

BARNESVILLE ELEMENTARY SCHOOL
STUDENT HANDBOOK
2010 - 2011 SCHOOL YEAR



MRS. ANGELA HANNAHS
PRINCIPAL

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

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District Contact Numbers & Principal's Message

District Administration – 210 West Church Street

Superintendent – Mr. Randy Lucas (425-3615)

Treasurer – Mr. Matthew King (425-3615)

Director of Special Education, Curriculum, and Federal Programs – Dr. Rebecca Hannahs (425-3912)

Support Services – Mr. Jay Tingle (425-3615)

Technology – Jim Davenport (425-3615)

Building Administration

High School Principal – Mr. Jeff Crosier (425-3617) 910 Shamrock Drive

Middle School Principal – Mrs. Julie Erwin (425-3116) 970 Shamrock Drive

Elementary School Principal – Mrs. Angela Hannahs (425-3639) 210 West Church Street

Counselors

High School – Mr. Mark Brown

Middle/Elementary School – Mr. Tom Porter

Bus Garage – 425- 1512

PTO President

Tammy Wade : shamrockpto@comcast.net

Board of Education Members 2010-2011

Mr. Richard Pryor – President

Mrs. Marilyn Lucas

Mr. Rob Miller

Mr. Don E. Carpenter

Mr. John Duch

Why We Are Here

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

Ohio's Academic Content Standards and our current school continuous improvement plan guide us in our work.

Barnesville Elementary School students will **Be Respectful, Be Responsible, and Be Safe.**

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

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Barnesville Elementary School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. This handbook has been developed to help you learn as much as possible about our school policies and procedures and the services we offer our students. Have a great school year!



General Guidelines

School Day Times

School hours are from 8:10 a.m. – 2:25 p.m.

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

Enter Broadway adjacent to the elementary school from the 4-way stop by driving straight or making a left hand turn. Do not let your child out of your vehicle at the 4 way stop. There will be 3 open parking spaces in front of the superintendent/cafeteria entrance. These open parking spaces will be available for morning drop-off from 7:30 a.m. – 8:15 a.m. while school is in session. Parents should pull into one of these three spots, let their children out curbside only, make sure children leave the vehicle safely, and then immediately pull away. Do not watch your child walk into the building as there will be cars behind you waiting to complete the same procedure. Students will enter the elementary building through the cafeteria entrance.

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

Breakfast is free to all children. Breakfast is served from 7:30-7:50 a.m. On two hour delay days, breakfast is not served.

Walkers will be dismissed through the main front door on Church Street at 2:25 p.m. Bus students are dismissed when the buses arrive at approximately 2:30 p.m.

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

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

Cafeteria

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

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

Prices: Adult Tray-\$2.50 Student Tray-\$2.00 (reduced-\$.40) Milk - \$.30

Free Breakfast is available to every student. Free/Reduced Lunch-available to eligible students upon completion of required forms. Inquiries should be directed to Support Services at 425-3615 ext. 3004.

Kindergarten Milk Break: Kindergarten students will need an extra \$.30 for the afternoon milk break each day.

Starting with the 2010-11 school year, the cafeteria will operate a cashless system for student lunches and kindergarten milk break. Students will no longer be able to give money to the cafeteria staff when they go through the lunch line. Parents wishing to put money on their child's account must report to the Central Office, fill out a deposit slip, and put money and slip in a locked box. Parents may, also, mail a check to the Central Office or send money with their child for deposit. The deposited money will be credited to your child's lunch account on that day.

Students will be allowed to charge up to \$10 (lunch and milk break for kindergarten students). Once a student exceeds this amount in charges, then the student will be offered a peanut butter and jelly or a cheese sandwich and milk. The cafeteria will attempt to keep parents informed when their child's lunch account approaches a zero balance. Parents will have the ability to check their child's lunch account balance online.

Wellness

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

Grading Period

During the nine-weeks grading period, interim reports will be sent home for students who are failing in their academic achievement and testing. Any questions or concerns that the parent(s) may have after receiving an interim report should be handled by immediately making arrangements for a conference with the teacher(s) whose subjects are of concern.

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

Grading Scale	100-96=A	95-94=A-	93-91=B+	90-87=B	86-85=B-
	84-82=C+	81-78=C	77-76=C-	75-73=D+	72-69=D
	68-67=D-	66-0=F			

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

Data Folders

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

Dismissal from School

Students must follow the routine established by their parents concerning dismissal from school. (i.e., bus students ride buses, local students walk home) *This routine will continue unless the school gets a written note signed by the parent to make a change.*

Students who walk home will be dismissed through the front main door on Church Street before the bus students are dismissed.

