



ELEMENTARY SCHOOL PARENT AND STUDENT HANDBOOK

Revised **August 2016**

The mission of the Findlay City Schools, as a community partnership committed to educational excellence, is to instill in each student the virtues, knowledge, and skills necessary to be lifelong learners who recognize their unique talents and use them in pursuit of their dreams and for service to society.

This is accomplished through the cooperative efforts of involved and caring families, community members, and staff who share knowledge, facilitate discovery, and inspire vision.

Convocation/Building & Dept. Meetings	Tuesday, August 16, 2016
First Day for Students	Wednesday, August 17, 2016
Teacher In-Service – NO SCHOOL for students	Friday, September 2, 2016
Labor Day – NO SCHOOL	Monday, September 5, 2016
Teacher In-Service – NO SCHOOL for students	Thursday, September 29, 2016
Parent/Teacher Conferences – NO SCHOOL	Mon. & Tues., Nov. 21 & 22, 2016
Fall Break	Wed., Thurs. & Fri., Nov. 23, 24 & 25, 2016
Winter Break	Wednesday, December 21, 2016 – Tuesday, January 3, 2017
Students First Day Back to School	Wednesday, January 4, 2017
Martin Luther King Day – NO SCHOOL	Monday, January 16, 2017
Teacher In-Service – NO SCHOOL for students	Monday, February 20, 2017
Spring Break – NO SCHOOL	Monday, April 10 - Friday, April 14, 2017
Last Day for Students (177 Days)	Thursday, May 25, 2017
Clerical Day for Teachers	Friday, May 26, 2017
Findlay High School Commencement	Saturday, May 27, 2017

(All Millstream students will follow the Findlay City Schools Calendar)

9-Week Grading Periods

First 9-Week Grading Period	08/17/16 – 10/21/16	45 days
Second 9-Week Grading Period	10/24/16 – 01/6/17	40 days
Third 9-Week Grading Period	01/09/17 – 03/17/17	48 days
Fourth 9-Week Grading Period	03/20/17 – 05/25/17	<u>44 days</u>

TOTAL DAYS IN SESSION = 177 days

- New Teacher Orientation: 8/12 and 8/15
- Convocation 8/16

Two-Hour Delay Dates for Teacher In-Service:

Friday, September 30, 2016 Thursday, December 1, 2016 Monday, January 9, 2017

****Parent Teacher Conferences may be scheduled on different dates at specific buildings and count as 2 school days.****

Approved: 12/14/15

Revised: 1/11/16

Revised: 6/10/16

Revised: 7/27/2016

ABSENCES And EARLY DISMISSAL

Parents/Guardians are requested to notify the school office on the day their child is absent. Please call the school between 7:30 and 9:30 a.m. to report your child's absence at 419.425.8332.

A note or doctor's excuse is required to be turned in within two days of student returning to school. If a note is not turned into the office explaining a student's absence(s) within two days of returning to school the absence(s) will be considered unexcused. See Unexcused Absences. Parents/Guardians may notify the school by note or email if a student will be absent for an extended time and therefore eliminate daily calling to the school office. When an absence occurs, parents are encouraged to make arrangements to pick up homework. Make-up work will be provided when the student returns to school. Parents and child must assume responsibility for completing and returning make-up assignments.

Please call the office and explain any tardiness or excuses for not returning to the afternoon session.

Students who arrive **30 minutes after the tardy bell** will be counted as **late** and must be signed in at the office by a parent or guardian. Students who arrive after **the 30 minute window** or **who leave prior to 3:00 p.m.** will be counted as absent for one-half (1/2) day. Students who leave after **3:00** will be counted as early dismissal, which is considered to be similar as a tardy, this will show up as a tardy on the grade card. **Contact your child's school for exact times for Tardy bell time and dismissal times.**

If upon returning to school the child has any limitations on his/her activities either in physical education classes or outside recess due to illness or injury, a note **must** come from the **doctor** describing those limitations. Weather permitting; all children will go outside at recess except those with an excuse on file in the office. Children should dress appropriately for the weather conditions.

Students who miss twenty (20) or more days in a school year may be required to repeat the grade the following year (See Truancy Procedures).

A student is not permitted to leave the school grounds during school hours for any reason without permission of the principal. If students are to leave school before dismissal, a parent/guardian must sign them out at the office. For the child's safety, a student will **not** be released to anyone except parents, legal guardians or a previously designated person and then only with the knowledge and permission of the principal.

