediately. Unlisted phone numbers are kept confidential and are only available to the school staff.

WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while statute requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent.

In accordance with Policy **5610**, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

The Superintendent shall develop procedures for withdrawal from school.

SCHOOL FEES

All school fees will be due by mid-October. This will allow the school time for the approval/denial process for free/reduced lunches to be completed before fees are collected.

Students who qualify for a reduced lunch will also have their academic fees reduced by sixty percent (60%). Students who qualify for a free lunch will have their school academic fees waived.

Students who are assessed fines (eg: damages to materials, library fines, etc.) will not have these costs reduced or waived.

RECORDS

The school maintains records of each student in his/her accumulative folder. These records are confidential and come under the regulations of the Privacy Act. Only natural/custodial parents and school personnel have access to these records. Request to review student records must be made through the office. If the parents of a student are divorced or separated, the school will request a copy of the court order establishing custody of the student and will place it in the accumulative file.

Section 3 - GENERAL SCHOOL INFORMATION

SCHOOL DAY

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. He/she shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time. He/she shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities.

VISITING THE SCHOOL

The school welcomes parents visiting the school and cafeteria. As we continue to make every effort to maintain safety and security in our schools, we ask that arrangements for visits are to be made in advance, through the office. All parents and visitors are required to report to the office when entering the school. This includes picking up students before dismissal, returning students to school or dropping off forgotten items. If you would like to have an appointment with a teacher, this request will need to be made with a building administrator 24 hours in advance. You will receive a nametag before going out into the building. Also, please remember anytime you plan to take your child out of school before regular dismissal time, you must sign him/her out in the office.

ATTENDANCE

Students are expected to attend school daily. When a student is absent from school, the following rules apply:

1. **Parents are required by Ohio Law to notify the school on the day their child is absent.** The parent must phone the school by 9:30 AM or send a note to school the morning of the absence with a brother or sister.
2. All work missed by the student must be made up as soon as possible upon returning to school. Generally, for each day of absence, the student has an equal amount of time to make up the work missed.
3. Excused absences include illness, death in the family, religious observance, or family vacation.
4. A note from a parent does not automatically excuse the student's absence. The principal has the discretion of determining which absences are excused.
5. Family vacations may be approved as an excused absence, by the principal, if the parent informs the school one week in advance of the proposed vacation. The parent must sign a vacation absence form assuming responsibility for any assignments that may be given to the student.

Habitual truant refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

Unruly child refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

Delinquent child applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

TARDINESS AND HALF-DAY ATTENDANCE

Students tardy to school should have a note of explanation from their parents. Upon arrival at the school, a parent or guardian must report to the office and sign in pupils whom are tardy. A child arriving after 10:30 AM or leaving before 12:30 PM will be considered absent for one half of a school day. Late arrival for class on four or more occasions during the year will be considered excessive. As is the case with other attendance matters, the building principal or his designee shall have the right to exercise discretion with respect to excessive absenteeism and the need to issue possible disciplinary responses. For example, principals may require that students whom have accrued four or more tardies during the year serve a before or after school make-up study session.

SCHOOL CANCELLATION, DELAY AND EARLY DISMISSAL

These announcements are made in the morning over the radio. Listen to WIMA, WCIT, WOWO, WLSR, WBUK, WKKI, OR WZOQ. Individuals calling the school will be requested to listen to their radio for information. During inclement weather, or at the time of special emergencies, it may be necessary to dismiss school early. Parents need to have arrangements made for their children prior to this and should have directions indicated on the child's Emergency Form, which is sent home at the start of each new school year.

Section 4 - MEDICAL

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are 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 and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate 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.

EMERGENCY MEDICAL AUTHORIZATION

An Emergency Medical Authorization Form will be distributed annually by the District to parents or guardians of all students. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

MEDICAL APPOINTMENTS

Early dismissals and late arrivals may be permitted for student medical appointments. The student should report to the office before leaving and upon returning to school. Parents are asked to sign their child "out and in" in the office.

MEDICAL CONCERNS

The following medical procedures have been developed for the health and welfare of our students and staff. While we encourage students to attend school regularly, a sick student should stay home until he/she has recovered (**fever-free, without the use of meds, for 24 hours**).

1. Each student is required by Ohio Law to have a current Emergency Procedure Form on file with the school. If any of the information should change, the parent should notify the school immediately.
2. **ALL** prescription drugs and over-the-counter medications to be taken by a student during the school day must be brought to the office by the parent. The drug must be in the labeled, pharmaceutical container and accompanied with a statement signed by the physician and the parent. A medication permit form may be obtained from the school office. It is recommended that the physician be asked if the medication can be administered at home either before or after school.
3. School personnel will destroy any unclaimed medication at the end of the school year.
4. The parents shall have sole responsibility in instructing their child to take the medication at the scheduled time. A log for each prescribed medication is maintained noting the person dispensing the medications, the date, and the time the medication was given to the student. This log will be maintained along with the physician's written request and the parent's written release. **No staff member will be permitted to dispense nonprescription or over the counter (OTC) medication to any student without the physician's written order.**
5. When a student is ill or injured at school, school personnel will attempt to contact the parents and advise them of the situation. Please keep in mind, the school is not equipped or permitted to care for sick or injured students. For the health of others, sick students should be taken home.
6. In case the need arises for emergency medical treatment, the area rescue squad will be called (**at the parent's expense**) in conjunction with efforts to contact the student's parents.
7. For health reasons, parents may request that a child be kept in during recess. Requests that extend beyond three days will need a statement from a physician verifying such needs. Recess is held outside unless inclement weather warrants otherwise.
8. Students should be kept home if they have diarrhea, a severe cold, or undetermined rashes.
9. Students should not come to school if they have a fever. They are not to return until they are fever free (without medication) for 24 hours. Consultation with a physician is essential if there is any question.
10. If a child is found to have **head lice**, he/she will be sent home immediately. The child may not return to school until treated with appropriate head lice killing shampoo (or creme rinse) and **all** nits (eggs) are removed from the hair. The child will be monitored daily or as needed and will be sent home for any recurrence of lice.

IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating he/she has had natural measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of communicableness.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated. The Superintendent may prohibit the student from attending school, however, if the immunization would have been for mumps, poliomyelitis, measles, rubella, diphtheria, pertussis, or tetanus.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

The Board believes that immunization is the primary responsibility of the parent(s). For those students who do not have ready access to private or public health services, immunizations shall be provided at public expense.

LICE POLICY

All schools in the county follow the same policy and procedure in dealing with head lice. If your child is found to have signs of infestations while in school, the following steps will be taken:

1. If live lice are found, or there are signs of infestation without having previously been treated, the student will be excluded from school until no further lice have been seen.

2. School personnel will contact you and suggest methods and products to help you get rid of the lice.
 3. School personnel will re-check the child's head within one week to make sure that treatment is working.
 4. If no progress in removal of the lice is observed within that week, you will be referred to the Health Department for consultation and follow-up in the Health Department Clinic.
- If no progress is observed within several weeks of follow-up, the Health Department will refer the case to the Auglaize County Prosecutor for possible action. A copy of the Wapakoneta City School District or Auglaize County policy may be obtained from the building principal.

CONTROL OF COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable diseases is essential to the well-being of the school community and to the efficient operation of the schools.

In order to protect the health and safety of the students, school personnel, and the community at large, the Board shall follow all State statutes and Board of Health regulations, which pertain to communicable disease.

On the recommendation of the school physician or the school nurse, a teacher may exclude from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if neither the school physician nor the school nurse is present in the building.

The Superintendent shall develop procedures for the control of communicable disease.

DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons within the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (Human Immunodeficiency Virus);
- B. AIDS (Acquired Immune Deficiency Syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. Other disease that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveals the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

STUDENT ALCOHOL AND DRUG POLICY

A. Philosophy Statement

The Wapakoneta City School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and/or other drug problems is a deterrent to learning, thereby limiting, interfering with, or inhibiting the primary responsibility vested in the educational system.

The Wapakoneta City Schools are concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and drugs in the school increases the likelihood that the safety and well being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Wapakoneta City Schools' Board of Education recognizes student alcohol and drug use as illegal and harmful. Student alcohol and drug use is a community problem, requiring a community solution. Since the Wapakoneta City Schools are an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The District also recognizes that alcohol and drug use may lead to addiction. In response, it is the policy to provide discipline as well as positive action to address alcohol and drug use and/or dependency.

In developing this policy, the Board has tried to maintain a balance between compassion and aid to the students using alcohol and drugs and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The Board recognized that the rights of administrators and teachers to perform their duties must be protected. They must take their places as educators and not perform the duties of police or diagnostician. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are **education/prevention, intervention/referral, and support/guidance.**

The Wapakoneta City Schools' Board of Education is responsible for establishing policy and directing its implementation. The Board calls upon the administrators, faculty, staff, parents, and students to collectively ensure the policy's success.

B. Policy Statement

The Wapakoneta City Schools' Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used, or offer for sale any alcoholic beverages, illegal drugs, prescription or nonprescription drugs "look-a-like" drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, in other situations under the authority of the District, or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, alcohol, non-alcoholic beers, steroids, tobacco products, nicotine, drugs and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but are not be limited to, an alcohol/drug education program, assessment with follow-through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment. Students who need to take prescription medications must adhere to the policies described within the student handbook.

C. Education/Prevention

The District will take a comprehensive, progressive, and age appropriate approach in the development of curricula and programs that promote positive life skill development and an awareness of the consequences associated with alcohol/drug use. The guidelines, goals, and objectives for development of prevention/education development will be based on information provided through our local Drug-Free Schools Program Coordinator, the Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and drug use prevention and intervention staff training awareness will be encouraged in order to enhance the consistent implementation and success of this policy.

D. Intervention/Referral

It shall be the policy of the Wapakoneta City Schools to provide an intervention process designed to confront behaviors of students, which may indicate alcohol and other drug use.

Intervention strategies will reflect a collaboration of staff administrators, guidance, and the Drug-Free School Program Coordinator. They may include, but are not limited to the following:

1. Students seeking help
2. Students exhibiting inappropriate, unusual, or atypical behavior
3. Disciplinary action involving violations of this policy and the student code of conduct

A working relationship will exist between the district and local professional helping agencies in order to enhance familiarity, communication, referral, and follow-up. In addition, information will be made available about any drug and alcohol counseling, rehabilitation, and re-entry programs for students.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by the Wapakoneta City Schools to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the District to assure the student's successful transition back into the school environment.

E. Support/Guidance

The Wapakoneta City Schools recognize the importance of guidance activities, which provide support to students who are experiencing problems either directly or indirectly due to alcohol and drug use. Therefore, programs such as individual guidance, support groups, and mentorship programs will be utilized within the school environment. Activities may also be provided which promote drug-free lifestyles and support for students who are concerned regarding a loved one or drug use. Wapakoneta City Schools will also provide available information about drug and alcohol counseling and re-entry programs that are accessible to students.

F. Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact regarding student alcohol and drug use, therefore, parent education programs will be recommended to the community. These programs will focus on parental prevention and intervention strategies.

G. Other Policies Governing Students Alcohol and Drug Use

The Wapakoneta City Schools' Board of Education has adopted a comprehensive eligibility/code of conduct policy for student athletes and for students involved in curricular and extra-curricular activities. These students should be aware of these requirements that govern student behavior. The policies represent a common philosophy regarding alcohol and drug use and are administered in a similar fashion.

H. Drug-Free Schools Program

The Wapakoneta City Schools contract with a full-time Drug-Free Schools Program Coordinator. This position provides the district with assurance of policy development and implementation, as well as, comprehensive program planning and services to meet the concerns of students, parents, community, and faculty. The Drug-Free Schools

Program Coordinator reports directly to the Superintendent and is responsible for district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:

1. Intervention and Support Programs and Activities
2. Curriculum and Resource Development
3. Student Involvement Programs and Activities
4. Community Awareness and Advocacy

I. Student and Parent Notification

At the beginning of each year, the student code of conduct is given to every student and parent. Compliance with these standards of conduct is mandatory and requires a parent's signature each year in order to ensure parental support and compliance.

Section 5 - SCHOOL SAFETY/RULES

GENERAL SCHOOL RULES

1. Children shall be accountable to their assigned teacher for their whereabouts in the building or on the grounds at all times.
2. Children will WALK at all times in the classroom, hall, cafeteria, and gym unless instructed otherwise.
3. Children are discouraged from bringing toys, dolls, etc. to school. The school will not be responsible for these items.
4. Children are not to re-enter school, after dismissal, without permission.
5. Students should not be on school grounds prior to the stated arrival times for that building. (Except for the breakfast program.)

CLASSROOM RULES

Rules for the classroom are established by the teacher and posted in the classroom. It is the student's responsibility to become familiar with these rules and obey them.

SAFETY AROUND THE SCHOOL

To ensure the safety of the children, the following guidelines have been developed:

1. Students riding bikes to and from school must have written parental permission.
2. Children are to notify the principal immediately if they are followed or approached by a stranger.
3. Children are to walk directly to school in the morning and directly home after dismissal, unless the office has been otherwise informed.
4. Children are to use designated school crossing areas unless accompanied by an adult.
5. Children are not to stay on the playground or around the building after school dismissal.
6. Visitors to the school are closely monitored. State law requires all visitors to report to the office before visiting any part of the school.
7. Parents are expected to reinforce the school safety and behavior rules.

FIRE, TORNADO, AND SAFETY DRILLS

The 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. The alarm system for tornadoes consists of announcement over the Public Address system. 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 case.

Safety drills will be conducted in accordance with State law. The teacher will provide specific instruction on the appropriate procedures to follow in situations where students must be either secured in the building or evacuate the building. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

PREPAREDNESS FOR TOXIC HAZARDS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent shall appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer is responsible for:

- A. identifying potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Material Safety Data Sheets (MSDS's);
- B. verifying that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintaining a current file of MSDSs for every hazardous material present on District property;

- D. designing and implementing a written communication program which:
 - 1. lists hazardous materials present on District property,
 - 2. details the methods used to inform staff and students of the hazards, and
 - 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conducting a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

APPLICATION OF PESTICIDES

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG **8431A** in addition to the requirements established by the Ohio Department of Agriculture.

Section 6 – STUDENT INFORMATION

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.

Students must arrive to school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the school counselor.

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 e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build an open line of communication with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization form 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.

STUDENT SERVICES

All students have many services available other than those pertaining to their academic education.

Elementary Guidance: This program is used primarily as classroom instruction for goal setting, academic concerns, and social concerns.

School Nurse: The nurse is used primarily for student immunization record analysis and childhood disease recognition.

The nurse is not to be used as a physician.

Psychologist: Psychological services are available to any student or parent as the situation may warrant or as recommended by the Intervention Assistance Team (for testing or special placements).

Speech and Hearing Therapist: These services are used primarily for testing and organizing an improvement plan for the identified student.

ACADEMIC REPORTING TO PARENTS

Grade cards will be sent home with students at nine-week intervals.

PARENT-TEACHER CONFERENCES

At the conclusion of the first nine weeks of school, two school days are set aside for Parent-Teacher Conferences. These conferences allow parents and teachers to get to know each other better and to exchange information for the benefit of the student. Check the school calendar for the dates.

The parent or teacher, as the year progresses, may request additional conferences. Parents are urged to keep in close contact with their child's teacher and should feel free to request a conference when a concern arises.

GRADING

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, and parents to assess better the student's progress toward personal educational goals and assist the student in the implementation of that progress.

Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents and teachers to learn the student's strengths and weaknesses; plan an educational future for the student in the areas of the greatest potential for success; and know where remedial work is required.

Such grades shall indicate the students' progress related their own potential for achievement in understanding course content.

The Board directs that the instructional program of this District include a system of grading for grades K through 12, which is consistent with the educational goals of the District.

