



Campbell Elementary & Middle School  
Student Handbook

**2021 - 2022**

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## Board of Education

Mr. Gary Bednarik    Mrs. Beth Donofrio    Mrs. Judy Gozur  
Mr. Tony Kelly        Mr. Bill Valentino

## Campbell City School's Mission

**The Campbell School District is a very proud and culturally diverse community that takes a sincere interest in the education of its children and families.**

**Our mission is to provide an educational environment that:**

- offers opportunities consistent with each learner's needs and stage of development
- creates exciting, challenging learning experiences
- fosters members of society who are cooperative, self-sufficient, ethical, and responsible
- engages all community members and resources

**We are dedicated to meeting the inherent challenges of our evolving educational needs by:**

- diversifying our methods of instruction
- making appropriate use of emerging technologies and education processes
- offering experiences that stress values and build character
- providing opportunities for all members of the community to become involved in the life of the school

**By living our mission, we will continue to create pride in self, family, and community.**

## Campbell City School's Vision

The District staff has embraced fundamental core values necessary to continuously improve academic and social/emotional growth for all students by building a culture of acceptance and high expectations. To accomplish this a focus has been placed on Positive Behavior Instructional Supports. In this focus, staff and students learn and practice...

**Be Respectful!**

**Be Responsible!**

**Be Safe!**

**Be Accountable!**

**We Are Campbell!**

# Campbell Elementary & Middle School

Campbell Elementary & Middle School  
2002 Community Circle  
Campbell, Ohio 44405

Phone Number: (330) 799-0054

Fax: Administrative & Attendance: (330) 799-8272

Special Services: (330) 799-8259

School Website: [www.campbell.k12.oh.us](http://www.campbell.k12.oh.us)

Hours of Operation: 7:00AM – 3:30PM

## Administrative & Attendance Office:

### Activity

Attendance/Truancy  
Check in/Check out - K-6 Students/Preschool  
Curriculum  
Discipline  
Mail & Deliveries  
Positive Behavior Instructional Support  
Reports (Report Cards, Interim Reports, Honor Roll, Perfect Attendance)  
Scheduling  
Special Education  
State Testing  
Substitute Check-in

## Special Services Office:

### Activity

Central Registration: Admit/Withdraw Students  
Counseling & Intervention Services  
Emergency Medical Authorization Forms (EMA)  
Family & Community Outreach  
Nursing  
Psychological Testing  
Residency Verifications/Address Changes

# Information

## SCHOOL CAFETERIA

Campbell School District is participating in the Community Eligibility Provision (CEP) which enables students to receive a FREE breakfast and lunch daily. All students have an account with the cafeteria and money may be placed in the account to purchase a-la-carte items. A-la-cart items and vending machine items range in pricing from \$1.00 to \$2.50. There are a variety of a-la-carte items, such as ice cream, nachos, chips, beverages etc. An extra entrée may also be purchased for an additional cost or charged to a positive account.

Funds can be placed on an account by visiting <https://www.payforit.net>, cash or check made out to Campbell City School District.

Each month your child will receive a breakfast and lunch menu. The menu is also available online at [www.campbell.k12.oh.us](http://www.campbell.k12.oh.us). All nutritional information is listed there as well.

BREAKFAST AND LUNCH PRICES (Prices subject to change)		
Students: Free Breakfast and Lunch	Adult: Breakfast: \$2.50	Lunch: \$3.75

**Absolutely no fast foods: McDonald's, Pizza Joe's, Burger King, etc., are not to be brought into the cafeteria during lunch periods by anyone (students or parents).**

Students are responsible for returning all trays and utensils back to the designated area for dirty trays and garbage. Cleanliness and neatness is everyone's responsibility.

## SCHOOL TELEPHONE POLICY

**Cell phones are to be kept in a student's locker.** Student telephone usage should be limited to school business and emergencies only. Personal phone calls are not permitted. Students must ask classroom teachers, not secretaries, to contact administration to grant permission. All emergency use of the telephone must be approved by an administrator. Parents may call and leave a message for students; however, students will not be pulled from class to speak to a parent on the phone unless it is an emergency and approved by an administrator.

