Westerly Elementary School

Student/Parent Handbook 2016-2017

Welcome to Westerly Elementary School!

We are very excited about the 2016-17 school year. Please take time to read this handbook and discuss it with your children. It provides information about the operations of Westerly School. The policies and procedures outlined in this handbook allow us to maintain a safe and enjoyable learning environment. You will find a variety of important information in this handbook including: schedules, phone numbers, reporting absences, policies and rules of how students are expected to conduct themselves. If you have any questions about the content of this handbook, please do not hesitate to contact us.

It is extremely important that parents¸ teachers and students work together in the process of education. Your children have been entrusted to us so that we can provide them with opportunities and experiences to help them become fully functioning citizens in an ever-changing world community.

We have an outstanding staff and they are looking forward to working with each of you. Please take advantage of all of their expertise while you are at Westerly. The staff strives to meet the needs of all students and help every child find success. By working together, Westerly will continue to be an inviting place where everyone learns and grows.

Your time at Westerly will pass very quickly. We encourage your involvement! We look forward to a great school year!

Sincerely,

Josie Sanfilippo
Principal

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BAY VILLAGE CITY SCHOOL DISTRICT
SCHOOL CALENDAR
2016-2017 SCHOOL YEAR

First Semester August 29-January 20

August 25-26	Staff professional days
August 29	First day of School for Students
September 5	Labor Day - **No School**
October 14	NEOEA Day - **No School**
November 11	Staff In-service Day - **No School**
November 23-27	Thanksgiving break - **No School**
December 22- January 2	Winter Break - **No School**
January 16	Martin Luther King Day - **No School**
January 23	Staff Professional Day

Second Semester January 24-June 9

February 20	Presidents' Day - **No School**
March 10	Staff In-service Day – **No School**
April 14-23	Spring Break - **No School**
May 29	Memorial Day - **No School**
June 9	Last Day School for Students
June 12	Teacher Work Day

Bay Village Public Schools

Board of Education – 377 Dover Center Road **617-7300**
Mrs. Amy Huntley - President
Dr. Gayatry Jacob Mosier - Vice President
Mrs. Beth Lally
Mr. Steve Lee
Mrs. Lisa Priemer

The Board meets the 2nd and 4th Monday of each month at 6:30 p.m.
See website for schedule.

District Services – 377 Dover Center Road **617-7300**
Mr. Clint Keener, Superintendent of Schools
Mr. Kevin Robertson, Treasurer
Mr. Daryl Stumph, Assistant Superintendent of Operations
Mrs. Char Shryock, Director of Curriculum
Mrs. Karen Derby-Lovell, Director of Communications
Mr. Thomas Knick, Supervisor-Transportation
Mrs. Jodi Higgins, Supervisor-Food Service
Mr. Dave Newsome, Supervisor-Building and Grounds

Bay High School – 29230 Wolf Road **617-7400**
Mr. Jason Martin, Principal
Mr. Aaron Ereditario, Assistant Principal
Mr. Matt Spellman, Athletic/Activities Director

Bay Middle School – 27725 Wolf Road **617-7600**
Mr. Sean McAndrews, Principal
Mr. Thomas Grodek, Assistant Principal

Westerly Elementary – 30301 Wolf Road **617-7550**
Miss Josie Sanfilippo, Principal

Normandy Elementary – 26920 Normandy Road **617-7350**
Mr. Daniel Sebring, Principal

Special Services – 377 Dover Center Road **617-7323**
Mrs. Marty Patton, Director
Mr. Richard Bogielski, Psychologist
Mrs. Melissa Grimes, Psychologist

Glenview Center for Child Care – 28727 Wolf Road **617-7330**
Mrs. Dorothy Chadwick, Director

Westerly Elementary School Staff
Miss Josie Sanfilippo~ Principal

3rd Grade
Mrs. Baldwin
Mrs. Carney
Mrs. Davis
Mrs. Fisher
Miss Holinek
Mrs. Ramirez
Mrs. Tegel-Stewart
Mrs. Thomas
Mrs. Volkmann

4th Grade
Mrs. Dando/ Mrs. Navratil
Mr. Dlugosz
Ms. Hakkio
Mr. Kelly
Miss McMaugh
Mrs. Robinson
Mrs. Tijanich
Mrs. Woodburn/ Mrs. Mahall

Spanish
Senora Stancato

Art
Mrs. Sanson

Music
Mrs. Engelbrecht

Physical Education
Mr. Topolski

Special Services 617-7323
Mrs. Grimes, School Psychologist
Mrs. Stansbury, Speech/Hearing Specialist

Intervention Specialists
Mr. Stansbury
Mrs. Underation
Mrs. Mont
Mrs. Hartman

Title 1 Services
Mrs. Knapp

Enrichment Education 617-7568
Mrs. Harmount

Library 617-7593
Miss. Harris, Library Media Specialist
Mrs. Hendryx, Library Assistant
Mrs. Moore, Library Assistant

Westerly School Secretaries 617-7550
Mrs. Salim, Principal's Secretary
Mrs. Farmer, Main Office/ Attendance

Custodial Staff 617-7590
Mr. Glasmire, Head Custodian
Mr. Rudden
Mrs. Brandt

School Nurse 617-7612
Mrs. Wall, School Nurse
Mrs. Johns, Medical Assistant

Guidance Counselor 617-7597
Mrs. Basel

Child Nutrition Services
Mrs. LaMere

Paraprofessionals
Mrs. Bisson
Mrs. Deibel
Mrs. Farver
Mrs. Grossman
Mrs. Keating
Mrs. Kerver
Mrs. Lipka
Mrs. Passalacqua
Miss Rudden
Mrs. Wilson

Strings
Mr. Schimelpfenig

The following guidelines will help our students become more familiar with school policies. We ask student and parent with the cooperation with the following:

THE SCHOOL DAY

First Bell 7:50 – Tardy Bell 8:05

1. The school day at Westerly is **8:05-2:10**. Students arriving after 8:05 will be considered tardy and must sign in at the office before going to class.