The Superintendent shall develop procedures for grading which include the following:

- A. each student should know what behavior and achievements are expected at the outset of any course of study
- B. each student should be kept informed of personal progress during the course of a unit of study
- C. methods of grading shall be appropriate to the course of study and the maturity of students
- D. provision shall be made for a pass/fail grade where it is appropriate
- E. grading should reward students for their efforts and minimize student failure
- F. students should be encouraged to evaluate their own achievements
- G. no grading system should serve to inhibit the teacher from learning the strengths and weaknesses of each student on an individual basis
- H. all grading systems are subject to continual review and revision, the better to serve the purposes for grading established by the Board
- I. all grades (including incompletes) are final as of June 30th each school year.

Any discrepancy must be discussed and decided by the building principal.

Final decision on any grade shall be the responsibility of the teacher.

PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Promotion:

A student will be promoted to the succeeding grade level when he/she has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either or before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases, the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous through the curriculum.

Retention:

A student may be retained at his/her current grade level when he/she has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;

- C. assure that efforts will be made to remediate the student's difficulties before he/she is retained;
- D. require that a student be retained if he/she is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. assign to the principal the responsibility for determining the promotion, placement, or retention of each student;
- F. provide parents the opportunity to request the promotion, placement, or retention of their child;
- G. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

DRESS CODE

The purpose of these guidelines is to insure a proper learning environment and is not intended to interfere with the choice of the child and parent in choosing a mode of dress. However, certain boundaries must be set in order to avoid extremes.

1. Modesty, health, hygiene, and avoidance of distracting influences are the key to proper dress. Administrators reserve the right to make the final decision as to inappropriate clothing styles.
2. Children should wear clothing appropriate for weather conditions.
3. Head coverings (hats, caps, and bandanas) are not permitted to be worn in the building, unless designated by school personnel.
4. Appropriate footwear is required, at all times, for reasons of personal hygiene and safety.
5. Clothing with obscene or profane messages and/or pictures advertising alcohol, tobacco, nicotine, drugs, or rock/rap groups are not permitted.
6. Only glasses prescribed by a doctor are permitted.
7. Be sure to label **ALL** of your child's clothing.

RESPONSIBILITY FOR TEXTBOOKS, WORKBOOKS AND LIBRARY BOOKS

Textbooks and library books are loaned to the student for his or her use. The student is expected to take proper care of these books. Normal wear is expected, however, the student will be fined for damaged or lost books. Fines will be levied based on the cost of replacement.

Students purchase their own workbooks and are responsible for the care and safeguarding of this material. They are also responsible for the replacement of lost workbooks or pages from them. Students are to complete assignments in workbooks only as directed by their teacher.

Book covers, assignment books, notebooks, and other school supplies with obscene or profane messages and/or pictures advertising alcohol, tobacco, nicotine, drugs, his/her or rock/rap groups are not permitted.

COMPUTER AND INTERNET USAGE

Computer use at all schools is encouraged and made available to students for educational purposes. The school retains the ownership of the hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

In order to protect the students of the Wapakoneta City Schools, the district has a filtered Internet connection which is managed by the NOACSC and the Wapakoneta City Schools. Although the filter does block many sites, parents need to be aware some sites may go through undetected by the filter. As situations arise, those sites or items may be added to the filter to protect the students of the Wapakoneta City Schools.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators. This would include, but may not be limited to, loss of lab privileges and those penalties that are outlined in the Student Conduct Code.

Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored.

Network password security is the responsibility of the student.

Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.

Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.

All non-school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.

Use of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. Students must obtain permission before using the Internet. No pornographic materials can be accessed.

No student shall establish, or attempt to establish, computer access into school district restricted computer nets or any other unauthorized databases.

Students should obtain permission before using the printer.

PLAYGROUND/INDOOR RECESS

While encouraging physical exercise for all students, it is also necessary for everyone to be courteous to each other at all times, including time on the playground. Designated boundaries are to be observed at all times. The following is NOT permitted:

1. Throwing balls near or towards the building
2. Standing on the slide, climbing up the slide, or having more than one child on the slide at a time
3. Looking or yelling into the windows of classrooms
4. Tackle football or any game that could result in injury or clothing being torn
5. Throwing stones or any item that may prove dangerous
6. Carrying another student in any manner
7. Any games that create a dangerous situation
8. Standing on the swing, jumping from the swing, or having more than one child on the swing
9. Throwing snowballs
10. Going inside the building without permission (Restrooms should be used before lunch or before going outside.)

HOMEWORK

Homework provides a means of reviewing and reinforcing the lesson taught at school. It also helps teach good study habits. A parent may help his or her child in the following manner:

1. Check daily for assignments and ask for explanation of assigned work.
2. Allow him/her to do the work on their own.
3. Set a regular homework time each day and provide a quiet place for work and study.

BIRTHDAY PARTIES

The observance of a child's birthday at school is permitted. It should be limited to a small treat with no games, presents, prizes, or entertainment. Arrangements are to be made with the teacher a day or two ahead of time and scheduled for the last ten minutes of the school.

LOST AND FOUND

Students are **urged to label all belongings** they bring to school (coats, sweaters, sweatshirts, lunch boxes, boots, etc.) Items that are found will be placed in the Lost and Found barrel; however, jewelry, watches, and glasses will be turned in to the office. Students should report lost or found items immediately to their teacher.

STUDENT VALUABLES

Students are encouraged to NOT bring items of value to school. Items such as jewelry, expensive clothing, electronic devices, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

STUDENT COAT RACKS, LOCKERS, AND DESKS

Desks, coat racks, and lockers are loaned to students by the school. It is the student's responsibility to keep them neat and clean. Only those items that would help a student in carrying out his school assignments should be kept in his/her desk. Coat racks or lockers are purchased and maintained by the school and remain the property of the school. They are subject to search and inspection at any time. Inspection of student lockers and desks will be made occasionally, by the teacher, for the purpose of determining that students are keeping them neat and clean.

