

K-5 STUDENT HANDBOOK GENEVA AREA CITY SCHOOLS

**ELEMENTARY STUDENT DAY
8:45 A.M. – 3:15 P.M.**

**Austinburg Elementary 466-4831 x6001
Cork Elementary 466-4831 x5001
Geneva Platt R. Spencer Elementary 466-4831 x5001**

***Additional Directory Information and the Geneva Schools District Calendar
can be found at <http://www.genevaschools.org/>**

**Board Adopted _____
Revised May/2015**

THE EDUCATIONAL PHILOSOPHY of GENEVA AREA CITY SCHOOLS

Education in the elementary school provides the foundation for all academic learning that will follow. It is our philosophy that every child that enters Geneva Area City Schools will benefit from the high expectations for learning established in our curriculum aligned to the challenging Ohio Academic Content Standards and from the support provided by our instructional staff.

Reading, Mathematics, and Language Arts are our core curriculum; they are the basis for what we teach. Science, Social Studies, and Health are also stressed. Physical Education develops the body. Cultural arts such as Art, Music, and Library/Literature appreciation enrich our students' lives.

Socialization activities are provided through recess, free time, and playground exercises. Fairness is encouraged at all times.

We promote a healthy, positive self-discipline in our Discipline Plan.

We will endeavor to develop each child's natural abilities and make our school a happy experience for each child.

To download a pdf file of the K-5 GENEVA AREA CITY SCHOOL STUDENT Geneva Area City Schools Elementary Handbook go to: <http://www.genevaschools.org/>

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K-5 STUDENT HANDBOOK

ABSENCE FROM SCHOOL AND TARDINESS

Establishing good habits of attendance and punctuality are very important for a student's future success.

A. If a child is going to be absent from school, parents **MUST NOTIFY THE OFFICE** by phone between 8:00-10:00 a.m. each day the child is absent.

B. The State of Ohio recognizes the following excuses for absence from school:

- 1. personal illness**
- 2. illness in the family**
- 3. quarantine of the home**
- 4. death of a relative - three day limit except in unusual cases
religious holiday**
- 5. emergencies justified to superintendent of schools or designee**
- 6. working at home due to absence of parents or guardians**
- 7. emergency or special situations approved by the Superintendent**

C. In the case of an appointment related to a medical, dental, or emotional condition - written request signed by the parent and approved by the principals are required if a student is to be permitted to leave the school before regular dismissal time; however, appointments should be made before or after school hours whenever possible.

D. A written explanation of the absence from the parent or guardian is to be turned in to the teacher the day the student returns to school. The explanation should include the dates of absence, the reason, and the signature of the parent or guardian and a phone number where the parent or guardian may be reached.

E. A doctor's excuse is required for any absence beyond ten (10) consecutive days in a 9 week period, or fifteen (15) days in a semester, or as deemed necessary by the building principal.

F. Vacations - Absences from school for traveling and family vacation do not fall in the excused category. These absences must be evaluated by the parent, as to the possible detrimental effects on the child's progress in school.

If a vacation does occur during scheduled school days, to be approved by the Superintendent, the following criteria must be met:

1. The teacher and the principal are to be consulted in advance of the absence and presented with a written statement of intent to take the child out of school, the reason for taking the child out of school and the inclusion dates of the proposed absence.

2. Missed schoolwork must be made up and advance arrangements are to be made for the make-up assignments and evaluation of the work.

Parents should note: It is difficult for students to make up work without teacher instruction. Without parental supervision of the make-up work, teacher time is wasted and the child may become deficient in meeting his or her academic requirements.

Preparation of homework for any extended absence requires the expenditure of the teacher's time, which is not readily available during the school day. Such requests should allow the teacher at least three days lead-time.

G. Unexcused Absences - The law does not excuse absence from school due to music lessons, dancing lessons, shopping trips, visits to other schools, movies, theater parties, trips to the barber or beauty shop, holidays, vacations, other than those excused by law, or any other absence considered not part of a reasonable school program.

H. Habitual and Chronic Truancy –

Habitual Truancy- A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

If a student is habitually truant, and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

Chronic Truancy- A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

If a student is chronically truant, and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

H. Tardiness- Students who arrive late must have a written excuse signed by the parent/guardian. Tardy slips are to be issued by the office.

Students will be marked "tardy"; if they arrive less than thirty minutes after school begins.

I. Early Dismissal - To be dismissed early, a student must have a written excuse from parent/guardian with a phone number giving the reason and dismissal time. Students who leave before 11:15a.m. will be marked absent for a whole day. Students leaving after 11:45a.m. will be

marked absent for a half-day. Parents are to pick up students and sign them out at the office during student hours. Acceptable reasons for dismissals are:

1. Professional appointments (doctor, dentist, counselor, court, etc.)
2. Family emergency
3. Other extenuating circumstances with parent/principal approval

ACCESS TO SCHOOL RECORDS

The educational records of students are available for review by parents. The School believes that maintaining of records is an important responsibility. The district has established a Board policy for the proper maintenance of all school records, including student records. Interested parties can inspect this policy at each school by contacting the building principal. Parents do have access to their child's educational records maintained at the school.

Personally identifiable student information regarding all students shall remain confidential except in those specific circumstances as specified by ORC 3319.321 and the Privacy Act (ORC 1347) and 20USC 1232g (and other pertinent state or federal regulations).