Personal Items

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

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

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

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

Disciplinary Measures

Step 1: Device is taken and returned at the end of the day.

Step 2: Device is taken and a parent/guardian must pick it up.

Step 3: Device is confiscated and returned to the parent/guardian and consequences are given.
Repeat offenders from previous years may go directly to Step 3.

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

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

Lockers

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

Student Dress

Students should be dressed appropriately. Anything distracting or detrimental to the educational program cannot be considered appropriate. This will be determined at the discretion of school personnel. Consideration for students' attire must be made for the weather and other activities the child (ren) will be involved in during the school day. On the days students have physical education, they should wear appropriate clothing and tennis shoes.

Clothing, apparel, and appearance which are disruptive to the educational process, contrary to the teachings of the school, offensive, and/or which may create a safety issue to the student or others will be dealt with on an individual basis with respect to age and offense. Parents will be notified if inappropriate dress is a problem.

For the safety of all students, flip-flops or shoes with wheels (Heelies), or head coverings (hats, head scarves) are not permitted to be worn to school.

Electronic Surveillance

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

Visitors

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

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

Parents are welcome to visit their child's classroom during the school day. We encourage this practice in order that a better understanding of what students do in school may be achieved by observing education in action through direct observation. Contact

the principal to arrange a visitation at 425-3639. If you would like to discuss your child's behavior or academic progress contact the school at 425-3639 so an appointment can be arranged with your child's teacher.

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

Textbooks, Workbooks, and Supplies

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

Telephone Calls

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

Child Custody

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

Child Find

A search is ongoing for all children with disabilities – ages birth to 21. If you know a child who may have special needs, contact the Special Education Department at 425-3912.

Child Abuse

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

Conferences

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

Change of Address and/or Phone Number

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

Title IX

It is the policy of the Barnesville Exempted Village School District not to discriminate on the basis of sex or handicap in its educational programs, activities, employment policies and practices as required by Title IX and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding compliance with Title IX and Section 504 may be directed to the Special Ed. Director, Dr. Rebecca Hannahs, 210 West Church Street Barnesville, Ohio 43713, (740) 425-3912 or Director of the Office for Civil Rights, Region V, 55 Erieview Plaza, Room 222, Cleveland, Ohio 44114, (216) 522-4970.

Field Trips

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

Classroom Parties

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

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

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

Birthday Celebrations

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

Grades K, 1, 2: snack at teachers' discretion

Grades 3 & 4: no birthday snacks

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

School Insurance

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

School Notifications/School Closings

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

-TV Channel 7 (WTRF) and Channel 9 (WTOV)

-Radio Station 1170 (WWVA), 97 (WKWK), 1290 (WOMP), 107.5 (WEGW), 93.5 (WBNV)

-The parent broadcast phone notification system will also be used.

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

Attendance

Missing Child Act

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

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

Attendance Policy

The educational program offered by the Barnesville Exempted Village School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student who has been absent from school or from class for any reason, a written statement of the cause for such absence.

The School Board considers the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment WITH AN ACCOMPANYING PHYSICIAN'S STATEMENT
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal
- C. Quarantine of the home
- D. Death in the immediate family (maximum 3 days)
- E. Religious observation in which a student is personally involved
- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal
- G. Court appearance for the child

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

When a student is absent, the parent or guardian should call the school between 7:00 – 8:30 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

Appointments: Doctor, Dentist, Etc.

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

Vacations

We encourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence. If a parent who wishes his/her child to vacation during the school time presents a written request to the Principal prior to going, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make-up work.

Sanctions

Other than specified above as excused absences, all other absences shall be considered unexcused absences. When a student accumulates the following absences, the following action will be taken by the school district:

- Five (5) days unexcused absent – student and parent notified
- Eight (8) days unexcused absent – student, parent, and truant officer notified
- Ten (10) unexcused absent – student, parent, truant officer notified and **STUDENT AND PARENT SHALL BE REQUIRED TO ATTEND AN INTERVENTION AND TRUANCY PREVENTION STRATEGY**
- Eleven (11) – Fourteen (14) days unexcused absent – Make-up days (Saturday School)
- Twelve (12) days unexcused absent or five (5) or more consecutive days or seven (7) or more in one month – the school may file habitual truancy charges through the Prosecutor's Office
- Fifteen (15) days unexcused absent or seven (7) or more consecutive days, or ten (10) or more in one month – the school may file chronic truancy charges through the Prosecutor's Office
- Eighteen (18) days unexcused absent – student fails grade level.
(A month is defined as four (4) consecutive weeks.)