   3rd Grade
   Lunch 11:05/11:25
   Recess 11:25/11:50

   4th Grade
   Lunch 11:25/11:50
   Recess 11:05/11:25

   Dismissal
   Bus Riders 2:10 - Walkers/Riders 2:15

2. Once students arrive at school, they must remain on school property until they are dismissed or excused. (Please see attendance/tardy procedures) *Please notify the school regarding before and after school care.*

PARENT & STUDENT NOTIFICATION PROCEDURE

In the event of an emergency situation at school, parents will be notified by school officials through a phone messaging system. The recorded phone call will be made to the home phone number on file as part of the student's record. These calls are sent to all student phone numbers simultaneously. If the call is not picked up, the message is left on an available answering service or machine.

OFFICE PROCEDURES

Hours: The school office is open from 7:30 a.m. until 3:30 p.m. Students should check the office if they have:

- Forgotten something at home (homework, supplies, etc)
- A parent is delivering something from home
- They have lost something

MESSAGES AND DELIVERIES MUST BE PROCESSED THROUGH THE MAIN OFFICE.

Sign-in: To protect the instructional program, classrooms should not be interrupted. **For the safety of our students, all visitors and volunteers must sign in at the office upon entering the school.** You will be given a visitor tag~ please wear this tag in a visible spot while in the building and return it to the office when you sign out. Thank you for your cooperation in keeping Westerly safe.

Sign Out: In the event a student must leave the building for an appointment during school hours we ask that a **written note** be given to the teacher at the beginning of the day. The note should include:

- Date
- Time
- Reason for leaving
- Parent Signature

Fees: The Westerly student consumable fee is $45.00. This fee should be paid as soon as possible. **State regulation requires that all checks for payment of fees, books, etc. be made out for the exact amount payable to Westerly Elementary School.** Failure to pay fines, fees or charges may result in withholding of report cards or student placement. Fees may be adjusted in situations where there is financial hardship. For more information, please contact the main office at 617-7550.

ATTENDANCE, ABSENCE AND TARDY PROCEDURES

Ohio Law: **Ohio Law requires attendance each day that school is in session. Daily attendance and punctuality are necessary for academic progress and growth. Additionally, regular daily attendance helps students learn responsibility as well as value educational opportunities provided in the Bay Village Schools.**

Absences from school are considered either excused or unexcused. The Board considers the following factors to be reasonable excuses for time missed at school:

- Illness
- Recovery from an accident
- Required court appearance
- Death in the family
- Observation or celebration of a religious holiday
- Such good cause as may be acceptable to the Superintendent
- Emergency

All other absences will be considered unexcused unless there is an emergency situation or a set of circumstances judged as appropriate by administration.

Absence /Tardy: In the event of a student absence or tardy, we ask that the following procedures be followed:

1. A phone call from a parent is required when a student is absent or tardy for any reason.
   The attendance phone number 617-7555 (24 hours a day). Please report the specific illness.
2. Contact with a parent /guardian must be made with Westerly office by 9:00 a.m. to confirm absence student whereabouts. If we are unable to get in touch with a parent/guardian, the Bay Village Police Department may be contacted to ensure your child's safety.
3. Students are responsible for making up all work missed during absence. Assignments can be requested from the main office after two or more days of absence.

Homework requests should be made before 9:00 a.m. in order to have work ready by 2:30 p.m.

Family Preference: A student may be marked as unexcused even though a parent has consented to the absence. Absences coded as "Family Preference" is considered as an acknowledgement between the school and the parent as to the student's whereabouts; however, they are considered unexcused for attendance purposes.

When absences (excused/unexcused)/ tardies accumulate, the following procedures will take place:

1. **5 DAYS** of absences (excused/unexcused)/tardies will result in a letter sent home to parents emphasizing the importance of daily attendance.

2. **10 DAYS** of absences (excused/unexcused)/tardies will result in a second attendance letter to parents and **doctor's verification with future days of absence.**

3. **15 DAYS** of absences (excused/unexcused)/tardies will result in a doctor's excuse each time your child is absent. An attendance meeting will be required with administration and a possible referral to the Bay Village Police Department and/or filing with Juvenile Court.

4. **20 DAYS** of absences (excused/unexcused) /tardies will result in a doctor's excuse each time your child is absence. An attendance meeting will be required with administration and a possible referral to the Bay Village Police Department and/or filing with Juvenile Court.

BAY SCHOOL'S SPECIAL ABSENCE POLICY

The following Board of Education policy applies to requests for excused vacation absences.

A. Length and conditions of vacation absences:

1. There will be a five school day limit per school year of excused vacations. Absence in excess of the five days shall be considered unexcused.
2. A maximum of three additional days will be granted for special occasions such as weddings, graduation, and/or college visitations.
3. Students must be accompanied on vacations by their parents, guardians, or grandparents in order to have the excuse approved.
4. **No vacations or excused special absences will be honored during the first or last week of a semester, or during the week that students take the State tests. (testing schedule online)**
5. Parents/guardians shall request the vacation request forms in person, or by telephone. Students can pick the form up in the Main Office.
6. **The completed request form shall be signed by the parents and returned to the school at least five days in advance of the first day of the proposed absence.**

B. Makeup work during vacation absence:

1. Some class work and activities are impossible to make up. (e.g. lab classes). Missing these classroom experiences may affect the student's total understanding.
2. Teachers will not be required to tutor students who have been absent due to vacation or special occasion absences.
3. Students are fully responsible for makeup work.
4. All teachers shall provide make-up work if students and parents fulfill their responsibilities as indicated above.
   a. Teachers will determine dates for make-up work to be due. Work may be due either before a vacation or up to a maximum of one week after a student's return.
   b. Major assignments, such as research papers that are due during the excused absence, will be due prior to the absence.
   c. Make up work/assignments should be arranged with the teacher outside of class-time.