If it is necessary that a student leave school during or before the completion of the school day, a note signed by the parent or guardian must be presented to the teacher and/or the principal's office. Students leaving school early will wait safely **inside the school lobby where parents can meet and sign them out.** The school encourages you to schedule doctor/dental appointments around school hours. Students should return a signed note from the dentist/doctor's office upon returning to school.

UNEXCUSED ABSENCES

When a student has earned at least two days of unexcused absences parents will be required to attend an attendance conference. Any unexcused absences beyond the scheduled attendance conference may result in a Pre-Court conference referral. Unexcused absences include, but are not limited to the following: absent without written explanation, oversleeping, car trouble, missed the bus, shopping, haircut/beauty shop appt., out-of-school suspension from class or school, truancy, family errands, hunting, fishing, or similar reasons, family trips not approved by principal.

MEDICAL LETTER

Students who accumulate 10 or more absences consisting of excused and unexcused absences (excluding medical, funeral, OSS, etc.) in a school year may be placed on Attendance Watch and are closely monitored in an effort to minimize absences and provide assistance to the student and/or family. A letter will be mailed to parents to notify them if their student has been placed on Attendance Watch. Once on Attendance Watch, the student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, the reason for the absence and the date and times to be excused to the attendance office within 2 days of the absence. The school nurse may excuse students who are ill from school. Students may be placed on Attendance Watch at the beginning of a school year based upon the previous year's attendance records or during the current school year when the student has 10 or more cumulative absences (including excused and unexcused; excluding medical, funeral, OSS, etc.). The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

ADMINISTERING MEDICINES TO STUDENTS

Oral Medication in Schools

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent and physician will be required and will include:
 - a. Child's name, address, school attended, and grade;
 - b. name of medication;
 - c. purpose of medication;
 - d. time to be administered;
 - e. dosage;
 - f. possible severe adverse reactions;
 - g. date administration is to begin;
 - h. date administration is to cease, and;
 - i. special instructions for administration of drugs, including sterile conditions and storage.
2. The school nurse or the principal's designee will:
 - a. inform appropriate school personnel of the medication;
 - b. keep a record of the administration of medication;
 - c. keep medication in a locked cabinet, and;
 - d. return unused medication to the parent only.
3. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

BICYCLES

Students riding bicycles must respect the right of those walking. Pupils riding bicycles to school should dismount on the play areas and walk/push their bikes to the parking rack. Bikes are not to be ridden on school grounds. All bicycles must be parked in the racks provided. Locks are recommended. The school is not responsible for the security of bicycles. Pupils who do **not** follow these safety procedures will be denied the privilege of riding their bikes to school.

BUS POLICY

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student.

Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements.

If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus.

Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. Parent may request a change of bus or stop assignment by completing a form available in the school office.

BUS RULES

1. Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop. A designated place of safety will be established by the bus driver.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their assigned seat. All students on Findlay City Schools buses have assigned seats.
5. Pupils must remain seated, keeping the aisles and exits clear. We teach students to sit back to back of seat to seat, and feet to floor.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus, except as required for medical reasons.
9. Pupils must not use tobacco on the bus.

10. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put any portion of their bodies out the bus windows.
15. Pupils must depart promptly from the bus and when crossing the street will walk ten (10) feet in front of the bus, stopping midway in the road to check traffic.
16. Pupils must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of emergency door will be for emergency purposes only.

CAFETERIA RULES

1. Students will enter and leave the cafeteria in a quiet, orderly fashion.
2. Students will sit at their assigned tables and remain seated throughout the entire lunch period until dismissed.
3. Students must raise their hand if they need help from a monitor.
4. Students may talk in normal conversational tones. Students are not permitted to talk across to other students seated at other tables or make loud noises.
5. Students are expected to use proper manners when eating.
6. Students are expected to eat their own lunches and not trade or give away food.
7. Students are not allowed to throw food or to touch another student's food.
8. Students are expected to keep table and floor free of litter.
9. Students are expected to follow directions and be respectful of monitors.

CANCELLATION OR DELAY OF SCHOOL

The district's web site www.findlaycityschools.org may also be accessed for delays and closings and to sign up for District email notification.

Also, you can continue to tune to Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

If school is cancelled before the completion of the school day, announcements will also be made on the radio. Parents and guardians are requested to develop a plan for these emergencies in advance. The school telephone lines are frequently jammed after school closing announcements.