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

Excused Absence – The student is provided make-up work after an excused absence and receives credit for his/her work.

The length of time for completion of make-up work shall be one day longer than the length of the excused absence. A student absent for three days would have four days after his/her return to school to make up the missing assignments. Credit will not be given for work turned in after the time lapses (a "0" will be recorded) unless extenuating circumstances prevail.

A student wishing to make work up must contact his/her teacher.

Unexcused Absence – The student may not be provided make-up work after an unexcused absence and, therefore, earns a grade of “0” for the day(s) he/she was absent from school.

- If you bring your child to school between 8:10 a.m. and 9:00 a.m. = tardy.
- If you bring your child to school between 9:00 a.m. and 11:15 a.m. = ½ day a.m. absent.
- If you bring your child to school after 1:15 p.m. = full day absent.
- If you pick your child up before 9:15 a.m. = full day absent.
- If you pick your child up between 9:15 a.m. and 2:15 p.m. = ½ day p.m. absent.
- If you pick your child up after 2:15 p.m. = child will not be counted absent.

Tardiness - Tardiness to school occurs when a student arrives after the tardy bell at 8:10 a.m. Students who are tardy to school must report to the office, sign in on an attendance sheet, record the time of arrival and obtain a pass to class.

The policy on tardiness for the year is as follows:

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

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

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

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

Fair Policy

A student attending the Belmont County Fair may be excused from school only if a project is entered in the fair or the student is a “Clover Bud.” Days missed will not count toward the total number of days out of school (excused/unexcused) since it would fall under “Other Educational Options” if the following guidelines are met.

To be excused, the student must do the following:

1. Complete the “Fair Leave” form and submit to office one week prior to leaving for the fair.
2. Collect school assignments from your teachers prior to leaving for the fair. Turn in all work the first day you return to school.
3. Complete a report/project for each project entered into the fair on why it is educationally beneficial as a substitute for missing school. This report/project must be submitted to your 4-H advisor prior to leaving for the fair or before the first day you return to school. Failure to complete this report/project will result in unexcused absences for each day missed and “zeroes” entered as grades for assignments and tests.
4. At the fair, check in with your 4-H advisor on a daily basis.
5. Make-up tests and quizzes will be completed upon the first day you return to school or as determined by your classroom teacher.

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

CODE OF CONDUCT

EXPECTATIONS

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

NOTICE

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

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

Anti-Harassment Procedures

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

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

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

SEXUAL HARASSMENT

Verbal

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

Non-Verbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or by third parties.

Physical Contact

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

RACE, COLOR, NATIONAL ORIGIN AND DISABILITY HARASSMENT

Verbal

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

Non-Verbal

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

Physical

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

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the District, or by third parties should promptly take the following steps:

- 1) If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the District other than the Principal the affected students or their parents/guardians should, as soon as

- possible after the incident, contact the Principal. (The Principal must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint.)
- 2) If the alleged harasser is the Principal, the affected student or their parents/guardians should, as soon as possible after the incident, contact the District's Title IX Coordinator, Dr. Rebecca Hannahs, at 425-3639 ext. 3224, or if the student is disabled, their Section 504 Coordinator, Dr. Rebecca Hannahs, at 425-3639 ext. 3224.

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

Each report received by the District's Title IX Section Coordinator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

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

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

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expecting to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against school employees, other students, or third parties.

Hazing /Bullying/Dating Violence

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

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in the Board Policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported to the Superintendent and appropriate discipline is administered.

DISCIPLINE PLAN

Each teacher develops his/her rules reflecting the district's policies. These will be reviewed with the students at the beginning of the school year.

Behavior Wheel

Barnesville Elementary School utilizes a color wheel as part of its behavior plan. All students start out on “green” which designates exemplary behavior. Students will be given several warnings before their clip is moved to the next color on the behavior wheel (in most cases, “yellow”). If the behavior warrants it, the clip will be moved to “red” which translates to *stop this behavior now!* Finally, a student whose clip is moved to the last color, “blue,” is removed from the classroom and sent to the office. The first time a student is removed from class, the student must apologize to class and teacher, the student is referred to the guidance counselor, and a phone call home is made. The second and subsequent times, the school discipline plan is invoked as outlined below. All behaviors, including classroom, hallway/recess/cafeteria, bus, and homework will be subject to the behavior color wheel.

Quality Change

Friday’s Club

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

9 Weeks’ Behavior Assembly

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

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

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

After School Detentions:

After school detention will be held two times per week (Tuesday and Thursday) in increments of 30/60/90/120 minutes per assignment in room 216.