From time to time, the school releases for public consumption directory information contained in a student's record. This information is most often used for identifying a student in an athletic or drama program, school picture, team roster, press release related to a school sponsored function, etc. Any parent or eligible student may refuse to allow the release of any or all the directory information concerning the student. Parents must submit their refusal of consent in writing to the principal within the appropriate time period set forth. Any request to deny consent to release any or all parts of directory information must be carried out on the appropriate district form and within the deemed time period (August 15 through September 30).

Any questions about records should be addressed to the building principal.

BEHAVIOR

Good conduct in the halls, in class, and at all school activities is required of all students. Students are expected to behave appropriately as young ladies and gentlemen, not only in their speech, but also in their conduct during school hours and at all school functions.

STUDENT EXPOSURE TO BLOOD-BORNE PATHOGENS

The School seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

BULLYING

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while traveling to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

BUS PASSES

Parental permission and a bus pass are needed for any change in busing. In order to obtain a bus pass, please send a note to the office including the bus number of the bus you wish your child to ride. These arrangements may not be possible when buses reach maximum capacity.

CHILD ABUSE

Ohio law requires that any school employee who suspects a child is a victim of abuse or neglect must report such suspicions to the proper authorities. We hope we do not have to be involved in any such cases, but we have no choice if there is suspicion of abuse or neglect.

COMMUNICABLE DESEASES

If a parent suspects their child is ill, they are asked to please keep the child at home.

State regulations require that the following precautions and/or procedures be followed for any children suspected of having a communicable disease.

1. A staff member shall immediately notify the parent /guardian/or other approved contact of the child's condition when a child has been observed with signs or symptoms of an illness.
2. A child with any sign of illness or disease that would give the suspicion of a communicable disease shall be immediately isolated and discharged to his parent /guardian/or other approved contact. Such symptoms include but are not limited to:
 - a. Diarrhea (more than one abnormally loose stool within 24 hour period)
 - b. Severe coughing which causes the child to become blue or red in the face or makes a "whooping" sound.
 - c. Difficult, labored, or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis ("pink eye")
 - f. A temperature of 100 degrees F taken by the auxiliary method when in combination with other symptoms of illness
 - g. Untreated infected skin patches

- h. Unusually dark urine or a gray or white stool
 - i. Stiff neck
 - j. Evidence of lice, scabies, or other parasitic infestation
3. Any child with these symptoms or signs of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some time during the day shall be determined by the principal and/or nurse and the parent/guardian will be informed of this decision. The child while isolated at the school shall be carefully monitored for symptoms described in number 2 above.
- k. Sore throat or difficulty swallowing
 - l. Unusual spots or rashes
 - m. Elevated temperature
 - n. vomiting

Any isolated child suspected of any communicable disease will be cared for in a room or portion of the room not being used by the preschool program. They will be in sight or hearing of an adult staff member or school staff member at all times. They will never be without adult supervision. Any such child will be made comfortable until discharge to his/her parent /guardian/or other approved contact. Any bedding used by the child will be cleaned before it comes into contact with another individual. Any furniture used by the child will be disinfected. The nurse and staff will follow all procedures for dealing with communicable diseases.

CONFERENCES

Regular parent-teacher conferences will be scheduled for all students during the school year. Teachers and parents are encouraged to schedule additional conferences as they are needed. Parents or guardians should call the school office to arrange an appointment.

DETENTION POLICIES - ELEMENTARY

Detentions may be assigned to those students whose behavior and/or subsequent actions are contrary to school policy and/or the educational program. Detentions serve as one of the steps in disciplinary procedures, which are essential for any educational program to be effective.

Elementary detentions shall be forty (40) minutes in duration (3: 15 pm to 3:55pm) on an assigned afternoon once a week. Students will be given at least a one-day advance notice in order to make arrangements for transportation. Parents or guardians are required to provide transportation for their child, from school to home, promptly following each detention.

Detentions will be served on the assigned day or days. A student may have their assigned **detention date(s) changed by the teacher or principal who originally assigned the detention or the principal.**

Any student who fails to serve an assigned detention without a legitimately acceptable excuse (approved absence or emergency written request from a parent or guardian) **will be subject to further disciplinary action.** Any detention missed because of such an excuse will be required to be made up at a later date.

DETENTION PROCEDURES

1. When detentions are assigned:

- a. The parent and student will be notified by the teacher/principal
- b. A written "Detention Notification" will be sent to the parent
- c. This slip will be signed by parent/guardian and returned to the Detention Supervisor prior to detention date.

d. The Detention Supervisor will give the "Detention Notification" to assigning teacher after the detention has been served

2. Students must bring work (books, writing material, etc.) to the detention center. Students who do not bring work will be sent to get proper work and an additional detention may be added.

Any questions or problems that result from the interpretation of detention policies will be resolved by the principal.

DRESS CODE

We rely on the good judgment of our parents regarding the clothing students wear to school. We are also aware that when students dress neatly and have a well-groomed appearance, they tend to do better in school. The school recommends that clothes be appropriate for the current weather conditions, simple, washable, sturdy, not too tight, safe, and easy to manage. Outerwear, boots and shoes should be labeled.

During rainy or snowy weather, students should wear boots and heavier clothing. Boots are not worn in the classrooms so students must bring shoes to wear in class. All elementary students have daily outside recess during their lunch periods and will definitely need proper clothing.

The school may regulate any student's clothing if it causes damage to property or a disruption to the educational program or could constitute threat to any student's health or safety.