When school is cancelled, any activity scheduled at the building on that day (e.g. P.T.O. meeting, skating party, Gray-Y basketball practice, scout meeting, etc.) is automatically cancelled as well.

CONDUCT

As all citizens realize, a school cannot operate effectively without reasonable rules and responsible students. It is firmly believed that it is the student's responsibility to exercise self-discipline and accept responsibility for his/her actions. However, this ideal is not always realized.

Rule violations and misconduct will be dealt with in a progressive fashion. Consequences for students who misbehave in the classroom, on the playground or in the cafeteria include warnings, parent conferences, detentions, denial of cafeteria and/or playground privileges, and/or referral to the principal. Parents will be notified of each serious offense. Consequences for those students referred to the principal for repeated rule violations and/or severe misbehavior may include disciplinary action as per Board of Education Policies (i.e. suspension, emergency removal, and/or expulsion). Violations of bus rules may result in denial of riding privileges. (See Student Conduct Policy).

Parents are asked to review with their children the rules listed in this handbook regarding proper conduct for school. If you are contacted about a behavior problem involving your child, your help and assistance will be requested in resolving the matter. As parents, your support is always appreciated. By working together we can ensure a successful school year for your child.

DRESS CODE/PUPIL GROOMING AND APPEARANCE

Parents are requested to send pupils to school clean, neat, and appropriately dressed for a good school experience. Clothing should be comfortable to enable a child to participate in class work as well as physical education and playground activities. Shorts are permitted during warm days. Clothing should be appropriate for weather conditions since outdoor recess is held whenever weather permits. It is recommended that clothing items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes be labeled as an insurance against loss.

Inappropriate clothing that distracts students or disrupts the learning process is not acceptable in the school. Students are not to wear hats in the school building. Clothing with drugs, alcohol, or tobacco advertising or displaying unacceptable behavior and/or offensive language is prohibited. (See Student Conduct Policy) **Bare midriffs, tank tops, spaghetti string tops, and mesh jerseys without t-shirts underneath are also prohibited. Flip-flops or footwear without heels or heel straps are discouraged for safety reasons.**

DUE PROCESS (SUSPENSIONS, EXPULSIONS, AND REMOVALS)

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. With respect to the suspension of any student from any particular extracurricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may suspend a student from a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the athletic director, relevant coach, or director may suspend a student from any particular or all extracurricular activities falling within such person's responsibility, independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

When out-of-school suspension is imposed, the student may not attend school or extracurricular activities, and class work may be made up for credit or partial credit at the discretion of the appropriate principal. Suspensions and expulsions are considered unexcused absences.

EMERGENCY MEDICAL FORM

At the beginning of the school year, each parent is asked to complete an emergency medical form. This information is necessary for emergency situations. The form must be completed yearly and updated when situations change.

FEES

School fees are due at the beginning of each semester (Aug/Jan) or may be paid for the entire year. Fees for Wilson Vance are \$43.00. You do not have to pay the total at one time you can do payments. Please do not combine payment for school fees and school lunches in the same check. Contact the school office for the schedule of fees. Make checks payable to **Findlay City Schools**. Fees may also be paid online through the Findlay City Schools link to *Pay Schools*.

GENERAL SCHOOL RULES

1. Students will enter the building in an orderly fashion and go directly to their rooms.
2. Students will walk in the halls at all times.
3. When moving through the hallways during school hours, students will refrain from talking. **Quiet** is expected in the building so as not to disturb students learning in other classes.
4. Students will obey direction given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
5. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from any threatening, teasing, name-calling, harassing, putting down, etc. of fellow students.
6. Students will refrain from touching other students in any manner, which bothers, frightens or hurts them. Students are **not** to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play-fight", etc.
7. Students will conduct themselves in a manner that removal from a class will **not** be necessary.
8. Profanity and/or abusive language are prohibited.
9. **NO** gum is allowed in school or on school grounds.
10. **NO** toys, novelties, electronic games, athletic equipment, rollerblades, skateboards, etc. are to be brought from home to school.

11. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden.
12. **Cell phones and electronic devices are not to be seen or heard during school hours.**

HAZING, DATING VIOLENCE, AND BULLYING

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

Dating violence is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

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

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

Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, dating violence, and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, dating violence, and/or bullying.

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

Parents or guardians of any student involved in a prohibited incident shall be notified and, to the extent permitted by the "Family Educational Rights and Privacy Act of 1974" (FERPA), have access to any written reports pertaining to the prohibited incident.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing, dating violence, and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing, dating violence, and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against any employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing, dating violence, and/or bullying of an individual.