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

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

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

Saturday School

Each assignment will begin at 8:00 a.m. and end at 12:00 p.m.

The administrator will assign Saturday School.

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

STUDENT DISCIPLINE

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

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the

individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

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

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

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

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

A. Definitions

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

B. Expulsion

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

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

- a. The reason(s) for the intended expulsion.**
- b. Notification of the right of the pupil and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the pupil's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.**
- c. The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.**
- d. If the proposed expulsion is based on a violation listed in *O.R.C.* §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.**

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

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

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

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

- a. The reason(s) for the expulsion.**
- b. Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.**
- c. The right of representation at the appeal.**
- d. The right to be granted a hearing before the Board of Education or its**

designee and request the hearing be held in executive session.

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

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

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

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

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

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

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

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

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

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

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

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

C. Suspension

1. The Superintendent, principal, assistant principal, or Superintendent's designee are

the only school administrators who may suspend a pupil.

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

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

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

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

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

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

a. The reason(s) for the suspension.

b. The duration of the suspension.

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

d. The right of representation at the appeal.

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

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

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

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

7. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.
8. The action of the Board or its designee on the suspension must be in a public meeting.
9. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.
10. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under *O.R.C. Chapter 2506*.
11. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.

D. Emergency Removal

1. By Teacher

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular activities under his/her supervision, but not from the premises.
- b. During school hours the pupil must be sent to the office.
- c. If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
- d. If the emergency removal exceeds one (1) school day then a due process hearing must be held within three (3) school days after removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
 - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- e. If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.
- f. In an emergency removal, a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

2. By Administrator

- a. If a pupil's presence poses a continuing danger to persons or property or an

ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a pupil from the school premises.

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

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

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

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

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

d. Less than One (1) School Day Removal

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

E. Permanent Exclusion

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

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

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

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

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

e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of

the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:

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

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

2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

F. In-School Suspension

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

G. Disabled Students

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

H. Corporal Punishment

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

I. Posting

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

J. Student Handbooks

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

K. Student Seeking Admission From Another Ohio District

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

expulsion has expired.

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

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

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

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

**AREAS OF PROHIBITED STUDENT
CONDUCT**

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

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

-MAJOR RULES REGARDING STUDENT CONDUCT

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

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

RULE 2 Damage to / Theft of School Property

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

RULE 3 Damage to / Theft of Private Property

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

RULE 4 Abuse / harassment of another

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

RULE 5 Assault / battery upon another

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

RULE 6 Weapons and Dangerous Instruments

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

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

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

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

RULE 8 Conduct Toward School Personnel / Disrespect

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

RULE 9 Insubordination / Failure to Obey

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

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

No student shall be absent from school unless the student's absence falls under the legal reasons for absence provided by state law in Ohio (See, ATTENDANCE, "Absence Reporting," on page 5 of this handbook. NOTE: To be *truant* means that both the parent(s) and /or the guardian(s) of a student and the school expect the student to be present. Parent(s) and/or guardian(s) who experience refusal by their student(s) to attend school as expected should take this important step: CALL the school office at 425-3617 and make it known that you have expressed the expectation that your child be in school and that he or she has refused. The advantage to the parent/guardian in this procedure is that the school can advise a court magistrate that you have taken this step. This may help you avoid court action taken against you. The burden should fall on the child at this point.

RULE 11 Threats / Intimidation / Hazing/ Bullying of Another

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

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

RULE 12 School Records / Falsification of Information

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

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

RULE 13 Deviant Social Behavior

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

RULE 14 Aiding and Abetting

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

RULE 15 Frightening, Degrading or Disgraceful Acts

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

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

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

RULE 17 Abidance with Sanctions

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

RULE 18 Gambling

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

RULE 19 Health and Safety

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

RULE 20 Conduct Unspecified

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

MINOR RULES REGARDING STUDENT CONDUCT

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

RULE 1: A student shall not use profane language.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RULE 16: A student shall not litter.

RULE 17: A student shall be properly dressed.

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

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

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

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

What is bullying?

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

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

Facts to know about bullying:

- Bullying is disrespectful and can be dangerous, humiliating and life threatening.
- Bullying includes electronically transmitted forms; "cyber bullying" occurs when a perpetrator conveys his/her message through the Internet or a cell phone, personal digital assistant (PDA) or other wireless hand-held device.
- Bullying on the basis of race, ethnicity, religion, disability or sexual orientation is a form of bias or hate and should not be dismissed as teasing.
- Bullying behavior that continues into adulthood may turn into violent behavior toward strangers, friends and family.