**STUDENTS WILL NOT BE ALLOWED TO CALL HOME FOR BOOKS, HOMEWORK, ETC. AS THIS DOES NOT CONSTITUTE AN EMERGENCY.**

## FORMS

Your child/children will receive several forms that need to be returned as soon as possible. These forms are:

1. Emergency Medical Authorizations Form (EMA)
2. Parent Handbook Contract
4. Parent/Student Compact
5. PTO Form
6. Student Insurance Form: Insurance may be purchased by mailing the form directly to the insurance company.
7. Field Trip Form

**FORMS MUST BE RETURNED TO THE SCHOOL BY FRIDAY, OCTOBER 2, 2020. THESE FORMS MUST BE COMPLETED BY BOTH REMOTE AND TRADITIONAL LEARNERS.**

## SCHOOL VISITATION

No visitors will be allowed in the building unless invited by a school official. Parents may drop off items in the main office and the items will be transported to students.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences have been set for October 7, 2021, and February 17, 2022. These conferences, in conjunction with progress reports and report cards, assist both the parent and the teacher in helping your child have a successful academic year. Every effort should be made to attend these important meetings with your child's teacher(s).

## SCHOOL FUNCTIONS

Only students of Campbell Elementary & Middle School may attend social functions sponsored by the school unless identified prior to the event. School functions are an extension of the school day and any infraction or misbehavior at the event may result in disciplinary school action. Students must be in attendance during the school day to attend an after school event. Moreover, any student in grades kindergarten through sixth grade that attends a Campbell City School Athletic event must be accompanied by a parent or guardian.

## LOCKERS

Each student in grades 5-6 is assigned an individual locker. The lockers are the property of the school and may be checked/searched at any time. The school does not assume responsibility for articles lost or stolen from lockers. Students should keep their lockers clean and not deface the locker in any manner. Students are the only one assigned the locker combination. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

## LOST AND FOUND

There are articles lost each year that are never claimed or found by the owner. Everything that can be marked (lunch boxes, bags of lunch, articles of clothing, etc.) should have the child's full name on it to simplify the return to the owner should it become lost. After repeated notice has been given, unclaimed items may be discarded or given away.

## TEXTBOOKS, PLANNERS & CHROMEBOOKS

Textbooks, planners and Chromebooks are furnished free to pupils. At the end of the year, textbooks and chromebooks must be returned.

- Textbooks: A normal amount of wear is expected each year in textbooks, however, where a textbook is damaged through carelessness, or is lost, the parent shall pay the price of the book or the fine assigned by the Board of Education.
- Planners: If a student loses his/her planner, the cost to replace it is \$7.00. All students are expected to have their planners daily.
- Chromebooks: A normal amount of wear is expected. If a Chromebook is lost or damaged, the district will assign a charge to a student and his/her family.
  - Lost or stolen Chromebook:
    - Samsung Chromebook - \$180
    - HP Chromebook - \$120
  - Damaged Screen: \$50
  - Miscellaneous Damage - Camera, Touchpad, Charging Port, Headphone Port - \$20
  - Replacement Charger: \$10
  - Damaged Keys: \$5 each

## FIELD TRIPS

Field trips to enrich the education of the pupils will be planned by our teachers. Since the written consent of the parent is necessary before a student is permitted to participate, the parent must sign a consent form and have the student return it to the school. **Emergency Medical Forms must accompany any field trip.** Students who do not receive permission to attend the field trip will be provided alternative assignments. The student code of conduct applies to all field trips. The PTO will assist with one field trip per grade each year. Students who earn either ISS or OSS may be ineligible for a field trip and any money paid in advance can be forfeited.

## BIRTHDAY CELEBRATIONS

Campbell Elementary & Middle School recognize birthdays during the academic year. Parents may provide store bought treats for their child and classroom peers. These treats must be dropped off in the main office. The office will deliver the treats to the teacher and student. It is encouraged that treats be dropped off before the lunch period ends.

## CURRICULUM

Campbell City Schools is dedicated to providing a rich variety of educational experiences that will prepare each student to meet with a successful future. Each student is entitled to his or her fullest development in all areas of learning and experience. To guide students on this path, CEMS utilizes the Literacy Collaborative Framework for Language Arts and Investigations (Grades K-5) and CPM (Grade 6) for math. The development of the student is the center of our thinking and all of our endeavors; the student's welfare is our central purpose for building a foundation for success.