C. Administrators may, under unusual circumstances, alter the above conditions.

D. Evaluation and grading procedures regarding excused and unexcused absences

1. A student who is ill or has poor attendance for approved reasons may be given an "incomplete."
2. Following the receipt of an "incomplete" a student will have a reasonable time to complete the work. This time will be determined by the teacher and will not exceed one grading period.
3. Failing grades will be given for work missed during unexcused absences. However, major tests covering a longer period than the unexcused absence may be completed as make-up work.

MEDICINES AND EMERGENCIES

All parents will complete a personal information questionnaire containing basic information: phone numbers, family doctor, hospital preference, etc. This must be returned to the office via the homeroom teacher.

Emergency procedures

Illness – In the event of illness students should report to the main office. If necessary the office staff will contact a parent/guardian or the designated person.

Serious injury

a. Students will be sent by Bay Village ambulance to the designated hospital.
b. Parents will be notified by phone to meet the student at the hospital.
c. The student's doctor will be notified.

Accidents – When a student is involved in an accident on school grounds or at a school-sponsored event, he/she must immediately notify the person in charge, who will notify the school office. A medical emergency form is kept on file in the office in case the student needs medical treatment.

CHRONIC ILLNESS AND FOOD ALLERGIES

Notice regarding chronic illnesses and food allergies:

1) the parent/guardian is asked to report chronic illnesses and food allergies along with medical information regarding safeguards and accommodations;
2) the parent/guardian is encouraged to communicate with the teacher(s);
3) the parent/guardian may request a *"food allergy action plan"* or *"individual student health plan"* for their child; and
4) the parent/guardian may request a meeting with necessary school staff at the outset of the school year and at other times when there is new information to be communicated.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized medical or religious exemption. If a student does not have the required immunizations or exemption, the Principal may remove the student or require compliance by a specific date. This procedure is for the safety of all students and in accordance with state law.

Any questions about immunizations or exemptions should be directed to the **School Nurse, at 617-7300.**

COMMUNICABLE DISEASE GUIDELINES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Students who have been ill from a communicable disease, such as the flu, should return to school when they have been feeling well for 24-48 hours. In addition, they should:

- Not have vomited for 24 hours.
- Not have experienced diarrhea for 24 hours.
- Have maintained a temperature below 100 for 24 hours without fever reducing medicines such as acetaminophen (Tylenol).
- Have taken antibiotics for 24 hours if they have suffered from strep.

Returning to school too soon puts the student at risk for relapse and unnecessarily exposes others to the communicable disease.

MEDICATION

The following summarizes the Bay Village Board of Education Policy regarding administration of medication to students:

1. Students <u>may not</u> carry medication with them during the school day.
2. If your student requires medication, a completed and signed form from the physician and a parent/guardian release form must be on file in the main office.
3. School personnel will **not** administer medication such as Tylenol under any circumstances unless a parent authorization for non-prescribed medication is completed ahead of time (Form 5330 F2).
4. New request forms must be submitted each school year.
5. Parents are asked to:
   - Deliver medication to school
   - Notify the school if there is a change in physicians
   - Submit a revised request signed by the physician who prescribed the medication if any of the information provided by the physician changes
   - Provide directions re: special storage needs (refrigeration)
   - Provide measuring spoon/cup for liquid medication

6. Medication shall be received in the container in which it was dispensed by the prescribing physician and must have an affixed label including:
   - Student's name
   - Name of medication
   - Dosage
   - Licensed pharmacist's name
   - Time of administration

Ask your pharmacist for a separate bottle for school with a label as stated above.

STUDENT INSURANCE

Student insurance is available to all students for a nominal fee and covers any accidents while in school or traveling to and from school. The link for student insurance can be found at www.bayvillageschools.com/forms

BUS TRANSPORTATION

Students may be eligible for bus transportation to and from school. If you have any questions regarding eligibility contact the transportation office located at the bus garage by calling **617-1659**. Eligible students will be assigned a bus stop near their home.

Bus transportation is a service provided by the Bay Village City Schools. Students and parents should regard this service as a privilege. Our expectations for behavior on the buses are the same as our expectations for behavior in the classrooms. Student safety is the primary objective of the Transportation Department. Behavior on the school bus is the responsibility of both students and parents.

Student Responsibility

1. Follow directions the first time they are given.
2. Behavior on school buses should follow the same guidelines as behavior in the classroom.
3. Board and leave the bus at your designated stop.
4. Do not cross the street to enter or exit a bus until the driver motions you to do so.
5. You must be absolutely silent at railroad crossings and whenever the bus driver tells you it is necessary.
6. Do not bring items onto the bus that cannot be held on your lap. Ohio law forbids animals, glass or liquids on school buses. (Ohio Revised Code 4511.76)

Parent/Guardian Responsibility

1. Parents are responsible for reviewing the transportation guidelines with their student and for the safety and discipline of students as they go to and from the bus stop, and for any damage done by students at the stop.
2. Students should arrive at the bus stop five minutes before the scheduled pick up time. The buses operate on a schedule that does not allow waiting for tardy students. If the bus is more than 15 minutes late, call the Transportation Department at 617-1659.
3. Parents are financially responsible for any damage done by their children to a bus or to property at a bus stop.
4. School district responsibility for students begins when the school bus arrives to pick up students and ends when students depart from the bus.
5. Please do not discuss transportation issues or problems with the bus drivers who are completing a route. Concerns or problems should be directed to **the Transportation Department (617-1659) or the Board of Education (617-7310).**

TRANSPORTATION (BUS) DEPARTMENT DISCIPLINE PHILOSOPHY

Safety is the first priority of the Bay Schools. Appropriate bus conduct is necessary to insure the safety of students and the driver. Continued inappropriate behavior will result in suspension and/or expulsion from the bus. In the event of

suspension or expulsion, due process will be followed.