In order to help to eliminate the confusion and maintain the proper school environment the following list of clothing items will **not** be permitted in the Geneva Area City Schools:

1. Shorts, split shorts, or skirts if they are shorter than the fingertips when arms are extended at sides. Wearing tights under clothing does not change the length requirement.
2. Spandex or extra tight shorts, slacks, or skirts.
3. Hats, bandannas, and sunglasses.
4. Tank tops, muscle shirts, spaghetti straps, shirts and trousers that reveal the stomach, chest, back, shoulders, or undergarments.
5. Holes and tears in jeans, shorts, etc., must be below the fingertips when arms are extended at sides.
6. Clothing bearing slogans, words, or symbols which relate to or display alcohol, tobacco, drugs, sex, profanity, or considered "gang related".

7. Clothing bearing slogans, words, or symbols considered to be negative, derogatory, or of a discriminatory nature towards any person's or persons' religion, race, creed, gender/sex, national origin, handicap, or socio-economic status.

8. Students are not permitted to wear or carry personal listening devices (headphones, cellular phones, pagers, etc.) during the school day.

*Shorts that meet the guidelines (long and loose) may be worn in the elementary schools.

** The School recommends that students have labels on their clothes so that it is easier to return them when they are found.

DRUG ABUSE PREVENTION

The School recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

The School prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes. Parents and students may refer to Board Policy 5530 and Rule 8 of this handbook.

EMERGENCY INFORMATION

The school should be kept informed of any changes in home address and telephone numbers so that the School may notify you promptly in an emergency.

Registration forms and emergency authorization are sent home the first week of school. The forms should be completed to allow emergency treatment to take place if a parent cannot be reached. All information is kept confidential and no phone numbers contained on the form will be released without parental authorization.

EMERGENCY SCHOOL CLOSING

In case of severe weather conditions or other emergencies, parents and students will be notified of school closing by announcements on radio stations' WFUN(.970KHZ), WKKY (104.7FM), and WZ00 (102.5 FM), as well as the Cleveland television stations. The district will also utilize an automated telephone system that will automatically call each student's home to deliver emergency information or other announcements.

EQUAL EDUCATION OPPORTUNITY

In compliance with (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, And (4) the OCR Vocational Educational Guidelines, we are notifying all STUDENTS, PARENTS, EMPLOYEES, and GENERAL PUBLIC that Geneva Area City Schools has adopted a non-discrimination policy on the basis of race, color, creed, handicap, religion, sex, national origin, or social or economic background. Any complaint regarding this non-discrimination policy should be referred to Administration Assistant, Brett Horvath, 135 S. Eagle Street, Geneva, Ohio 44041, phone area code (440) 466-4831, Ext. 155.

The Board of Education has established procedures for processing student grievances related to this non-discrimination policy. Copies of the student grievance procedures and assistance are available from the Administrative Assistant.

DRILLS

Evacuation, Fire, Tornado Drills, and Lock Down Procedures will be practiced as required by State law or local policy. Necessary procedures will be posted in each classroom.

FIELD TRIPS

Elementary students may go on a field trip as **part of our educational program and as part of the curriculum.** Permission slips will be sent home prior to each trip and must be signed by their parent or guardian and returned. Students not having properly signed permission slips may have to remain at school.

The principal reserves the right to deny participation in any school sponsored activity if a student's behavior poses a threat to the safety of the student or others.

GUM

Elementary students are not permitted to chew gum in school. This requirement is based upon health and cleanliness reasons and the need to protect school property, equipment and carpeting.

HOMEWORK

Work not finished during the school day, special projects, or homework assignments may be required to be completed outside of class, or at home. All students need to memorize math facts and practice reading. Please be supportive of assignments brought home from school.

Parents can help in the following ways:

1. Provide a quiet, well-lighted place to work.
2. Set aside a certain time for school work.

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3. Avoid interruptions.
4. Help as needed.

LEAVING SCHOOL GROUNDS

During school hours, no student may leave school without written permission from the office.

LIBRARY

Books may be checked out for a period of two weeks. Fines are charged for overdue books. Students must pay for damaged or lost books. Reference books and magazines are to be used in the library, unless special arrangements are made.

LOCKERS

Lockers, where available, will be assigned to every student the first week of school. Coats, extra books, and other school materials are to be kept in the locker during the school hours. Lockers are to be kept neat and tidy. Students found using a locker other than the one to which they were assigned will lose their locker assignment for the remainder of the year. Any changes in a locker assignment must be approved by the principal.

It is the policy of the school to provide lockers for students' use. However, any student who uses said lockers will be required to permit the lockers to be inspected by the school principal or designee. Lockers are the property of the school on loan to the students and as any such property under the authority of the Geneva School Board, they are subject to inspection by authorized school personnel.

LOST AND FOUND

Everything found at school should be turned in to the office. Articles which are found are displayed. Children are encouraged to check for lost items at the lost and found display. Valuable articles such as watches, money, etc. may be claimed at the office.