GUIDANCE AND COUNSELING

All primary and intermediate buildings are served by a guidance counselor. The counselor works with students in small group and classroom settings to promote positive social interaction, good work habits, healthful attitudes, etc. Individual counseling is available to students when requested by students, parents, and/or teachers. Parent conferences can also be arranged by calling the guidance office at your child's school.

HEAD LICE

Students found with live lice will be dismissed until approved lice treatment is completed. Student is expected to return to school with parent the next school day to be rechecked by school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

HOMEWORK

Homework is designed to provide practice and to expand the student's academic skills. While parents may assist with homework, the teachers expect that homework be written and accomplished by the student to maximize learning.

Make-up work will be given on the return of the student to school. The teacher will inform the child when the work is due; it is the responsibility of the parent and child to see that make-up assignments are completed and returned.

HOURS

Students should not arrive at school before the designated arrival times for their individual buildings. Supervision of the children is not provided by school personnel before these times. Parental assistance with this matter is appreciated.

IDENTIFICATION OF PERSONAL ARTICLES

PLEASE label coats, jackets, sweaters, hats, gloves, gym shoes, books, musical instruments, lunch boxes, etc. Lost items should be brought to the principal's office and will be returned to the students if proper identification can be established. A lost and found area is maintained at each building.

IMMUNIZATIONS

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies in writing that such immunizations are medically contraindicated. In accordance with State Board of Education guidelines, we will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

LUNCH PERIOD

The Findlay City Schools Food Service provides a school lunch for children daily. Lunch tickets are sold in the school office. Make checks payable to: **Findlay City Schools**. Free/Reduced price lunch application forms are sent home on the first day of school and details are available in the school offices.

Children may carry lunch to school and eat in the cafeteria with those who purchase the school lunch. The lunch period is supervised by school monitors.

Parents are encouraged to participate in our pre-payment ticket system. School personnel are not permitted to loan money to students.

Students must remain at school during the noon lunch period and are **not** permitted to leave school grounds unless the parents pick them up.

NO SMOKING POLICY

Board of Education policy prohibits smoking or any use of tobacco products at all times in any building, vehicle, outdoor bleachers or other school property.

NURSE

A school nurse is on duty three and one-half (3 1/2) hours per day. The nurse assists with implementation of the health policies of the Findlay City Schools. The nurse also compiles an individual health record for each pupil.

OUTSIDE RECESS

The need for exercise and playtime is very important to a growing child's development. All children will participate in outdoor recess unless excused by the family doctor. The temperature will be the major factor to determine whether recess is outdoors or indoors. Normally, outside recess will occur when the temperature is 20 degrees and above. The general conditions of the weather will be considered to determine if the children shall stay indoors for recess, each building principal will use their discretion as the final determining factor. Please dress your child properly for all weather conditions. Boots, scarf, hat, and mittens or gloves are a necessity during the cold weather. Your child will be outside whenever possible.

PHOTO RELEASE

From time to time, student pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. Videotaping is occasionally done during student programs and other special events. If a parent/guardian objects to having their child's picture and name used, they should notify the school in writing.

PLAYING AT SCHOOL AFTER DISMISSAL

Pupils are instructed to leave the building and school grounds immediately after school is dismissed. Once a pupil steps off school property, the school's responsibility for your child ends. Students may return to play on the playgrounds after school hours with parental permission. Children should be instructed to respect the building and grounds and the rights of others who may also be playing on the school grounds. Supervision of children is not provided by school personnel on the playground after school hours.

PROGRESS REPORTS

Progress reports are issued on the fifth school day following the end of each grading period. All final progress reports will be mailed to your home at the end of the school year. Parents will be asked to stamp the envelope and check the address on the report prior to the last grading period. The school will hold final progress reports if school fees, lunch charges, and/or book fines are owed. If parents have questions or concerns regarding a progress report, they should contact their child's teacher. A conference may be arranged, if necessary. A copy of the progress report will be mailed to non-custodial parents who supply the school with self-addressed, stamped envelopes.

RECESS AND PLAYGROUND RULES

In addition to the regular "common sense" rules of fair play among groups of children, students are not permitted to use skateboards, hardballs, or throw snow/stones at anytime while at school. Tackle football or other rough games are not permitted. Fighting and profanity are prohibited. Students are expected to follow the directions and be respectful of noon hour monitors. Please see your building's handbook for additional rules.