CELL PHONES/COMPUTER DEVICES/COMPUTER WATCHES

Cell phones should be turned off during the school day and kept in the child's book bag. Cell phones and computer devices (like tablets) will be confiscated if used inappropriately. Computer watches can be worn, but students cannot use them during the day to text or make a phone call. If computer watches are used inappropriately, they can be confiscated.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

1. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fundraising activity for a group in which he or she is not a member without the approval of the student's principal.
3. No student may participate in fundraising activities off school property without the proper supervision of approved staff or other adults.
4. No student may participate in a fundraising activity conducted by a parent group, booster organization, or community organization, on school property, without the approval of the principal.

SCHOOL PUBLICATION

Student pictures will be taken for the school yearbook and will appear occasionally in the local newspaper or electronic school publications. Should you have any concerns with having your child's picture published, please notify the building principal.

Section 7 - SCHOOL CONCERNS AND DISCIPLINE

CHAIN OF COMMUNICATION IN DEALING WITH PROBLEMS AND CONCERNS

The most effective way for parents to address problems and concerns about their children and/or the instructional extracurricular programs is by following a chain of communication. The chain of communication will normally be as follows:

1. Teacher, activity advisor, or bus driver
2. Building principal
3. Superintendent's office
4. Board of Education

DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Superintendent; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Board Treasurer;
 - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion as Per Statute

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Non-disabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or interscholastic extra-curricular activities.

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his/her consent unless there is cause to do so in accordance with the terms of law and this policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, or a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction the student's age, and the student's disciplinary history. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection

shall be used only to determine the presence of drugs or devices in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated and seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy **8462**.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning, and he/she will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Investigations of Violations of Law by Law Enforcement Agencies

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully issued subpoena, or a court order.

STUDENT BEHAVIOR

The establishments of certain basic standards of behavior are necessary to maintain a school environment that is safe, healthful, and conducive to the teaching-learning process. The following codes and rules have been developed to reach these goals:

I. Major Misconduct Code, The following types of behavior may result in DETENTION, SUSPENSION (in-school or out-of-school), and/or EXPULSION.

Rule 1. Disruption and/or interference with curricular and/or extra-curricular activities: School is a student's job. A student's cooperation is necessary to make things run smoothly. A student shall not, by use of violence, force, coercion, threat, and/or failure to remove him or herself from an area (when requested to do so by a school employee) cause disruption or obstruction to anyone or any school situation (curricular or extracurricular).

Rule 2. Theft, cheating, extortion, damage, or misuse of school and private property: When things are lost or misplaced at school, part of the student's responsibility is to help find where the item belongs. Students should also help keep the school, as well as the other student's property, from being damaged or spoiled. No student shall take or damage something that does not belong to him/her, at school, on any school bus, coming from or going to school, or during any school-sponsored activity.

Rule 3. Assault on a school employee, a student, and/or other persons on the school premises while in the custody and control of the school or in the course of a school-related activity: When students get angry they should remember to hold their tempers and seek adult assistance so as not to hurt themselves or others. No student shall hurt or say he or she is going to hurt another person at school, on any bus, coming from or going to school, or during any school-sponsored activity.

Rule 4. Dangerous weapons and instruments: Students should remember to leave items at home that are dangerous and could hurt themselves or other people. Federal law requires that any student who brings a firearm or knife onto school property may be expelled from school for a period of one year. Students shall not bring "look-alike" weapons to school, including toy guns or knives. No student shall handle or keep dangerous items, even if brought to school by someone else. This applies when at school, on any school bus, coming from or going to school, or during any school-sponsored activity.

Rule 5. Tobacco, nicotine, narcotics, alcoholic beverages, and drugs: A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, nicotine, narcotics, alcoholic beverages, or drugs while attending school, traveling to or from school, or while attending any school-related activity. Possession or distribution of counterfeit drugs (commonly called "look-alike") will be treated in the same manner as if it were the actual drug.

Rule 6. Violation of any of the bus transportation rules: (See guidelines regarding transportation.)

Rule 7. Disrespect: Students will be respectful to classmates, staff, and guests at all times. A student shall not show disregard for reasonable directions by school personnel. A student shall not be involved with indecent behavior or the use of profanity.

Rule 8. Truancy: Students shall not violate attendance rules and/or adopted truancy policy.

Rule 9. Repeated violations: Any series of behavioral violations that creates a pattern of misconduct may result in suspension or recommendation of expulsion.

Rule 10. Sexual Harassment: A student shall not make unwanted sexual advances upon another person. Such unwanted advances could be in a verbal form, visual form, or by physical contact. Examples include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. Any form of sexual harassment should be made known to the nearest teacher, guidance counselor, or administrator. If a student feels another student is sexually harassing him/her, it should be reported to the teacher and to the Director of Operations or Principal. If school personnel are sexually harassing a student, it should be reported to the Building Principal or the Director of Operations, Mike Watt, 1102 Gardenia Dr, Wapakoneta, Ohio.