Bus Behavior Code

1. Physical aggressiveness, destruction of property and other inappropriate behavior will not be tolerated.
2. After boarding the bus, students shall go immediately to their assigned seats. Students should remain seated at all times.
3. Obscene language, gestures or spitting will not be tolerated.
4. Heads, arms, legs, and objects must be kept inside the bus at all times.
5. Nothing is to be thrown in, on or out of the bus.
6. The possession of alcohol, harmful drugs, tobacco, lighters, matches, or weapons in any form is prohibited on district owned vehicles.
7. Eating, drinking, or chewing gum is prohibited.
8. Fighting, pushing and tripping are prohibited.
9. Damage or attempted damage to a school bus will result in disciplinary actions

TRANSPORTATION DISCIPLINE PROCEDURE

First Violation – The student is warned by the driver and the student's name is recorded by the driver. Seat assignments may be changed.
Second Violation – A written record is made by the driver and submitted to the transportation director. The parents will be notified by the building principal.
Third Violation – The driver will notify the building principal. The principal may hold a conference with the driver, the student and/or the parent(s). The principal may suspend transportation privileges for a designated period.
Continued Violations – will result in the same procedure as the third violation. If an incident occurs on the bus which, according to the Student Code of Conduct, calls for the suspension from school, the Student Code of Conduct takes precedence.

Suspension Sequence

1. First Suspension – up to three days
2. Second Suspension – up to five days
3. Third Suspension – up to ten days
4. Fourth Suspension – removal from the bus for the remainder of the semester

A severe incident could result in immediate suspension from the bus. A severe incident is one where a student may endanger him/herself, others, or the driver.

Suspension Appeal - A parent/guardian who wishes to appeal a bus suspension may do so by contacting the building principal within 24 hours

WESTERLY SAFETY PATROL

All 4th grade children who are considered "walkers" to Westerly School are welcome to join! Information will go out in the spring for the coming school year.

Purpose:

- To help the students of Westerly learn and apply the rules of safety.
- To help the students form good safety habits.
- To help students practice courtesy.
- To help ensure a safe environment for the student body.

Responsibility:

- At street crossings, the patrol members are to work cooperatively to cross all students safely.
- On paths, patrol members keep children moving safely and in an orderly manner.
- All patrol members encourage safety, courtesy and cooperation.

BIKE RIDERS AND WALKERS

Students are allowed to ride bicycles to school with their parents permission. Students must park their bicycles in the bicycle racks **Bicycles must be locked and proper license acquired from the Bay Village**

Police Dept. **All students should wear a helmet and walk their bike on school property.**

The school cannot be responsible for lost, stolen or damaged bicycles. There is to be no bicycle riding in the parking lots at any time. Students are expected to observe the rules of safety, courtesy and respect for the property of others in the operation of their bicycle; this includes using caution when crossing the street.
If inclement weather requires walkers to use the street, students must be sure to face traffic and keep to the side of the road. Students should not enter the parking areas.

If students walk or ride their bicycles to school they should not arrive to school until after 7:40 a.m. For their safety, students are asked to not walk or ride their bikes in the parking lots.

CAFETERIA

A complete hot lunch is offered each day for $3.00. All flavors of milk will be sold to students for .50. In addition, milk only tickets may be purchased for $10.00.
A yogurt lunch may be ordered also~ it includes yogurt, cheese stick, chopped assorted greens, fruit, bread or muffin.
Applications for the school district's free and reduced meal program are distributed to all students and are available in the main office. The form explains eligibility requirements and must be completed in full to be considered for the program.

In addition to being a lunchroom, the cafeteria is also a place where students develop social skills while interacting with his/her peers. Students also practice displaying good manners and common courtesy while eating lunch.

3rd Grade
Lunch 11:05/11:25

4th Grade
Lunch 11:25/11:50

It is expected that students conduct themselves in the same manner as they would while eating at home or in a restaurant. **The following rules apply in the cafeteria:**

1) **Be respectful to all adults**
2) **Use good manners**
3) **Raise your hand for help**
4) **Stay seated**
5) **Throw out your trash**
6) **Make sure your table and area under your table are clean (you may help clean larger messes with a dust pan/broom)**
7) **Look and listen for the signal**
8) **Wait to be dismissed**

Failure to behave in an acceptable manner in the cafeteria may lead to a loss of privileges, disciplinary consequences, and/or parent contact.

ASSEMBLIES

Assemblies are part of the curriculum. They are designed to be educational as well as entertaining experiences. Assemblies provide a valuable opportunity to learn formal audience behavior.

FIELD TRIPS

The administrator may remove future field trips based on student behavior. Field trips may be planned during the year to enrich and enhance the learning that takes place in the classroom.

Children going on field trips must return the parent-signed permission form indicating parent approval. Children must have parent approval in order to participate in any field trip which takes the child off of school property.