## ENROLLMENT PROCEDURES

Fall registration begins two weeks prior to the opening of school. Students having attended Campbell Elementary & Middle School the previous school year are automatically registered into the respective school. **If changing residence, telephone number, or any other status, please notify the school office immediately.** If you are new to the district, you must enroll your child at the central office located at 2002 Community Circle, Campbell, Ohio. Please call to arrange an appointment at (330)799-0054.

## GRADE SCALE AND INTERIM REPORTS

Students are assessed in a variety of ways each grading period. Letter grades will be given in all formal courses in grades 3-6. Students in K-2 will receive standards based report cards. Report cards are distributed at the end of each grading period of the school year. There will be four grading periods per year. Progress reports will be distributed at the halfway point of each grading period. The school applies the following grading system:

90 – 100	A = Excellent Achievement
80 – 89	B = Good Achievement
70 - 79	C = Satisfactory Achievement
60 – 69	D = Minimum Credit
Below 60	F = Failure/ No Credit
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
Pass/Fail	Students will receive Pass/Fail grades for Encore/Special Classes

### PROGRESS REPORT DATES

Wednesday, October 6, 2021

Wednesday, December 22, 2021

Wednesday, April 6, 2022

## HONOR ROLLS

A high honor roll will be posted and announced at the end of each grading period. To be eligible for high honor roll, a student must maintain an "A" average in all subjects. To be eligible for the honor roll list, a student must maintain an "A" and/or "B" average in all subjects. A "C" or lower in any class does not qualify a student for either Honor Roll despite other grades.

## RETENTION

Retention may be a necessary outcome in those circumstances where a student demonstrates an inability to perform work sufficient for promotion to the next grade. Retention must be based on the recommendation of the Intervention Assistance Team (IAT) with the concurrence of the building administrator. For additional information on Promotion, Placement, and Retention see Board of Education Policy 5410.

## VIDEO SURVEILLANCE

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

## Attendance

Campbell Elementary and Middle School will follow the following attendance policy. Anticipated adjustments are anticipated based on the Ohio Department of Education and those changes will be shared with families when the school is notified.

Board Policy 5200: The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

### **COMPULSORY EDUCATION/ABSENCE FROM SCHOOL:**

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: illness with medical verification; death in the family; court appearances; and with pre-approval of the building administrator for extenuating circumstances. In compliance with the **MISSING CHILD ACT**, to ensure student safety, **it is mandatory that a parent/guardian call 330-799-0054 to report a student absence by 10:00 AM on all days a student is absent.**

Poor attendance has been identified as one of the major predictors and symptoms of school failure and juvenile delinquency! The new law grants the courts exclusive jurisdiction over criminal cases in which an adult is charged with **"PARENT EDUCATION NEGLECT"**. Under the provisions of S.B. 181, failure by a parent/guardian to make certain his/her truant child is attending school can result in court charges. **Failure to comply with attendance procedures may result in referral to the Mahoning County Juvenile Court, and/or Campbell Police citation.**

### **Juvenile Court Intervention**

Campbell City Schools will be working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and support for our students and families experiencing difficulties with, but not limited to, attendance, grades and behavior.



Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

### **Reporting off of School**

If your child is going to be absent from school due to an illness, please contact the school at 330-799-0054 to report your child off. Upon returning to school, present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent.

Attendance is based on hours, not days. Students will be considered present an entire day when they attend from 7:35am to 2:40pm for K-3 students and from 8:10am to 3:10pm for fourth through sixth grade students. Students who arrive late or check-out before these times will be absent for the time missed. Any student wishing to attend or participate in school functions must be in attendance for at least half of a day on the day of the school function.

### **House Bill 410**

H.B. 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definitions, the designation of "chronic truancy" has been eliminated, and the designation of "habitual truant" is defined as any child of compulsory school age who has been absent without legitimate excuse for:

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

Campbell Elementary & Middle School will provide written notice to parents within seven days of a child's excused absence of 38 or more hours in a month or 65 or more hours in a school year.

### **CEMS Absence Intervention Procedures:**

- **Absence intervention team:** Once a student has been designated a "habitual truant," the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child's school, another representative from the school who knows the child, and the child's parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences.
- **Parent participation:** Within seven school days of the student's designation as a "habitual truant," the superintendent, principal or chief administrator shall make at least three meaningful, good faith attempts to secure the participation of the student's parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fail to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.
- **Absence intervention plan:** Within 14 school days after the student's assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.