LUNCH

Students have a choice of entrees daily in our school cafeteria. Menus are printed in the local newspapers, given to the students, posted in the classrooms and available on the school web site ~ [**www.genevaschools.org**](http://www.genevaschools.org)

Lunchroom manners are especially important because of the number of students using our facilities. The following behaviors are encouraged:

1. waiting patiently in the lunch line for turn
2. talking in a quiet polite voice
3. keeping the table and floor area clean
4. placing lunch wrappings in waste containers
5. returning tray to proper place
6. eating only in the cafeteria
7. not exchanging or giving away of any food
8. staying in proper designated area in the cafeteria

Students who violate lunch room rules, who exhibit disruptive behaviors, or who fail to comply with the reasonable requests of the lunch room supervisor may be assigned special seating or removed from the lunch room. Any such removal will be with the approval of the principal.

Administration of Medication:

If possible, all medication should be given by the parents to their child at home.

When in such cases as this is not possible, the Geneva Board of Education has adopted a written policy for dispensing and administering prescribed and over-the counter medication to students in school. This policy and the aligned procedures will be followed. This policy and procedures are available through the school nurses office. Parents may contact the school nurse at 275-5392. Procedures for the administration of medicines is as follows:

- Only the school nurse or a person designated by the principal can only administer medication to students at school.
- All medicine to be dispensed at school must be brought to the school office by a parent or responsible adult.
- Any medication or drug, whether over the counter or prescription only will be administered with the written orders of a physician/dentist. The nurse may contact the physician/dentist if necessary.
- All medication must be in the pharmacy package (with dosage/administration information). Any medicine not properly labeled will not be administered.
- The appropriate school *medication authorization form* must be completed and signed by 1.) the parents/guardian and 2.) physician/dentist requesting that the Geneva Schools comply with the physician's request to administer said dosage of *each* medication and this form must accompany every/all medication for students. Forms are available in the school office.
- All medications must be kept in the secure/locked medicine area of the school clinic or office.
- Should any changes occur regarding the administration of this medication to the child change, the parents must immediately submit a revised statement regarding dosage/administration to the school nurse.
- No person authorized by the Geneva Schools Board of Education to administer a prescribed drug and who has a copy of the most recent physical/pharmacy statement, and written parental permission to administer said drug would be liable for civil damages for

administering or failing to administer the drug, unless he/she acted in a manner that would constitute “gross negligence or wanton or reckless misconduct.”

Emergency Treatment:

Parents are required to complete an emergency medical form for each child in the Geneva Schools.

In case of an accident or emergency, the parents will be immediately notified using this form. In case the parents cannot be reached immediately, the school will contact an alternate responsible adult as listed by the parents on that form. Please advise those listed as alternates to be available for the call during school hours. The parents are strongly advised to provide the number of a person who resides in the district and who can respond more immediately to an emergency situation involving their child.

In case no one listed on the form can be reached, the school will abide by the directions in the form or call emergency medical services should they be needed.

Medications on a four hour schedule will be dispensed one time at the school office on the following schedule:

Austinburg Elementary	11:30am - 12:00pm
Cork Elementary	11:30am - 12:00pm
Geneva Platt R. Spencer Elementary	11:30am - 12:00pm

PARTIES

Class parties in elementary school are permitted for Fall/Autumn/Winter, and Valentine's Day. Refreshments are provided by homeroom mothers. Flowers balloons, bouquets, etc., will not be delivered to students until the end of the day.

PHYSICAL EDUCATION

Students are required to participate in all physical education classes unless excused by a doctor. Gym shoes are required and no jewelry shall be worn. The School's prime concern is the individual student's physical, emotional, social, and mental health. The various physical education activities emphasize fitness and physical movements.

PICTURES

Individual and class/group pictures are taken each year. There is no obligation to buy pictures; purchased packages are prepaid with information sent home prior to picture day.

PLAYGROUND RULES

Although the school believes that all children should have at least 15 minutes of recess each day. At times, a child's behavior may be disruptive or pose a safety threat to the child or others. When such concerns arise, immediate action will be taken by the staff member supervising recess and the play ground. Students will be expected to follow the following playground rules. The elementary school playground aide or teacher on duty has full authority over students.

Playground rules are:

1. Students are expected to dress appropriately for the weather.
2. Students are expected to respect the rights of others and to observe safety rules at all times.
3. **The following behaviors will not be tolerated:**
 - a. running into students
 - b. kicking balls or throwing objects that are not part of a game
 - c. unsafe use of playground equipment
4. **Specific playground rules are:**
 - a. Keep from playing games which might cause bodily harm or torn clothing.
 - b. Use playground equipment safely.
 - c. Stay away from parking lots and watch for moving vehicles.
 - d. Stay within the designated play area.
 - e. Line up when called.
 - f. Refrain from using foul or abusive language or gestures.
5. Violation of rules may result in denial of playground use. Students will be expected to follow directions of playground supervisors. Parents may be contacted and required to meet with teacher and/or principal concerning any such behavior.
6. Students who fail to comply with playground rules may be removed from the play area by the supervisor or removed from the playground entirely with the principal's approval. Violations of these rules may result in further disciplinary action as prescribed by Board Policy and Administrative Procedures which may include suspension of a child's recess.

PROMOTIONAL POLICY

Students will be promoted on the basis of test scores, daily work, attendance, general attainment of skills, and passing grades. If retention is recommended in grades K-5, a parent/teacher/principal conference will be scheduled to reach a joint decision on the student's placement for the following year.

REPORT CARDS

Report cards for grade K-5 are issued 4 times each year, every 9 weeks. Progress reports are sent home to parents at the mid-point of each nine week period. Parents are urged to examine the card and progress report closely to determine their child's progress.

SCHOOL DAY

Students will be allowed to enter the building 15 minutes before the beginning of the school day.