FIRE, TORNADO AND LOCKDOWN DRILLS

Emergency drills will be held throughout the year. During a fire or tornado emergency drill, students

are expected to proceed to the proper place in a quiet and orderly manner. Students should be aware of the drill procedures for each of the rooms to which they are assigned during the day, and to follow all directions of their teachers or staff. These instructions are posted and will be reviewed periodically.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under jurisdiction of the Board of Education, and there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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

ELECTRONIC MEDIA/COMPUTERS/INTERNET

Students have the opportunity to use electronic media for the purposes of research, learning and instruction. Before using the internet we require the **Acceptable Use Policy** be read, signed and returned. You can access the Acceptable Use Policy on the Bay Village City Schools website at www.bayvillageschools.com under Schools, Westerly, and then accessing the "Forms" section.

It is the student's responsibility to use these systems in an appropriate manner. The use of the computer and the internet is a privilege, not a right. Inappropriate use of or vandalism will result in a loss of these privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or of the agencies or networks that are connected to the user's computer. This includes, but is not limited to, the uploading or creation of computer viruses, destroying other user's files, hacking, and other inappropriate uses.

Use of Westerly's computer networks or computing resources accessed through networks must comply with the rules appropriate for that network. Transmission of any material in violation of any United States Federal or State regulation is prohibited. This includes copyrighted material, threatening or obscene material protected by trade secret.

E-mail can be a powerful tool for students to increase communication and collaboration, but it must be used responsibility. E-mail is to be used for school related purposes only. Students should send e-mails to their teachers, for school purposes only, using their Bay Village City Schools student e-mail.

Security on computers is a high priority, especially when the system involves many users. Attempts to log into a system as any other user will result in cancellation of user privileges. If you feel you can identify a security problem, you must notify a staff member.

Inappropriate use of electronic media, computers, or network resources may be grounds for in school or out of school suspension.

LOST AND FOUND

Many children lose items throughout the school year and many of these items remain unclaimed. Items which remain unclaimed at the end of the school year will be donated to a needy family/organization.

RECESS

Students have recess either indoor or outdoor depending on the weather. Recess is an important part of a child's school day. Recess provides a time for physical exercise and social interaction. All students are expected to participate in recess and must come to school dressed for the weather. If it becomes necessary for a child to stay indoors, a note explaining the reason is required.

3rd Grade
Recess 11:25/11:50

4th Grade
Recess 11:05/11:25

STUDENT RECORDS (Board Policy 8330)

Teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records—directory information and confidential records.

Directory information may be given to any non-profit organization or its representative, unless the student's parents/guardian restricts the information, in writing, to the superintendent's office. Directory information includes a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, membership on an athletic team; dates of attendance; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers.

The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record and that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as that for enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. To review student records contact the main office and identify the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not only to students, but to all individuals who have access to the District's programs and facilities.
The Bay Village School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant in the process.

To inquire about the procedure or programs, a parent should contact the **Special Education Department at 617-7323.**

Parents who believe their child may have a disability that substantially limits that child's major life activities should contact the **Special Education Department at 617-7323.**

STUDENT CONDUCT CODE

Preface and Philosophy
Learning to accept limits and controls is an important part of the learning process, and limits on behavior of the individual are necessary for the orderly functioning of society. Each student is expected to respect the rights of others and conform his/her behavior to the Student Code of Conduct and Student Discipline Code, board policies, and other school regulations.
All school employees have the obligation to the community and students to insist upon good behavior. To this end, the board of education has established the following rules and regulations to govern conduct of students while at school, any school-related activity, and to ensure fair and equitable handling of violations of such rules and regulations.

Any student who fails to comply with the Student Code of Conduct, Student Discipline code, or other established school rules or with any reasonable request made by school personnel on school property and/or at school related activities will be subject to discipline. A student may be disciplined for misconduct that occurs off school property, but is connected to activities or incidents that have occurred on school property. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

Any and all violations of the Student Code of Conduct or Student Discipline Code or other established school rules should be reported immediately to a teacher or building administrator. The board and its administrators will cooperate with local law enforcement officials with regard to violations of state and/or local laws.

The Student Discipline Code and Procedures are published in conformity with Ohio Revised Code, section 3331.661.

STUDENT DISCIPLINE CODE

We intend to impose a procedure of progressive discipline, where violation of school rules will be dealt with as a totality of misbehavior and not necessarily as individual acts. However, should an individual act or offense be so serious as to justify removal from school, suspension or expulsion may also result regardless of whether the student has committed previous acts of misconduct. In such cases, each instance of unsatisfactory behavior will be treated and handled individually.

In addition to an individual teacher's Classroom Management Plan, which would include his or her own disciplinary rules and expectations, the following actions are strictly prohibited.

Disruption of School
1. A student shall not use violence, force, coercion, intimidation, threat, harassment, insubordination, repeated acts of disobedience, repeated failure to abide by the Student Discipline Code, cause or attempt to cause disruption or obstruction of the educational process, including all curricular and extracurricular activities or impede the order of operation of the school.
2. A student shall not advocate or promote any of the above prohibited acts nor the disruption or obstruction of the educational process.
3. No student shall interfere with or obstruct nor shall he/she advocate or promote interference with or obstruction of a teacher's conduct of a class or an activity.

Damage to School Property
1. No student shall cause or attempt to cause damage to school buildings, grounds, equipment, materials, or any other school property.
2. No student shall advocate or promote the actions prohibited in "1" above.

Damage to Private Property

1. No student shall cause, or attempt to cause damage to the real or personal property of any person, organization or other entity on school premises, or at any other school activity, function or event whether on or off school premises.
2. No student shall advocate or promote the actions prohibited in "1" above.