- **Home Visits:** To ensure safety and student well being, the school will conduct home visits. The home visits may be conducted by the school resource officer, administration, social worker or family community liaison.
- **Parent notice:** Within seven days after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.
- **End of the year absences:** If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district *may*, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented not later than seven days prior to the first day of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.
- **Juvenile court referral:** The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:
  - The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year
    - The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication
    - The student has refused to participate in or failed to make satisfactory progress on the plan

### **EXCUSED ABSENCES**

These can be "medical" or " non-medical". In this case the attendance secretary was notified the day of the absence and the student brought in a signed, dated note from a physician; a document indicating a court appearance; or an approved vacation form. **These notes and forms must be turned in to the attendance office within 48 hours of the student's return to school.** The only other way that an absence may be verified is if the emergency or other circumstances are deemed by the administration to be of sufficient cause for absence from school. All "excused absences" **will not** count toward the "Excessive Absence Policy".

**Medical excuses may be verified to confirm the validity of the medical excuse.**

### **UNEXCUSED ABSENCES**

These are defined as a student not being reported off and all attempts to contact a parent/guardian were unsuccessful. These students are considered truant. These days will also count toward the "Excessive Absence Policy".

### **Truancy**

Truancy is defined as being absent from school or any portion of the school day without **BOTH** school authority and parental consent. Students will receive a grade of zero ("0") for any work missed due to truancy and are subject to additional disciplinary action, including suspension

**Any student wishing to attend or participate in school functions; must be in attendance for AT LEAST HALF OF A DAY on the day of the school function.**

An administrator may excuse students from attendance with proper documentation regarding illness, funerals, and other emergency situations. **Once the nine week grading marks and attendance are posted, no absenteeism excuses will be accepted for that period.**

### **ARRIVAL/DISMISSAL PROCEDURES**

1. Any student arriving at school after homeroom begins is tardy and must receive a tardy pass to go to their class. Students in grades K-3 are considered tardy if they arrive after 7:45 AM. Students in grades 4-6 are considered tardy if they arrive after 8:20 AM. Arrival after these times will be documented as missed instructional time. Moreover, time accumulated from tardies will count toward truancy according to House Bill 410

2. Any student arriving at school after it begins must report to the attendance office to sign in and receive a pass to class. Not signing in with the office can result in the recording of an unexcused absence.
3. To leave school early, a student must have a note from home, signed by a parent or guardian that contains the student's name, date and time of dismissal, and reasons for leaving. This note should be given to the student's homeroom teacher or brought to the attendance office before homeroom. Students will be called to the office upon the parent or designated adult's arrival to sign them out. All designated adults must be listed on the student's EMA.

### **STUDENT VACATIONS**

The Campbell Board of Education plans its school calendar a year in advance. The school calendar outlines the days that school is in session and also the vacation recesses throughout the year. **IT IS STRONGLY RECOMMENDED, FOR EDUCATIONAL INSTRUCTION, THAT FAMILIES PLAN THEIR VACATIONS DURING THE TIME SCHOOL IS NOT IN SESSION.** Only under extenuating circumstances will permission be granted for vacations that occur during the school year. In these instances, two weeks prior approval must be obtained from the building principal or the superintendent of schools.

If permission is granted, it then becomes the responsibility of the parent and student to ensure that all homework assigned to the student while he/she is on vacation is completed and turned in to the teacher immediately upon returning to school. All absences due to vacations other than those approved by the principal and superintendent will be considered unexcused absences and treated accordingly.

### **MAKE-UP WORK POLICY**

All work may be made up anytime a student is absent with or without proper verification(s). It is the *responsibility of the student* upon return to school to contact the teacher and make arrangements to schedule make-up work. Parents are also encouraged to contact the teacher(s) regarding make-up work. As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. The teacher has the latitude to make special arrangements when necessary.

Student assignments will vary based on when formative or summative assessments are necessary to guide instruction. Teachers will post specific dates and times an assignment is to be submitted when the assignment is given. If an extension is needed, all evidence of learning should be submitted by, at the latest, 7am the day after the deadline date. Teacher's will follow up with any work not submitted.