After dismissal, walking students are expected to go directly home. Bus students are expected to board their assigned buses immediately.

School responsibility ends at the conclusion of the student day unless students remain for an organized school activity.

SECRET SOCIETIES (GANGS)

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the students shall not:

1. lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
2. present a physical safety hazard to self, students, staff, and other employees;
3. create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. imply gang membership or affiliation by written communication, marks, drawings, painting, design, emblem upon any school personal property or on one's person

If the student's behavior or other attributes is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or be informed of programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

SIGNS, BANNERS & ANNOUNCEMENTS

Any sign, banner, announcement, etc. which is posted in the hallways for students to read/see must have prior approval from the building principal.

STUDENT CONDUCT CODE - Adopted _____

Effective discipline is an important and necessary prerequisite of effective learning. Students attend the Geneva Area City Schools under the direction of constitutional protection for their right as citizens.

Students have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to make rules and regulations. The intent of these rules and regulations is to create a positive educational environment, which holds students accountable for their behavior and teaches them to live with the consequences of their decisions. Freedom carries with it responsibilities for all concerned.

Students, teachers and administrators have the responsibility to maintain an educational process and environment that:

1. Permits teachers to communicate effectively with all students in the class without undue disruption
2. Facilitates learning by all students in the class
3. Establishes fair and appropriate consequences for behaviors that are deemed detrimental to the desired educational goals and/or well-being of students
4. Considers the student and the circumstances of the situation
5. Enforces the Student Conduct Code accordingly.

A. STUDENT CONDUCT CODE

A violation of any rule may result in disciplinary action, including out-of school suspensions, in-school suspension, emergency removal expulsion, detention, removal from a curricular or extra-curricular activity or event, and citation into Juvenile Court.

RULE 1. DISRUPTION OF SCHOOL: A student shall not, by use of violence, force, coercion, or threat cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities. Some examples of disruption, not intended to be an exhaustive list, would include: unusual dress and appearance, bomb threats, setting of fire alarms, strikes or walk-out, the impeding of free traffic to or within school, etc.

RULE 2. DAMAGE TO SCHOOL PROPERTY: A student shall not cause or attempt to cause damage to school property, including building, grounds, equipment, materials.

RULE 3. DAMAGE TO PRIVATE PROPERTY: A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

RULE 4. ASSAULT: A student shall not cause physical injury or act in such a manner that would threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school.

RULE 5. THEFT: A student shall not take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the district.

RULE 6. TRUANCY AND TARDINESS: Truancy is declared when a student is absent from school or any portion of the school day without school authorization and parent consent. The only tardiness or absence from required activities that will be excused are those provided for in the Ohio Revised Code, a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall also be considered a violation of RULE 7.

RULE 7. INSUBORDINATION: A student shall not fail to comply with directions of teachers or other authorized school personnel. Repeated violations of rules, directives, or discipline procedures shall also constitute insubordination.

RULE 8. TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS: A student shall not possess, use, transmit, sell, conceal or be under the influence of tobacco, narcotics, alcoholic beverages, and/or drugs at school or on school grounds, or at any school function.

RULE 9. DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person. Some examples, not intended to be exhaustive, include: guns, knives, brass knuckles, clubs, firecrackers, explosives, etc.

RULE 10. PROFANITY AND OBSCENE LANGUAGE: A student shall not use profanity or obscene language, either written or verbal, in communicating with a faculty member, any other authorized school personnel, or another student. Included in this prohibition would be the use of obscene gestures, signs, pictures, and/or publications.

RULE 11. GAMBLING: No student shall wager with any other person for money or other stakes.

RULE 12. EXTORTION: The act of extortion is borrowing, attempting to borrow, or taking any money or thing of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

RULE 13. USE OF INAPPROPRIATE DRESS AND APPEARANCE: A student shall not dress or appear in a fashion that would be harmful to the student's health and welfare or that of other students, causes disruptions, or directly interferes with the educational process.

RULE 14. FALSIFICATION: A student, while under the jurisdiction of the school, shall not issue or transfer any school related document, student pass, absence excuse, or early dismissal excuse while having knowledge that any of the following conditions apply to said item:

- 1) The item was obtained by giving false information or by failing to give correct information
- 2) The item contains false information
- 3) The item contains false authorization or signature

RULE 15. BEING IN AN UNAUTHORIZED AREA: A student shall not be in any hallway, classroom, or restroom that he/she is not duly assigned to or does not have a signed pass granting permission to be in the area.

RULE 16. SAFETY/SCHOOL EQUIPMENT: No student shall make unauthorized use of any school safety equipment, including but not limited to, fire extinguishers, fire and burglar alarms, eye rinses, blankets, etc. No student shall make unauthorized use of school telephones, duplicating equipment, or materials and supplies.

B. PRINCIPAL'S RESPONSIBILITIES

The principal is charged with the proper enforcement of discipline in the total school setting. He/she has the discretionary authority to use **or authorize other certificated personnel** to use the following disciplinary measure to correct student behavior were permitted by law:

1. Assign detention
2. Suspend
3. Recommend to the superintendent for expulsion
4. Cite to Juvenile Court
5. Call juvenile authorities and/or notify for the police
6. Ask parents to remove their students from school for the protection of the students involved pending investigation of a situation which may be disruptive to the school program.
7. Prescribe other disciplinary measure such as a removal from a curricular or extra-curricular activity or event.