II. Minor Misconduct Code

Minor acts of misconduct may include all items listed under the major misconduct code, as well as, the following examples:

1. Tardiness to school or class
2. Gum chewing
3. Violation of dress code
4. Failure to complete assignments on time
5. Violation of classroom, cafeteria, playground, school rules, or trespassing

Minor misconduct may be dealt with in the following ways (not necessarily in this order):

Formal apology

Warning by teacher or supervisor

Individual conference

Conference with parent

Detention before or after school (Transportation is then the responsibility of the parent.)

Cleaning or repairing of damaged items

Payment for stolen or damaged items

Loss of privileges (recess, assemblies, extracurricular activities)

III. Zero Tolerance Policy on Gang-Related Activity

The presence of gangs and gang-related activities can cause a substantial disruption of, or material interference with, the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility, or violence, thereby creating an intimidating, threatening, or distracting school environment.

The presence of gangs and gang-related activities in the school and at school-sponsored activities has a substantial impact on the Board's ability to provide for the safety and welfare of students, staff, and visitors.

Existing policies prohibit students from engaging in conduct or speech, which is disruptive, intimidating, or threatening.

The Wapakoneta Board of Education has determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including gang members, will not be tolerated. The Board of Education

hereby acts to prohibit disruptive, threatening, and intimidating gang-related conduct in accordance with the following context:

DEFINITIONS: A "gang" is defined as a group of three or more individuals who share a unique name and identifiable marks or symbols, claim a territory or turf, associate on a regular basis, violate school rules, and/or engage in criminal or antisocial behavior.

A "school-sponsored activity" includes any activity in which the Board may be legally liable for the safety and welfare of those participating or attending, including, but not limited to, athletic events, school social events, theater productions, vocal and instrumental competitions, club meetings, club activities, field trips, and any other event sponsored, approved, organized or paid for, in whole or in part, by the Wapakoneta City Schools.

PROHIBITED ACTIVITY

1. No student on, or about, school property or at any school-sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions or other jewelry, emblems, badges, patches, symbols, insignia, signs, tattoos (whether permanent or temporary), scars or marks, haircuts, or other things which identify a gang, or which are evidence of membership or affiliation in any gang, or which otherwise disrupt the academic process.

2. No student on, or about, school property, or at any school-sponsored activity shall engage in conduct, or use any speech, whether verbal or nonverbal (gestures, hand signals, hand shakes, etc.) showing membership or affiliation in a gang, when such conduct or speech is intended to cause disruption or when one knows, or has reason to know, that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.

3. No student on, or about, school property or at any school-sponsored activity shall use any speech or commit any act or omission which is disruptive, intimidating, threatening, or which tends to arouse fear, alarm, resentment, anger, hostility, or violence, including, but not limited to, the following gang-related activities:

Soliciting or recruiting others for membership in any gang or soliciting others for participation in gang activities:

- Requesting any person to pay for protection or intimidating or threatening any person
- Assaulting any student, school employee, or visitor (whether during school, school-sponsored activity, or on the way to or from school) or inciting others to act with physical violence.
- Distributing or copying any gang-related material on school property or at school-sponsored activities
- Marching, congregating, massing together with the intent to disrupt or intimidate, or having reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution and will be considered trespassing. Trespassers will be prosecuted.
- Placing any gang-related graffiti on the school or school property, or on the property of others during school-sponsored activities
- Committing any other illegal act or other violation of school district policies
- Students who violate any of the provisions of this section of the policy will be subject to the appropriate disciplinary action up to, and including, suspension and/or expulsion. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct, including, but not limited to, any trespassing, vandalism, or assault in violation of this section.

STUDENTS WITH DISABILITIES

Students with disabilities are not entitled to completely different disciplinary procedures and will be dealt with in accordance with P.L 94-142.

TRESPASSING

No unauthorized person shall trespass, loiter, or remain in any school building or on the grounds of the school district.

All School property shall be off limits to unauthorized persons and vehicles from 10:00 PM to 6:00 AM.

ALL persons shall report to the office upon entering a school building. Parents who are visiting classes are to report to the principal's office to request permission to visit.

No person shall remain in any school building or on the grounds thereof after being requested to leave the premises by the principal, teacher, or any person assigned to the duties of custodian or a member of the administrative staff of the school district.

Any person who fails to comply with the provisions of any of the preceding sections shall be in violation of the rules and regulations of the Wapakoneta Board of Education.

The Board of Education prohibits unauthorized persons from trespassing on all school areas that are fenced in or locked, when school personnel are not supervising them. There shall be no use of unauthorized motor vehicles on the school property at any time. School playgrounds or park areas may be used during daylight hours, as long as they use the designated area and do not interfere with others or damage school property. Persons are not to congregate or loiter in the parking areas at any time during the day or night.

Section 8 - BUS RULES AND DISCIPLINE

BUS TRANSPORTATION

Students are required to follow their regularly assigned mode of transportation to and from school. Students are not to use bus transportation to ride home with a friend for a visit. However, with a note from parents, students may ride a different bus for the following reasons: an emergency, medical situation, or sitter not at home. Furthermore, the schedule requested by parents should be consistent.

PRIOR TO LOADING:

1. Be on time at the bus stop. Students should not be at the bus stop more than five minutes prior to loading.
2. Students should stay off the road and conduct themselves in a safe manner while waiting for the bus.
3. Wait for the bus to come to a complete stop and watch for the driver's signal, before boarding the bus.
4. Students should only ride their assigned bus, unless having a signed note requesting a change.