Assault, Threats and Intimidation
No student while at school, or at any school function, whether on or off school premises, under the authority of the school, or off school premises, if the misconduct is connected to activities or incidents that have occurred on school premises, shall:
1. Engage in fighting, hitting, unauthorized touching, or disruption
2. Use or attempt to use physical force on another person for the purpose of intimidating, insulting, abusing, menacing, or physically injuring such person
3. Act or behave in such a way as to cause another person to believe that the student will inflict physical harm to the person or property of such other person
4. Act or behave in reckless disregard for the physical safety and well-being of other persons
5. Encourage, instigate or conspire with others to commit any of the aforesaid prohibited acts

Dangerous Weapons, Instruments, and Ordinance
A dangerous weapon, instrument or ordinance, is any device which may be used for offensive or defensive purpose, including but not limited to objects such as firearms (as defined in the Federal Gun Free Schools Act of 1994), guns, pellet guns, knives, or club type implements. They may also include any toy that is presented as a real weapon or reacted to as a real weapon.
Possession and/or use of a weapon may subject a student to expulsion or possible permanent exclusion. Additionally, possession and/or use of a firearm will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent in accordance with Ohio law.

As such, no student while at school, at any school function, whether on or off school premises, under the authority of the school, or off school premises, if the misconduct is connected to activities or incidents that have occurred on school premises, shall:
1. Possess, knowingly attempt to convey or conceal or in any other way handle or use any object, instrument or weapon capable of harming another person without written permission of the principal of the school which the student attends
2. Threaten to or use any instrument or object as a weapon to inflict bodily harm on another person or to damage or destroy the property of another person. This includes but is not limited to the use of padlocks, pens, pencils, and jewelry
3. Act or behave is such a way as to cause another person to believe that the student intends to use an object, instrument or weapon to inflict bodily harm to the person or to damage or destroy the property of such person
4. Handle or use an instrument, object or weapon in reckless disregard of the physical safety and well-being of other persons or of the safety and well-being of their property
5. Possess, conceal, sell, transmit or use matches, lighters or other flame producing devices except under the expressed permission of school personnel
6. Encourage, instigate or conspire with others to commit any of the above prohibited acts

Tobacco
No student while at school or any school function, whether or not on school premises, shall:
1. Possess, conceal, sell, transmit, use, purchase or attempt to purchase tobacco or tobacco products in any form, including but not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco, snuff or any other matter or substance that contains tobacco; or
2. Conspire with others to conceal, sell, transmit, or use tobacco in any form or
3. Possess paraphernalia for the purpose of tobacco use, such as, matches, lighters, papers, pipes, etc.

Controlled Substances, Counterfeit Controlled Substances and Paraphernalia
Drugs of abuse are all intoxicants or other substances that could modify behavior including but not limited to, all narcotics, hallucinogens, stimulants, depressants and alcoholic beverages.

Examples include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine and liquor.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color or price. Use of drugs as authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

No student while at school or at any school function, whether or not on school premises, or at any other time the student is subject to the authority of the school, shall:
1. Possess, use, sell, offer to sell, deliver, conceal, purchase or attempt to purchase, consume or be under the influence or suffer some impairment as a result of the use of any drugs of abuse. A student is subject to disciplinary action after the student has used or consumed any alcoholic beverage, intoxicant, or any of the drugs of abuse, or if he/she is found to have the smell of alcohol on his/her breath
2. Instigate or conspire with others to possess, use, sell, deliver, conceal, purchase or attempt to purchase, consume or be under the influence of any drugs, of abuse including alcoholic beverages or any counterfeit drugs of abuse
3. Directly or indirectly represent a substance as a drug of abuse by describing its effect as the physical or psychological effect associated with the use of a drug of abuse
4. Possess, use, sell, offer to sell, deliver, purchase or attempt to purchase, or conceal any instrument of paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip). The administration will suspend, in most cases, aforementioned when under the circumstance of possession or personal use. The administration will recommend expulsion for an offense where controlled substances are possessed to be sold or shared

All prescription drugs and/or over the counter drugs used by a student must be noted on the school medical form. All medications intended to be taken by a student during the day must be submitted to the school nurse/main office by a parent/guardian for dispensing. No student – at any time – should have any drugs on their being while at school.

Insubordination
No student while at school or at any school function, whether or not on school premises, shall fail or refuse to carry out or comply with requests, directions, instructions or orders given by any school personnel. **Student language or action that expresses willful disobedience and defiance of authority and is directed toward any school employee will lead to disciplinary action.**

Examples of insubordination include: running from or refusing to accompany teachers or administrators to offices; speaking, writing, or signaling obscenities or vulgarities to a member of the faculty or staff; giving false names or otherwise refusing to provide proper identification; refusing to follow instructions of teachers or administrators; failing to report to the office after receiving an office pass or after being sent by a teacher or refusing to accept discipline or punishment from teachers, school officials, teacher's aides, or other authorized school personnel.

Profanity and/or Obscene Language
No student while at school functions, whether or not on school premises, shall:
1. Use profanity or obscenity, either verbal or written in communication with, or in the presence of another person
2. Use obscene gestures or signs in communication with or in the presence of another person
3. Possess, display, sell or distribute obscene publications or pictures
4. Possess, display, distribute obscene publications or wear clothing imprinted with profanity or obscene signs, sayings or pictures
5. Encourage, instigate or conspire with others to commit the acts prohibited above
Theft/Forgery
No student while at school or at any school function, whether or not on school premises, shall, alone or in concert with others, conspire to take, attempt to take or take into possession property of any kind or nature which is owned, leased,

borrowed or being used in any way by the school district or any other person. Students who engage in theft will be subject to disciplinary action and may be reported to law enforcement officials. Students who forge names, alter official documents, passes, admits, excuses, notes, etc., or use false identification will be subject to disciplinary action.