How can parents help prevent bullying? Parents are their children's first teachers. Whatever parents say and do at home, their children are likely to imitate and repeat in other settings. The most important skills that parents can teach their

children are to speak and act in respectful ways and to solve problems fairly and peacefully. Here are suggestions to help parents teach by example:

At Home:

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

At School:

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

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

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

What should school administrators do when bullying occurs?

By law, building principals or their designees are to:

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

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

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

- The child is not at fault; the bully's behavior is the problem.

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

Additional Resources

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

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

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

Transportation

Notice

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

Beliefs

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

Rules and Regulations

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

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

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

Discipline Plan for Transportation

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

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

Medical Concerns

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

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

Bee Stings and Other Allergies

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

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

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

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

Recess/Gym

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

Immunization Law

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

The school nurse can address questions or concerns.

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

Emergency Medical Cards

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

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

Parents Right to Know

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

Student Records

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

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

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

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

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

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

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

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

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

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

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

Response to Intervention

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

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

students learn by hearing, some by reading, some by doing, and some by watching. All of us learn differently and at different rates.

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

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

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

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

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

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

Distance Learning/Internet

Distance Learning

"Distance learning" technology provides students with unique opportunities to receive instruction and to participate in educational programs which would otherwise be unavailable to them due to the distance or cost involved. However, due to the very nature of distance learning, each student must accept a higher level of responsibility for his/her participation and behavior in order for the program to be successful. Also, students and parents must be willing to allow the audio and/or video transmission of student activities to remote locations to be heard and/or viewed by persons outside the Barnesville Exempted Village School District. (See the last page for permission sheet.)

Therefore, in order to participate in any distance learning offering of the School District, each student and his or her parent/guardian is required to give permission for the student to be photographed, videotaped, or recorded for purposes of distance learning activities, and for his/her voice and image to be transmitted and viewed by instructors, students, and other persons at remote locations who are involved in the distance learning activity.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE BARNESVILLE SCHOOL DISTRICT

The Barnesville School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access; they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. A copy of this Policy, or access to this Policy, shall be provided to parents. Any parent or guardian

of a student under the age of 18 may direct that the student not be given access to the Internet. An “opt-out” form for this purpose may be obtained from the School.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student’s access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the policy but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only.

The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network.

Among the uses that are considered unacceptable and which constitute a violation of this policy are as follows:

1. uses that violate the law or encourage others to violate the law. Don’t transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District’s Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. uses that cause harm to others or damage to their property. For example, don’t engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “trojan horse,” “time bomb” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others; don’t impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette.

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

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

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this

Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES / INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Notice of Designation of Directory Information

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

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

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

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

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

Awards Assembly

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

Perfect Attendance: no absences or tardies

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

Principal's List: All A's

Honor Roll: All A's and B's

All Green Behavior

Awesome Behavior: 4 yellows or less

Library Books

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

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

Elementary Playground Rules

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

General Playground Rules and Behavior

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

Swings

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

Slides

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

Horizontal Ladders and Monkey Bars

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

Seesaws

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

Balls

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

Ropes

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

Penalty Box

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

Basketball

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

Basketball Rules

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

Kick Ball Rules

1. No fighting
2. No contact
3. Everyone plays.
4. No throwing hard to tag someone out
5. Kick ball field is for kick ball only.
6. No kicking for other people
7. Take up to 3 steps before you kick.
8. Fouls are counted. (Ball is kicked to the left of 3rd base and to the right of 1st base.)

9. When out, go to the end of the line.
10. Tag the person once.
11. Kicking line forms to the left of home plate.
12. Make teams even.
13. No cutting in line
14. Kicking over fence is automatic out.

Funnel Ball Rules

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

Dodge ball is not permitted on the playground.

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

BARNESVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Acceptable Use and Internet Safety Policy

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

Yes _____ No _____ I have read the Acceptable Use Policy and the Distance Learning Agreement. My child has permission to use the Internet and participate in the Distance Learning activities following the guidelines described.

Yes _____ No _____ My child has permission to have e-mail.

Yes _____ No _____ My child's picture may be used in school publications such as the yearbook, outstanding student awards, and/or to participate in Distance Learning activities.

I have received the student handbook.

Student's Name _____ Grade _____

Parent's/Guardian's Signature _____ Date _____

Best wishes for a successful, enjoyable year!

- Notice:
- 1) Failure to return does not exempt the student from the policies contained in this handbook.
 - 2) Realizing that the contents of this handbook cannot be all-inclusive, the administration reserves the right to act on any issue effecting the safety, order, and discipline in the Barnesville Exempted Village Schools.
 - 3) Addendums can be made to this handbook throughout the school year, if the need occurs.