RECESS POLICY

In order to ensure a safe and consistent recess environment for our students during inside recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage parents to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom.

RECORDS

Cumulative records (sometimes called permanent records) are kept in the school office for each pupil enrolled in kindergarten through grade five (5). Information such as the student's academic progress, health record, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act state that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen (18) years of age. This act also states that the parents must be granted the right to view these records if they so desire. A qualified representative will assist the parent or guardian to help interpret the records.

SAFETY REMINDERS

We recommend that parents establish a safe, regular route for their child to use going to and from school. Stress the need to stay on sidewalks and to cross streets only at crosswalks. Encourage students to walk with friends and not alone.

Parents are also asked to explain to children the services of the adult/student crossing guards. Children are informed at school to cross streets where the adult/student guards are available.

If you do pick your child up after school, **avoid double parking automobiles and please observe areas (painted yellow or street signs) designated for bus parking only.**

All schools will conduct fire, tornado, and lock-down drills as required by law.

STUDENT CONDUCT POLICY

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property when a student is going to or from school premises for instruction or to or from a school-sponsored activity if the misconduct occurs within one-quarter mile of the school premises or the location of the school-sponsored activity and also occurs within fifteen minutes of the time the student was scheduled to arrive at or left the school premises or the location of the school-sponsored activity. These rules also apply off school property, without regard to time or distance, if the misconduct directly and predictably interferes with the ability of another student to participate in the educational process. Whether and when to apply these rules under such circumstances will be evaluated case-by-case by the appropriate school personnel.

Violation by a student of any one (1) or more of these may result in disciplinary action, including Saturday School, detention, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration, including referral to the appropriate authority for prosecution. For certain serious offenses committed by a student age sixteen (16) or over, the Board of Education may also seek to have the student permanently excluded from school in accordance with Ohio law.

1. **Disruption of School** - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property on or off school premises at any school activity.
4. **Threatening or Bullying** - A student shall not threaten or bully teachers, students, or other persons.
5. **Assault and/or Fighting** - A student shall not cause physical injury or behave in such a manner, which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge others to fight may be disciplined as though they were a violator of the no-fighting policy.
6. **Dangerous Activities, Weapons, and Instruments** - A student shall not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, other school personnel or visitors to school property or school-sponsored activities. A student shall not possess, handle, transmit, or conceal any object that might be considered a weapon or instrument of violence. Examples of such instruments are included in, but not limited to, the following: lighters, guns, knives, smoke bombs, any dangerous ordinance or explosive, martial arts instruments, and fireworks.
7. **Tobacco** - A student shall not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the school district or at any activity supervised by the school district. Tobacco look-alike products, such as mint snuff, are included within the prohibitions of this rule. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the **no-smoking policy**.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, and Stimulant Drugs** - A student shall not possess, sell, transmit, use or have used, any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pills,

barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcoholic substitute, inhalant, drug paraphernalia, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities.

A student shall not use, possess, distribute, sell, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property.

A counterfeit controlled substance is defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
- b. Any substance that is represented as a controlled substance.
- c. Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board Of Education Policy 9.11.

18. **Theft** - A student shall not take, attempt to take, or possess the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
19. **Frightening, Degrading, or Disgraceful Acts** - A student shall not engage in any hazing or other act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written or verbal expressions, or by means of gestures.
20. **Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
21. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
22. **Dress and Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. Examples of inappropriate dress include, but are not limited to:
 - a. Clothing or accessories that display inappropriate language/graphics representing drugs, alcohol, tobacco, sex, or gang identifiers.
 - b. Hats or coats during the school day (6:30 a.m. - 4:00 p.m.).
 - c. Spiked bracelets or necklaces or long linked chains as decorative apparel.
 - d. Book bags are not to be taken to classrooms or worn in the hallways other than when entering or leaving the building.
23. **Truancy/Excessive Absence/Tardiness/Hazing** - The adopted Board Policy applies.
24. **Sexual Harassment** - A student shall not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
25. **Repeated Violations of Directions, Policies, Rules, Etc.** - A student shall not repeatedly fail to comply with directions, policies, rules, etc., of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel during any period of time when the student is under the authority of any such school personnel.
26. **Altered or Forged Passes** - A student shall not alter, forge, or use a fraudulent pass/excuse.
27. **Public Display of Affection** - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
28. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
29. **Extortion** - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.
30. **Ethnic Slur and/or Intimidation** - The Findlay City School Administration recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of slurs, disparagement, and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats, and would be punishable under one or more sections of the Code of Conduct.