## **Medical**

### **Emergency Medical Forms (EMA)**

Emergency Medical Forms and information must be updated and turned in annually as required by Ohio Revised Code Section 3313.712. Emergency Medical Authorization Forms are to be returned to the school office no later than **Friday, October 2, 2020**. Please keep the student's EMA up-to-date throughout the school year.

Daily System and Assessment: Parents or guardians must conduct an assessment of a student's health before the student leaves for school each day by checking for common symptoms of COVID-19. Students should stay home if symptoms are identified such as:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- Uncontrollable cough that causes difficulty breathing (for students with chronic allergic or asthmatic cough, look for a change in cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially if it accompanies the fever

If symptoms exhibit during the school day, they will be isolated until a parent or guardian can pick them up. If testing positive for COVID-19, that student/staff member should stay home for at least 10 days, and have no fever for 3 days without the use of fever reducing medications. Quarantine - been in close contact w/ positive for COVID-19, stay home for 14 days from last exposure. Notify the health department immediately of positive cases. Any student who has traveled out of state, identified by the Governor as a high risk state on the COVID-19 travel advisory list, will be required to participate in educational and extra-curricular activities remotely until the 14 days recommended quarantine has expired

Quarantine - been in close contact w/ positive for COVID-19, stay home for 14 days from last exposure. Notify the health department immediately of positive cases. Any student who has traveled out of state, identified by the Governor as a high risk state on the COVID-19 travel advisory list, will be required to participate in educational and extra-curricular activities remotely until the 14 days recommended quarantine has expired.

### **Administration of Medication**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. (Board Policy 5330)

If it is necessary for school personnel to dispense medication the following procedure will apply:

- a. Written permission for dispensing prescription drugs must be obtained from the student's parents and from his/her physician. (Forms are available in the administrative office).
- b. The statement should include the student's name, name of medication, dosage, time it should be given, possible side effects (if any) and the length of time the student will be taking the medication. This information is needed for each medication or dosage change(s). No prescribed medication will be given unless this information and permission is provided.
- c. When the medication has been discontinued any remaining medication must be picked up by the parent within seven (7) days or it will be disposed of by the school nurse.
- d. Students are responsible to report to the nurse at the appropriate time to receive medication.
- e. Medications cannot be transported on the school bus. Students may not carry or administer their own medication.
- f. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
- g. Asthmatic students may carry their inhalers to self-administer with the written approval of the parent and physician. (O.R.C. 3313.716)
- h. Non-prescription medication may be administered with written and/or verbal parental permission according to school board policy.

### **Accidents**

Minor injuries resulting from an accident will be treated by the school nurse or other school personnel.

If the accident is deemed of serious nature, the school nurse will be consulted and she will administer first aid. Serious accidents are reported immediately to the parent or family physician or emergency hospital. Accidents are the financial responsibility of the parents. Written reports of school accidents are filed in the office.

### **Unauthorized Use of Medication**

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office for possible disciplinary actions and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

### **Medical Marijuana**

Medical marijuana will not be prescribed, but rather recommended by registered physicians. Whether the use of this drug is for medical reasons or recreational use, the use of this drug is strictly prohibited on school grounds. Students may not report to school or school sponsored events under the influence of marijuana. If a student is permitted BY A PHYSICIAN to use marijuana, he or she is not permitted on school property while using the drug and/or under the influence from the drug.

## **Immunizations**

The State of Ohio (O.R.C. 3313.67, 3313.671) and the Campbell Board of Education (Policy 5320) require students to maintain appropriate immunizations to be eligible to attend school. Any student previously admitted under auspices of "in the process of being immunized" who has not complied with the prescribed immunization intervals shall be excluded from school on the fifteenth (15th) school day of the following school year. The 15th day of this academic year is Monday, September 21, 2020. The excluded student shall be readmitted upon showing evidence to the principal or superintendent of progress on the prescribed immunization interval schedule.

<b>VACCINES</b>	<b>FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b>K</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.</p> <p><b>1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b>Grades 7-12</b>            One (1) dose of Tdap vaccine must be administered prior to entry.</p>
<b>POLIO</b>	<p><b>K-8:</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p> <p><b>Grades 9-12:</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b>K-12:</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>
<b>HEP B</b> Hepatitis B	<p><b>K-12:</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<b>Varicella</b> (Chickenpox)	<p><b>K-8:</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p><b>Grades 9-12:</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p><b>Grade 7-9:</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b>Grade 12:</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p>

For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.