Frightening, Threatening, Degrading, Disgraceful Acts
No student while going to, present at, or returning from school or any school function, whether or not on school premises, shall alone or in concert with others, engage in any act or course of action, the purpose of which is to frighten, threaten, or disgrace another person. Students may also be subject to disciplinary action for misconduct that occurs off school property, but is connected to activities or incidents that have occurred on school property.

Violation of the Law
No student, while under the jurisdiction of the school, shall violate any federal, state or municipal law or ordinance.

Violation of School Regulations
No student while going to, present at or returning from school or any school function, whether or not on school premises, shall fail or refuse to comply with rules and regulations established for the purpose of maintaining such order and discipline as is necessary for creating and maintaining an environment conducive for learning or for insuring the effective operation of the schools and school programs and activities.

Other Conduct of Similar Nature Prohibited
Other student misconduct of a nature similar to that prohibited in the sections above shall also be prohibited. Such violations shall include, but are not limited to:

1. Trespassing (presence on school property in a restricted area or at an unauthorized time)
2. Gambling or possessing gambling paraphernalia
3. Arson or attempted arson
4. Misuse of fire extinguisher
5. Initiating false fire alarms or bomb reports
6. Possession or use of fireworks or explosives
7. Forgery
8. Sexually molesting, abuse, or harassment of another person
9. Inciting others to riot
10. Failure to follow established procedures
11. Extortion, i.e., use of threat, intimidation, force, or deception to take or receive something from someone else
12. Violation of individual school/classroom rules

Conduct Against Board of Education Employees
A student shall not physically assault, threaten to assault, vandalize, damage or attempt to damage the property of a school employee or his/her family or demonstrate physical or verbal disrespect on school property or while in attendance at any Board of Education sponsored or supervised activity.

Hazing
No student may plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation toward any student or other organization that creates a risk of causing mental, emotional or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities are prohibited at any time in school buildings and facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Students who engage in hazing will be subject to disciplinary action and may be reported to law enforcement officials.

Plagiarism/Cheating
All acts of plagiarism and/or cheating will be reported to the office. Students will receive a "0" for the assignment where this occurred and will be subjected to disciplinary consequences.

Harassment
It is a violation of the law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Sexual Harassment

A. Verbal:
Written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats are prohibited.

B. Non-Verbal:
Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and other like acts are prohibited.

C. Physical Contact:
Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse is a violation of school rules.

Gender/Ethnic/Religious/Disability/Height and or Weight Harassment

A. Verbal:
1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. are prohibited
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person is a violation of this code

B. Non-Verbal
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures is prohibited
C. Physical
Any intimidating or disparaging action such as hitting, hissing, or spitting on the person will not be tolerated.

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 person associated with the District should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact the assistant principal or the principal and fill out an appropriate form.

2. If the alleged harasser is the student's principal or assistant principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person (s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or

disciplinary action will be taken to prevent the continuance of the harassment or its recurrence. All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.
Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse which will require that a report be made to proper authorities.

Possession or Use of Electronic Devices

No student while at school or any school function shall use any electronic devices without permission of a teacher or building administrator. Example of prohibited devices include, but are not limited to, radios, CD players, television, cellular telephones*, personal gaming systems, iphones, headphones, I pods, MP3 players, digital cameras or other

equipment determined by school authorities to be disruptive to the educational process or the orderly operation of the school.

***CELL PHONES** – cell phones are to be stored in the student's backpack and turned off during the school day.

Misconduct off School Premises

Students may be subject to disciplinary action for misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the Board. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

Bullying and other forms of aggressive behavior

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board President. Examples of prohibited behaviors are listed below.

1. **Bullying** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples include, but are not limited to: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, taunting, malicious teasing, name calling, threatening, spreading rumors, manipulating social relationships, engaging in social exclusion, intimidation.

2. **Cyber bullying** is the use of information and communication technologies such as e-mail, cell phone, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. The district may intervene when cyber bullying is within the scope of its authority.
Examples include, but are not limited to: posting slurs or rumors on a web site or weblog, sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill, using a camera phone to take and send embarrassing photographs of students, posting misleading or fake photographs of students on web sites.

3. **Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographical location.

4. **Intimidation** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

5. Menacing includes but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

PROGRESSIVE DISCIPLINE PROCEDURE

INFORMAL DISCIPLINE

Takes place within the school and includes:

- Teacher Intervention (contacting parents, parent-teacher-child conferences, signing assignment notebooks by teachers and parents, etc.)
- Classroom Removal
- Lunch Detention/Recess Detention
- Office Detentions (1 Hr/ 3 Hr)
- Restriction of school privileges
- Restriction of student privileges

Teacher Intervention

These are strategies that teachers use in the classroom to help students succeed both academically and behaviorally. Typical strategies are conferencing with students, conferencing with parents, and adjusting instructional teaching strategies. Examples of adjustments may include moving a student's seat, modifying an assignment, providing additional academic support, and designing a contract with the student to help change the student's behavior.

Classroom Removal

Students deserve classroom instruction without disruption. Students who choose behavior that disrupts the learning process may be removed for a time-out. A time-out occurs when a student fails to:

- Stop talking
- Follow directions (being disruptive)
- Stop distracting others
- Stop being disrespectful

Detentions

This term simply refers to the time the administrator keeps a student before or after school, or during lunch and/or recess for unacceptable behavior. Detentions are scheduled from 2:15-3:15 p.m. to after school.

Teachers, administrators, or other school employees may turn in a discipline referral to administration when, in their judgment, a student's behavior is unacceptable.

Parents are encouraged to call the school if they have any questions regarding an assigned detention.

Restriction of school/student privileges:

Administration may remove a student from school related activities due to inappropriate and/or disruptive behavior. Examples include, but are not limited to: assemblies, field trips, field day, end of year party, etc.)