C. STUDENT DUE PROCESS

REMOVAL PROCESS

If a student's presence or behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the teacher, supervisor, or another certified staff member may remove the student from curricular or extra-curricular activities under his/her supervision with the following conditions:

1. Students shall be sent to the principal's office.
 - a. If a teacher or supervisor makes a removal, the reasons for removal must be submitted in writing to the principal as soon after the removal as possible.
2. A due process hearing must be held within seventy-two hours after the removal is ordered. The person who ordered the removal must be present at the hearing.
3. If a 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 given.
4. **In all cases of normal disciplinary procedures where a student is removed from a curricular or extra-curricular activity for less than twenty-four hours, due process requirements outlined in this policy, do not apply.**

SUSPENSION PROCESS

1. The student shall be informed of the intended suspension and the reasons for the proposed action in the initial hearing regarding the action(s) of the student.
2. The parent or guardian shall be informed in writing of the suspension and the reasons for the proposed action. Within twenty-four hours after an informal hearing, a letter shall be sent to the

parent or guardian stating the specific reasons for the suspension and the dates of the suspension, and shall include notice of the right to appeal such action.

3. Suspensions shall not exceed ten school days.

SUSPENSION PROCESS

Prior to a suspension, the principal shall provide the student an opportunity to appear at an informal hearing conducted by the Principal, Assistant Principal, or Superintendent's designee to challenge the reason for the possible suspension or otherwise explain the pupil's actions.

If at the conclusion of the hearing the principal/assistant principal believes a suspension is appropriate, the principal/assistant principal shall issue a written notice of suspension within one (1) school day after the effective date of such suspension.

The notice shall be in writing and directed to the parent, guardian, or custodian of the student, with a copy to the Treasurer of the Board.

The notice shall specify the reasons for the suspension, the right of the student or his parent, guardian, or custodial to appeal the suspension to the Board, to be represented in the appeal, to be granted a hearing before the Board to be heard against the suspension, and to request that the appeal hearing be held in executive session.

The suspension shall not be for more than 10 school days.

The notice shall also provide, in appropriate circumstances, that the Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in 3313.662(A), which violation was committed when the pupil was sixteen (16) years of age or older and if the pupil is convicted or adjudicated a delinquent as a result of that violation.

Appeal Process

Upon appeal of suspension, the Board of Education shall convene the hearing. The hearing shall be scheduled at the discretion of the Board President. At the conclusion of the hearing, the Board, in accordance with Board policy and 3313.66(E), is empowered to affirm the order of suspension or expulsion, re-instate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion.

The Board, in conducting any appeal hearing of a suspension or expulsion shall be responsible for making a verbatim record of the hearing using a tape recording device. The decision of the Board on appeal should be communicated in writing to the pupil and her/his parent, guardian, or custodian, with a copy to the Treasurer of the Board of Education. The Board's written decision, if affirming the suspension or expulsion, shall advise the pupil, parent, guardian, or custodian of the right to appeal under Chapter 2506 of the Ohio Revised Code.

EXPULSION PROCESS

1. A student may be expelled for a period not to exceed eighty days by the superintendent of schools. **Exceptions to the length of the expulsion period are listed in Policy 5610.**
2. The student and his/her parent or guardian shall be given written notice by the principal stating his intention to recommend expulsion. A copy of this notice shall also be sent to the Superintendent and Treasurer. The notice shall include: the reasons for the intended expulsion, and the right of student, parent, or other representative to appear in person before the Superintendent to challenge the reasons for the expulsion. The notice shall also include the place and time of the hearing which shall take place no earlier than three days and no later than five days after the notice is sent, unless an extension is granted by the Superintendent.
3. Within twenty-four hours of the expulsion, the Superintendent shall notify the parent or guardian of the student, with a copy to the Treasurer, of the decision to expel. The notice shall include the reasons for the expulsion; the right of the student, parent or guardian to appeal to the president of the Board of Education; the right to be represented at the appeal; and to **request** the hearing be held in executive session.

APPEAL PROCESS TO THE BOARD OF EDUCATION

1. The date and time of the Appeal Hearing shall be set at the discretion of the president of the Board of Education. The hearing **shall be** held in executive session.
2. A verbatim record of the hearing shall be kept, therefore, the proceedings will be tape-recorded.

The Board of Education shall take formal public action to affirm, vacate, or modify the expulsion in public session.

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by the following offenses that occur on school grounds or at a school function.

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at any school function, may also be the basis for permanent exclusion.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

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

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

PARENTS AND STUDENTS Please see APENDIX A: "Bus Rules and Safety" of this Handbook for information on bus rules and student safety related to bussing.

DANGEROUS WEAPONS AND INSTRUMENTS

The Geneva Area City Board of Education is committed to providing the students of the District with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, which included but is not limited to any explosive incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and refer the student to the criminal justice or juvenile delinquency system. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

In accordance with Board Policies 5610 and 5772, the Superintendent will refer any student who violates this policy and is expelled, to the student's parents or guardians and to the criminal justice or juvenile delinquency system.

ZERO TOLERANCE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

TELEPHONE

School phones may be used for school business only. The office staff will deliver messages to students, but will not call students out of class to accept calls.