STUDENT INFORMATION RELEASE

“Under Ohio Law we are required to release student directory info such as name, address, telephone, and date of birth to those requesting it UNLESS the parent or guardian notifies the school that such information is not to be released. Please notify the school by September 20th if you do NOT wish such information to be released this school year.”

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concern about school, please talk with your teacher or other personnel.

TELEPHONE USE BY PUPILS

The telephone in the school office is reserved for official business during school hours and is not intended for personal calls. Only calls of an emergency nature will be made for/by students and students will not be called to the phone to take incoming calls. We will deliver important messages to any student during the school day. Students should make necessary personal arrangements (e.g. clubs, scout meetings, etc.) before coming to school.

TRUANCY PROCEDURES (ELEMENTARY LEVEL GRADES K - 8)

When a pupil is absent from school or other assignment for an unexcused reason, the pupil is truant. Excused absences are for the following reasons: Personal illness or medical appointments, illness in the immediate family, death in the family, religious observances, quarantine of the home, any reason that qualifies as legitimate excuse under O.R.C. Section 2151.011, or other legitimate reasons where the principal receives prior notification. Absence for any reason other than those cited above constitutes truancy. Truancy is a serious offense and subject to severe penalty. The penalties for truancy include detentions, in-school suspension, out-of-school suspension, court action and/or expulsion.

Excessive tardiness is frequently indicative of potential excessive absence/truancy. Excessive tardiness may result in a letter from the principal to the parent, involvement of the attendance officer, a parent conference and/or court action.

First Truancy

1. Tardy/absence letter may be sent to parent/guardian and parent/guardian may be asked to come to school for a conference with school authorities.
2. Further disciplinary action may be taken.

Second Truancy

1. Tardy/absence letter may be sent to parent/guardian and parent/guardian may be asked to come to school for a conference with school authorities.
2. Student may be referred to school counselor or school psychologist for counseling.
3. Further disciplinary action may be taken.

Third Truancy

1. Three-day truancy letter will be sent to parent/guardian. Pre-court conference may be held.
2. Student may be referred to school counselor or school psychologist for counseling.
3. Further disciplinary action may be taken.

Additional Truancies (beyond 3 days)

1. Parent/guardian will receive 5, 7, or 10 day truancy letter. Pre-court conference may be held.
2. A hearing in front of the Juvenile Court Judge may be scheduled if excessive truancies continue.
3. Student may be referred to school counselor or school psychologist for counseling.
4. Further disciplinary action may be taken.

USE OF SCHOOL BUILDING

The building may be used by various youth groups, including Scout organizations, Campfire, YMCA activities, and 4-H. In all cases, after school a qualified adult leader must supervise groups. These and other functions may be scheduled through the school office by obtaining a facilities permit with documentation of liability insurance.

VACATION POLICY

We discourage families from taking students out of school for vacations. However, if the parents decide that this must be done, then the teacher and the office should be notified as early as possible.

The teachers will give pupils their assignments upon returning to school. It is the responsibility of the parent to see that make-up work is completed. Students will be given a period of time equivalent to the amount of school they missed to complete their assignments.

VISITORS TO THE SCHOOLS

Parents are encouraged to visit the school frequently and actively participate in the education of their child. Classroom visits may be arranged through the principal or the teacher.

We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

For the protection of students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. Loitering and trespassing laws will be enforced.

If you need to give your child a message, medication, homework, lunch, money, supplies, etc please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment.

Students from other schools are not permitted to visit class with your child.

WITHDRAWING FROM SCHOOL

If it becomes necessary to withdraw a student from school, the office should be notified. After returning textbooks, paying any financial obligations, and receiving the current grades in each course, the necessary student records are then sent to the receiving school after parents or guardians sign the release forms.

ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR AND EXCESSIVE TRUANCY

The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, or inappropriate behavior, and excessive truancy. In compliance with Section 3313.534 of the Ohio Revised Code, and in order to facilitate the learning process, the Board adopts this zero-tolerance policy, which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students, and excessive truancy. In addition, the Board has established strategies, which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior, and excessive truancy.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior, and excessive truancy. Students must comply with all school rules and regulations, which include the District's student conduct policy and policy on student truancy. Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning, to a suspension, to an expulsion, to permanent exclusion, depending on the particular circumstances, including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstances that may be aggravating or extenuating in the specific case. The Board actively will cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant. Students are expected to report any suspected violations of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under this policy.