FORMAL DISCIPLINE

Will result in removal from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year.

Major Offenses

Major violations, repeated violations and first offenses that have a direct negative impact on the school or others will result in out-of-school suspension and consideration of recommendation for expulsion. Examples include, but are not limited to:

- Vandalism/Destruction of school or private property
- Theft/Extortion
- Any action which could, or does cause physical harm to property or another person

- Possession or use of tobacco or imitation of such in any form.
- Physical fighting
- Possession of drugs, alcohol or a counterfeit substance
- Unauthorized use, misuse, or abuse of computers or any other technology which results in: a material disruption of school, a theft, harassment of another person, damage to property, obscenity, or any other negative impact on the school or other persons
- Hazing and/or any activity that degrades or detracts from the dignity of any other person, including activities of a sexual, racial, ethnic, economic, and/or religious nature
- Possession, use, and or activation of any item that causes a material disruption to the school
- Direct defiance of any reasonable direction given by any school staff member
- Threats, either written or verbal, that imply or include intimidating statements
- Profane or abusive language or gestures used in reference to or directed to a staff member, parent or school guest on school grounds or at any school function
- Any other rules that may be established from time to time by the board of education, superintendent, or principal

Severe Offenses

Severe major offenses will result in 10 days of out-of-school suspension, filing in juvenile or criminal court and recommendation to the superintendent for expulsion. Those offenses include:

- Any conduct which violates federal, state, and/or local law and is considered felonious
- Any action which incites panic and creates a major disruption and impacts the normal operation of the school
- Sale or transmission of illegal drugs, alcohol or a counterfeit substance
- Threat/assault on school personnel
- Assault and Battery which causes injury requiring medical treatment
- Possession of any weapon, potential weapon, knife, chemical sprays, fireworks, explosives, etc.
- Other severe major offenses that are deliberate actions, as determined by the principal, that places others in extreme harm and/or cause a material disruption of the school
- Repeated violations for the student code of conduct and a failure to make a reasonable effort to submit to reasonable control of school officials in a manner that leads school officials to conclude that the student cannot be successful and/or the student is a hindrance to the proper operation of the school.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures.

To better ensure a student receives due process, the board establishes the following guidelines:

A. **Students subject to short-term out of school suspension (10 or less school days):**

A student will be given a written notice prior to his/her suspension. The student will also be given the opportunity for an informal hearing to respond to the charges against him/her. This hearing will enable the student to ask questions, explain what happened or to question the reason(s) for the suspension.
In the event of an Out-Of-School Suspension, the student or his/her parents may appeal the suspension by contacting the superintendent's office within 10 days after the notification of the decision to suspend. The superintendent's decision will be final.

B. **Students subject to Expulsion:**

A student and his/her parent or guardian will be given written notice of the intent to expel and the reasons for the expulsion and opportunity to appear with a representative before the superintendent to answer the charges.

The student and his/her guardian will be provided a brief description of the student's rights and of the hearing procedure. The decision of the superintendent may be appealed to the Board of Education. The board shall act on any appeal to an expulsion.

Expulsion Procedure

A. Definition

1. The term "expulsion" shall be the exclusion of a student from the schools of the District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place.

2. If at the time of expulsion there are fewer days remaining in the school year than the number of days of expulsion, the Superintendent may apply the remaining periods to the following school year. Expulsion from school may be permanent for any student 16 years of age or older who commits a violent weapon-related or drug-related felony.

One Year Expulsion

A. Firearm or Knife – Unless a student is permanently excluded from school, the superintendent shall expel a student from school for a period of one year for bringing or possessing a firearm or knife in a school building or on to any other property owned, controlled or operated by the board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the district. Any such expulsion shall extend, as necessary, into the next school year. The superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis.

If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife, the superintendent shall notify the Registrar of Motor Vehicles and the County Juvenile Court within two weeks after the discipline is imposed.

B. Violent Conduct – If a student commits an act at school, or other school property, at an interscholastic competition, extracurricular event, or any other program or activity and the act: 1) would be a criminal offense if committed by an adult, and 2) results in serious physical harm to person(s), the superintendent may expel the student for a period of up to one year. The superintendent may extend the expulsion as necessary into the next school year or reduce the expulsion on a case-by-case basis.

C. Bomb Threat – The superintendent may expel a student for a period of one year for making a bomb threat to a school building or to any premises at which a school activity is necessary into the next school year or reduce the expulsion on a case-by-case basis.

D. Procedure

1. Prior to any expulsion the superintendent must give the student and his parent(s) or guardian written notice of the impending expulsion. The hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice of possible expulsion is given. This can be amended by mutual consent of the school and parent. The notice must include the reason(s) for the possible expulsion and the right of the student and parent(s) or representative to appear at a hearing to challenge the reason(s) or otherwise explain the student's actions.

2. The notice of possible expulsion shall state the time and place for the hearing. If the superintendent grants an extension of time, he must notify all parties of the new time and place.

3. Within 24 hours after an expulsion, the superintendent must notify the student and the parent(s) or guardian of the student. This notice must include the reasons for the expulsion, the right of the parent to appeal to the Board of Education or its designee, the right to be represented at the appeal, the right to request the hearing be held in executive session.

Any student who is expelled from school for more than 20 days or into the following semester or school year will be provided information about

services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent will provide the student and his/her parent/guardian/custodian with the names, addresses and phone number of these public and private agencies.

4. The appeal hearing with the Board of Education must be recorded verbatim. Formal action by the board to affirm, vacate, or modify the disciplinary action of appeal may be heard in executive session.
If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

If you have any questions – please call the school at 617-7550, or stop in the Main Office.