PERSONAL ELECTRONIC DEVICES

Using personal electronic devices for communication, games or other reasons while in school are considered a disruption to the educational process and could pose a safety threat for children unless their use is highly regulated by supervising adults. Like all other personal electronic devices, student should not display them and should not use them during school hours. The use

of a cell phone or similar electronic communication devices by students during school hours is not permitted without the permission of the principal. During school hours, student electronic devices should be turned off. Parents trying to contact their children should contact the school office in case of emergencies.

TESTING

Standardized tests as well as state mandated achievement or diagnostic tests are administered to all students. Students should try their best. These tests measure achievement in the basic areas, such as reading, writing, mathematics, citizenship, and science. The results are used to determine each student's needs and program for next year and become part of the student's permanent record.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Books should be covered and handled carefully. Fines will be charged for misuse or abuse. Students must pay for lost books.

TRANSPORTATION

Students who ride buses must obey their driver and the rules and regulations concerning bus discipline. The safety of all students riding buses is paramount. Bus rules and regulations for all students are:

- 1) being on time
- 2) no standing in roadway while waiting for the bus
- 3) lining up and entering quietly
- 4) no eating, drinking, or smoking on bus
- 5) no loitering, defacing or damaging any part of bus
- 6) no extending arms or heads out of windows
- 7) silence at railroad crossings
- 8) no fighting or disruptive behavior
- 9) the illicit or inappropriate use of drugs, alcohol, or tobacco is prohibited

Drivers will report any misconduct and the student may be refused transportation with written notice to the parents.

The Route & Bus Driver Supervisor may be reached at 466-2684 and handles transportation issues and questions.

Parents transporting their own children should plan to arrive no earlier than 15 minutes before the school begins. Arrival **and departure** times are **set and published** by each individual elementary school. **Drop-off and Pick-up time at school can be quite hectic if rules are not in place for parents and children. Rules for picking up students will be available to parents. Please be sure that you are aware of these rules in the building that your child attends.**

No child will be delivered to any person other than the parent unless the parent gives written permission for such a delivery. If your child will be picked up from school by some person other than the parent, these points must be followed before your child is released:

- **Children will be delivered only to a responsible adult.**
- **Written permission and parent consent (parent signature and date required) must be given either on the school Emergency Medical form, a signed Authorized Pick-up Form, or by a note delivered to the school officials (teacher, principal, or secretary).**
- **Before the school hands a child over to anyone other than the parent, the responsible adult must show a valid picture form of identification and provide a number where they can be reached.**
- **The school will make a copy of the photo ID and keep it on file.**

VALUABLE ARTICLES

The school does not assume responsibility for student's personal property. Students are fully responsible for damage, theft, or misplacement of personal articles.

PARENT INVOLVEMENT IN EDUCATION

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of the parents/guardians in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. This information can be found in Board Policy 2261.01.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

The Board directs the administration to develop the necessary regulations to ensure that this policy is followed and that parent/guardian involvement is encouraged. The regulations will:

1. encourage strong home-school partnerships
2. provide for consistent and effective communications between the parents/guardians and school officials
3. offer parents/guardians ways to assist and encourage their children to do their best
4. offer ways parents/guardians can support classroom learning activities
5. provide opportunities for parents/guardians to be involved in parental involvement and effective school parent engagement

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6. assist families in accessing needed service of community based organizations and other involved social agencies

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a process we use to structure the instructional process and deliver help to struggling students. Once teachers know that students are struggling they try different approaches and interventions to help their students succeed. If students still are not succeeding, then teachers get together with their grade level or the building level RTI team to plan more intense intervention. The RTI model uses progressive interventions (or a pyramid of interventions) for students. Teachers check regularly on student's progress to make sure the interventions are working to help the students succeed. RTI may result in a referral for special education, but the goal is to keep students in a regular classroom with appropriate interventions that will ensure that they succeed.

APPENDIX A: BUS RULES AND SAFETY

Geneva Area City Schools Bus Rules & Instructions

The Bus Rules Geneva Area City Schools follows are written by the State of Ohio. Bus drivers have the option to list a few of their personal bus rules as well. Please go over each rule with your child.

General Bus Rules

1. Please be out and ready 5 minutes before the scheduled arrival of your bus
2. Students must be seated and remain seated in their assigned seats
3. No eating or drinking on the bus
4. No large objects, animals or glass of any kind
5. No fighting, pushing, tripping, shoving or name-calling
6. Students will not yell, spit or throw things out the windows
7. Students are not permitted to put any body parts out of windows
8. No destruction of school property
9. Complete silence at all railroad crossings
10. Your child will not be dropped off anywhere other than their own bus stop without a note from you. The child must take this note to the office and get a bus pass. This is done for their protection

Bus Driver Rules

1. When inside lights are on, student must be quiet. Lights are turned on when student are too loud, if the radio is transmitting and at all railroad crossings.
2. No gum chewing
3. If the student can't hold materials, objects, etc., in their lap, or put in a book bag, please do not bring it. There is little extra room available in seats. When things get dropped many times they are lost or broken.
4. Hand held games might be allowed at the discretion of the bus driver
5. No balloon or anything that may obstruct the view of the driver or cause confusion

Bus Discipline

The following procedure will be taken:

1. VERBAL WARNING from driver

2. WRITTEN NOTICE – Bus driver will talk with the student and send home conduct report to parent. It is the student’s responsibility to deliver notice to parent.
3. WRITTEN NOTICE – Another warning delivered by student to parent from driver
4. WRITTEN NOTICE OF LOSS OF BUS RIDING PRIVILEGES → at any step parent or driver may request a conference