WHILE ON THE BUS:

1. Eating /drinking on the bus is not permitted.
2. Objects brought on the bus must be of a size to ride on the student's lap.
3. Students must sit in their seat at all times.
4. Hands and heads are to be kept inside the bus.
5. Students are asked to help keep the bus clean.
6. Unnecessary loudness will not be permitted.
7. The offender will pay for damage to property.
8. Check seats before leaving for personal items.
9. Nothing is to be thrown from the bus window.
10. Be courteous to the driver and other students.
11. No talking at railroad crossings.
12. Inform the driver, if possible, about future absences from school.

AFTER UNLOADING:

1. When necessary, cross the road at least ten feet in front of the bus, after being directed by the bus driver.
2. Be a friend to the smaller children by looking after their comfort and safety.
3. Be alert to any danger signal from the driver.
4. Unload only at your assigned bus stop.

Respect your driver at all times. His/her only purpose is to ensure your safety. When asked for your cooperation, it is necessary that you respond immediately.

BUS DISCIPLINE

One of the obligations of a school bus driver is to maintain order on the bus. The following is the discipline procedure:

1. Verbal warning or an assigned seat
2. Discipline report to the principal
3. Referral to parents
4. Three day suspension off the bus
5. Five day suspension off the bus
6. Seven day suspension off the bus
7. Suspension off the bus for the remainder of the school year

There are times when the offense is of such a nature that it does not warrant a warning, and a suspension will be issued immediately.

Suspension, Expulsion, or Immediate Removal from the Bus:

The provision of section 3313.66 of the ORC shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.

The superintendent, superintendent designee, principal, or assistant principal are authorized to suspend or remove pupils from school bus riding privileges.

Immediate removal of a pupil from transportation is authorized when the pupil's presence poses a threat to the safe operation of the school bus. A pupil removed immediately from transportation must be given notice of a hearing, when practical, which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Length of suspension shall be in accordance with school district policy, but not more than ten days.

Suspension of riding privileges for rule violations or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed the ten days. Suspension of riding privileges by the superintendent, superintendent designee, principal, or assistant principal shall be in accordance with section 3313.66 of the ORC and school district policy related to due process.

Expulsion of a pupil from riding privileges shall be by the superintendent and in compliance with divisions B, D, and E of section 3313.66 of the ORC.

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

Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with the law.

VIDEO CAMERA AND BUS MONITORING

The Wapakoneta City Schools' Board of Education, in order to help maintain student safety and discipline, shall equip each bus so that a video camera may be installed to monitor student behavior. The installation of these cameras shall be completed in such a way that neither the students nor the driver knows when the video camera is in operation.

SCHEDULE: The Transportation Supervisor and head mechanic shall be responsible for scheduling the placement of cameras on each bus. The schedule should provide that each bus, on regular or extra-curricular routes, should have the camera installed one or more times during the school year. Only the Director of Operations, Transportation Supervisor, and head mechanic shall keep these schedules confidential and known.

NOTIFICATION: A sign shall be placed on each bus, to notify all students that the video camera may be in use on the bus. In addition, parents will be notified in the student handbook, at the beginning of each school year that a video-monitoring camera may be in use on the bus.

VIEWING: Bus videotapes may be viewed by any administrator without written consent of the student, as part of their responsibility for the maintenance of bus discipline and safety. The administrator may also use these videotapes of students' actions to supplement disciplinary action.

ACCESS FORMS: If a specific tape is to be used as part of a student's disciplinary action, the administrator must complete an access request form before such action is taken. A copy of the access request form shall be forwarded to the Director of Operations with one being kept on file by the administrator using the tape. Parents of students being disciplined may only review the section of any tape involving their children. These videotapes may also be shown to all students riding the bus as part of the program to help improve bus discipline and safety.

If the tapes are to be reviewed by any other individual, except under a court subpoena, the Superintendent, Director of Operations, or Transportation Supervisor must complete a consent form. This consent form may be secured from the Director of Operations. Wapakoneta City School District, Wapakoneta, Ohio (Adopted: 1/19/95)

In the event of an emergency or any important reason to *temporarily* change a child's pick-up or drop-off, the parent must communicate the change in writing to the teacher, principal, and bus driver. The note should include the following information:

1. DATE
2. EXACT DATE OF REQUESTED CHANGE
3. CHILD'S FIRST AND LAST NAME
4. TEACHER'S NAME
5. PHONE NUMBER FOR VERIFICATION
6. ASSIGNED BUS NUMBER AND REQUESTED BUS NUMBER AND ADDRESS
7. PARENT SIGNATURE

We appreciate your cooperation in this matter to curtail the bus pick-up/drop-off problems we encounter. If you have any questions, please feel free to contact the Transportation Supervisor at 419-739-2912.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

The Board of Education does not authorize the transportation by private vehicle of students of the District.

Recent law changes, prompted by the insurance industry and Ohio State Patrol, are making it exceedingly more restrictive in the methods we can use to transport students. In simple terms, unless we transport students in a yellow bus or a school owned van (driven by a properly certified driver); no personal or rented vehicle is acceptable.

The only exception to this rule would be in the case of an "incidental" occurrence when a student requires transportation (in a personal vehicle) and a bus or school van is unavailable. Such occurrences might include a medical emergency or a last minute change of student placement (i.e. Opportunity School). The key word here is "incidental." Field trips, athletic tournaments, etc. are not considered incidental. It should be emphasized that anytime a personal vehicle is used in transporting a student, the owner's insurance will be considered primary in the resolution of any damages. Approval should be granted by the building principal.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Section 9 - CAFETERIA

FOOD SERVICES PROGRAM

The district shall participate in the Federal School Lunch program. The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

It is expected that students behave in a quiet, orderly manner in the lunchroom. This takes cooperation of the students in showing proper respect for others.