For more information please contact the Mahoning County Board of Health at (330) 270-2855 or the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643.

# Transportation

Students living one or more miles from the school are eligible for bus transportation. Students are expected to adhere to all procedures and expectations.

Transportation The Campbell City Schools Transportation Dept. is and will remain compliant to all Health Department and State of Ohio rules and regulations. Cooperation from all students, parents, and guardians will be extremely necessary to ensure the safety of every student, driver, and aide. The Campbell City Schools Transportation Dept. will continue to adapt and comply with every and any changes that are implemented by the State of Ohio and the Health Department. Students will be assigned seats as they enter the bus. The bus will be filled from the back to the front as students enter and Educational Assistants will help drivers establish this practice in the first part of the year. The seat the student sits in will be their permanent seat for the year. Students must wear face masks the entire time riding on the bus. Students will sit one per seat by the window, with the only exception being students who live in the same household. Multiple students may wait at one stop and must wear a mask.

Students may not ride a bus home with a peer.

## **Boarding Procedure**

1. Report to the bus promptly at the scheduled reporting time.
2. Do not board or disembark from the bus until it has come to a complete stop.
3. Students are to stay off of the road while waiting for the bus.

## **Behavior Expectations**

1. Follow directions the first time given by the driver.
2. Be polite-no yelling, swearing, rude gestures, or teasing others.
3. Ask the driver before opening or closing windows.
4. Eating, drinking, and gum chewing are not permitted.
5. Tobacco, drugs, alcohol and dangerous items are not permitted.
6. Keep the bus clean and free of damage.
7. Stay seated until the bus stops at your stop.
8. Keep hands, feet, and objects to yourself.
9. Animals, bugs, fish, glass containers are not permitted.
10. The bus driver may assign seats.

Items not specifically addressed are governed by Section 3327.01 of the Ohio Revised Code, Chapter 3301 of the Ohio Administrative Code, and Board Policy 8600.

## **Video Surveillance**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

# Safety

## **FACE COVERINGS:**

Face coverings are optional. Campbell City Schools and its Administration reserve the right to require masks in the event the number of cases of COVID-19 increase in our schools or region.

## **EMERGENCY DRILLS**

Drills are conducted periodically in the form of an evacuation of the building or lock-down(s). CEMS also conducts drills for severe weather. Students should listen carefully, follow directions and above all, remain calm and quiet in order to hear directions and to aid in the safety of all individuals.

## **SCHOOL SAFETY**

Schools have a responsibility to their students and employees to provide safe environments. A big part of safety is exercising concern and respect for others. Every individual in the school must know that safety is a priority and that every individual has a responsibility to help keep the school environment safe.

To reinforce this priority, the following measures will be taken:

1. ALL DOORS WILL BE LOCKED AFTER STUDENTS ENTER EACH MORNING.
2. ALL VISITORS ARE REQUIRED TO REGISTER IN THE OFFICE UPON ENTERING THE BUILDING. Please refer to page 6, the school visitation section.

## **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident procedures. **If a student is aware or believes there may be any dangerous situation or incident, he/she must notify a staff person immediately.**

## **FIRE DRILLS – TORNADO DRILLS & LOCKDOWN DRILLS**

Fire drills and tornado drills are held periodically, as prescribed by law. One lockdown drill will be completed by December 1<sup>st</sup> each academic year. Be sure you know the proper exits in case of a fire drill. Detailed procedures for fire and tornado drills are posted in each classroom. Move quietly, quickly, and orderly; failure to do so could result in injury to self or others.

Any student deliberately setting off a false fire or tornado alarm, will be automatically suspended from school, and reported to the State Fire Marshall for prosecution. Any student or students deliberately making false bomb threats will be forwarded to police authorities for prosecution.

## **PARKING**

For safety reasons, there will **only** be a curbside drop off and pick-up in front of the school during the designated drop off times. Students will be permitted at the following times:

K-3 permitted to enter at 7:35 AM -- School day starts at 7:45 AM

4-6 permitted to enter at 8:10 AM -- School day starts at 8:20 AM

Staff members are not available or assigned to supervise students prior to these times. When doors are opened for bus riders to enter, the doors will be open for car riders.