Students are subject to immediate loss of bus riding privileges for the following violations:

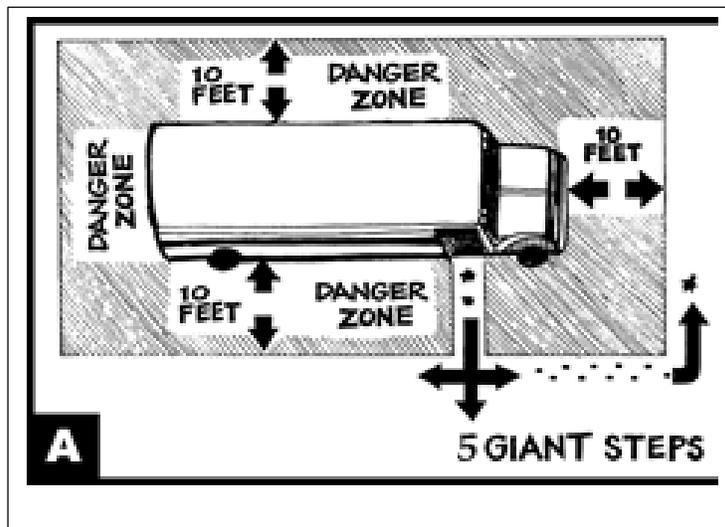
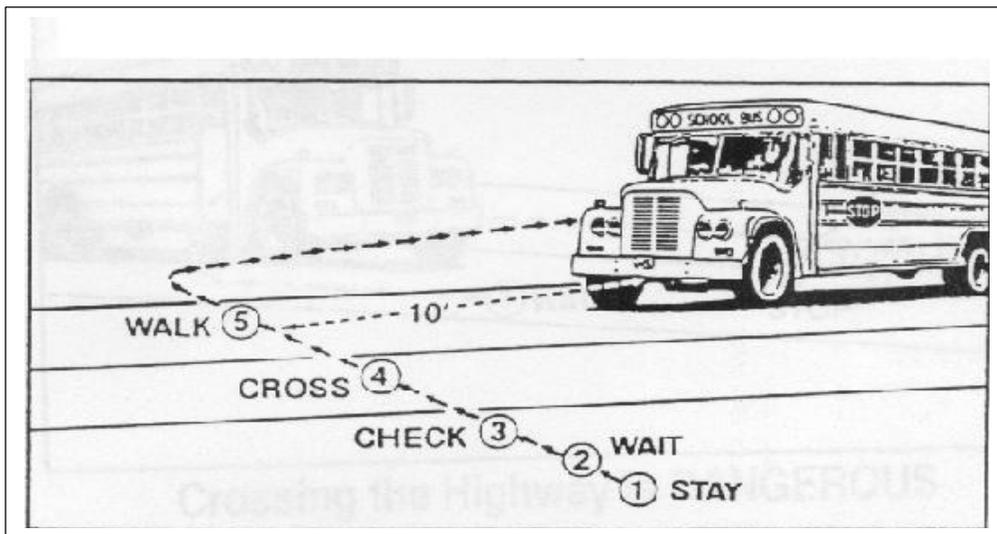
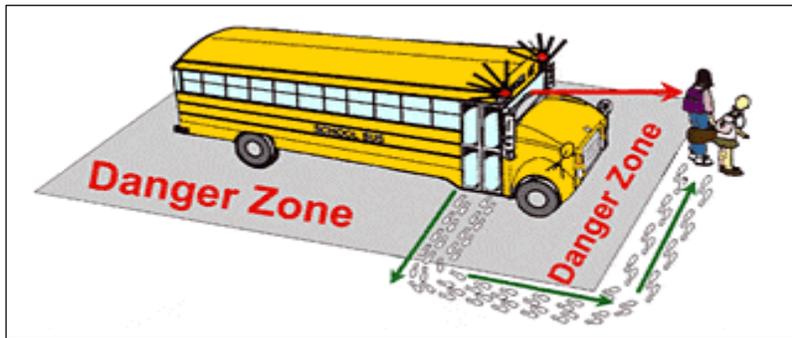
1. Fighting
2. Safety or welfare of the student or driver is threatened
3. Student puts a fellow student(s) and/or driver in danger
4. Blatant disrespect of the driver with profanity

Crossing and Boarding Bus Instructions

When crossing the road to board the school bus, please have your child follow the instructions below:

1. Wait for the bus in a safe place (designated by the driver) approximately **20 steps** from the roadway.
2. When you see the bus approaching with the amber lights flashing, **take 3 steps backwards.**
3. When the bus is stopped and the red lights are flashing, **look at the bus driver.** The driver will have their hand raised in the windshield. When traffic has stopped and it is safe to cross, the driver will drop their hand straight down. That is the signal for you to proceed across the road.
4. When you reach the roadway, **before you cross the road you are to stop and look in both directions on your own to make sure all traffic has stopped and it is safe to cross.**
5. Proceed straight across the road and board the bus. Go directly to your assigned seat and face the front with your seat on the seat, your back against the back of the seat and your feet on the floor.
6. When driver blows the horn, it is a sign of danger. Be alert and follow driver’s instructions.
7. Students must go to Drivers Designated Place of Safety (O.R.C.4511.75).

PARENTS: Please work with your child on how to safely board the bus. (See below)



For questions and concerns, please contact the Transportation Supervisor at the Geneva Area City Schools Bus Garage at (440) 466-2684.