1. Students may purchase a school lunch or pack a lunch from home.
2. Students may talk quietly with others at their table.
3. Students should use good manners at all times.
4. Students and/or parents may not bring soda pop into the cafeteria.
5. Students must eat or dispose of all purchased foods in the cafeteria.

CHARGE POLICY

Students may charge three (3) lunches. Balance due letters are sent home three times a week with the student. After the third charge, a cheese sandwich with the rest of the regular meal and milk is given to the student at no charge. Calls are made to the parent/guardian to resolve the issue. Soda pop is not permitted in the cafeteria during lunch. Students must have a lunch (school lunch or pack lunch) in order to buy ala carte items.

Students are not permitted to charge breakfast meals.

MySchoolBucks.com

MySchoolBucks.com is an online payment system you can fund student's accounts with for a fee of \$2.49 per transaction. You can also use the system for free to keep track of your student's lunch account. It will email you low balance alerts and let you see what your child is purchasing.

If your student has money left over at the end of the year it will be available to the student the next school year for cafeteria purchases. Refunds are only given if the student moves out of the district.

FREE AND REDUCED MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with lunch at a reduced rate and/or no charge to the student.

Children shall be eligible for free or reduced meals who would not otherwise receive proper nourishment. Such needy students shall be known by the criteria issued annually by the State.

The Board designates the Food Service Supervisor to determine in accordance with Board standards, the eligibility of students for free and reduced meals.

The schools shall annually notify all interested persons of the availability, eligibility requirements, and application procedure for free and reduced meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State and local funds as may be applied to the District's program of free and reduced meals.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

Section 10 - PARENT AND GUARDIAN INFORMATION

PARENT INFORMATION AND RESOURCE CENTERS

PIRCs (Parent Information and Resource Centers) are part of the No Child Left Behind Act. It is a school-linked resource serving parents, schools, and community organizations throughout the state. PIRCs serve a culturally and economically diverse population: focused on low-income, minority, and Limited-English Proficient families. To access the PIRC website, go to www.ohiopirc.org.

PARENT INVOLVEMENT

Our elementary schools support and encourage parental involvement in our schools. Our parent/teacher organizations meet during the school year beginning in September. These organizations support the school with fundraising for student activities, book fairs, field trips, open house, and other educational endeavors. Parents are encouraged to become involved and may call the school for further details.

PARENT ORGANIZATION

Parent organizations are organized for the purpose of promoting and fostering a closer relationship between home and school. Functions of the organization include providing volunteer work at the school, sponsoring activities for the students, and raising funds to purchase items for the school and students.

GIFTED REFERRAL POLICY

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment, and who are identified under division (A), (B), (C), or (D) of section 33240.3 of the Revised Code.

The district ensures there are ample and appropriate scheduling procedures for assessments and reassessments. Children may, however, be referred on an ongoing basis, based on the following: child request, teacher recommendation, parent/guardian request, or child referral of peer or other community member.

The district shall provide at least two opportunities a year for assessment. Teacher, parents, or students may make requests for assessment.

If you wish further information concerning the referral process, please contact Ms. Carrie Knoch at 419-739-5064.

SPECIAL EDUCATION

The Board of Education is committed to the provision of a free, appropriate, public education for children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In keeping with the requirements of the Ohio Department of Education for compliance with the *Operating Standards for Ohio Schools Serving Children with Disabilities*, the Board of Education has selected the narrative version of the Model Procedures for the Education of Children with Disabilities, which is incorporated by reference into this policy. Copies of these Model Procedures are available at the office of the Board of Education.

TELEPHONES

The telephones in the classrooms and office are for school business. Students are permitted to use them at the discretion of the school personnel.

PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) has been part of federal law since 1974. In accordance with the law and its amendments, parents have the right to:

1. Inspect and review the student's education records;
2. Request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent);
4. File a complaint with the U. S. Department of Education that the district is not complying with the FERPA law;
5. Obtain a copy of the District's policy and administrative guidelines on student records.
6. PIRCs (Parent Information and Resource Centers) are part of the No Child Left Behind Act. It is a school-linked resource serving parents, schools and community organizations throughout the state. PIRCs serve a culturally and economically diverse population; focused on low-income, minority, and limited-English proficient families. To access the PIRC website go to www.ohiopirc.org.

The Wapakoneta School District will make available, upon request, certain information known as "directory information". The Wapakoneta Board of Education designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes. Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District. In the case of adult students eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the district. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" including, but not limited to, those officials with legitimate educational interests as defined in district administrative guidelines.

The Wapakoneta City Schools' administration is authorized to:

1. Forward education records on request to a school in which a student of this district seeks or intends to enroll;
2. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
3. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling the reproduction.

Parents can inspect and review education records, as well as request an amendment of the student records, by utilizing the following procedure:

Report to your child's elementary school and request to sign-out the student file. The information from the file must be viewed in the presence of Wapakoneta City Schools' office personnel. When finished, the file and all of its

original contents must be returned. If an amendment is requested, the request must be made in writing to the building principal. Following a review, the principal has the right to grant or deny the amendment request.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Other information concerning student records access can be found in the Bylaws and Policies of the Wapakoneta Board of Education, Operations 8330.

This annual notice will be transmitted to disabled parents and eligible students in a format designed to accommodate their disability.