There will be **NO PARKING** in the **FIRE LANES** and **NO DOUBLE PARKING** to let your children off. The lane will be one way only with the outside lane blocked off to traffic.

# Campbell Elementary School Parent Engagement Policy

In support of strengthening student academic achievement, Campbell Elementary School receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities. It is incorporated into the school's plan submitted to the district.

Campbell Elementary will implement the following:

- A) Parents will be involved and represented on a Parent Advisory Committee (PAC) to assist with jointly developing Parent/Family Engagement.
  - Each grade level will have a representative who is selected by administration. This is a two-year commitment, and it could extend as long as the parent has a student in the school.
  - The (PAC) will meet twice a year. The first meeting will be (August) and the second meeting will be (January). The meeting agenda will be set by the school principal.
  - Two members of the PAC will be representatives on the school's Building Leadership Team (BLT). The members will be selected by the PAC and will represent different grade bands: Kindergarten to third grade and fourth to sixth grade.
- B) Campbell Elementary School will provide coordination, technical assistance, and other support necessary to assist participation in planning and implementing effective parent involvement activities to improve student academic achievement. These activities consist of, but are not limited to,
  - Coordinate with parents the format of two parent/teacher conferences each academic year.
  - Host family nights and/or create videos to support parent's classroom learning, covering the topics of...
    - Math Literacy
    - Literacy
    - Homework -- studying at home
    - Test Taking
  - Establish content for intake meetings for new families to the District. These meetings will be provided by the school social worker, family community director, and/or special education director.
  - Coordinating and integrating Positive Behavior Intervention and Support strategies with other programs. These programs are all extra curricular activities, evening events, and the after school program.
  - Building the school's and parent's capacity for strong involvement by sharing goals quarterly with relevant data via digital newsletter, PDF on District website, and teacher/parent communication. The goals will be those established by the BLT.
- C) Involve parents in school activities by identifying areas and create opportunities to assist staff for doing what is best for stakeholders.
  - a) A strategic effort needs to be made to increase the school's Parent Teacher Organization membership.
  - b) Identify areas and create opportunities to volunteer.
  - c) Create a district wide parent volunteer policy through the District Leadership Team (DLT)
  - d) Discuss plans to increase technology in student homes to ensure they have opportunities to address academic needs.
  - e) Conduct an annual parent survey to measure content and effectiveness of school efforts. This data will be reviewed by the BLT, DLT and PAC. This survey is for the entire school community. Efforts will be made to have one-third of the school's population complete the survey by addressing the needs of economically disadvantaged, disabled, LEP, limited literacy, or are of any racial or ethnic minority background. The information from the survey will be used to redesign strategies.



# School Uniforms/Dress Code

## 5511 - STUDENT DRESS CODE – SCHOOL UNIFORM

WHEREAS, the Campbell City School District Board of Education wishes to adopt a mandatory school uniform policy for all students in grades kindergarten through twelve; and

WHEREAS, it firmly believes young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems that now exist, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the Campbell Board of Education strongly believes that the following issues would support such a uniform policy:

- A. Uniforms would create security through identification, enabling school officials to recognize intruders.
- B. A safer atmosphere for all would be established.
- C. Similar clothing will eliminate peer pressure dealing with student attire.
- D. Student uniforms would prevent any type of gang affiliation displayed by clothing.
- E. Uniforms would promote a statement of identity through positive actions rather than by appearance only.
- F. A sense of school unity will be created.
- G. Students will be instilled with discipline.
- H. School spirit will be enhanced.
- I. Uniforms will help alleviate families with the economic burden of clothing school age children since uniforms are less costly than most clothing.
- J. A stress free, positive atmosphere, conducive to education will be established.

AND, WHEREAS, the actual school uniform for students in grades kindergarten through twelve, commencing 2017/2018 School year.

## **DRESS CODE - ALL STUDENTS**

### **Bottoms**

Black or tan khaki trousers or black or tan khaki walking shorts are permitted. None of the following will be permitted: spandex pants, jeans, jean look-alike, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, tight fitting shorts.

Black or tan khaki jumpers, walking shorts, skirts, dresses, but CANNOT be more than 3 inches above the knee (including the slit). Students may wear black or khaki dress shorts (non-athletic) from the first day of school until September 30th and from May 1st to the last day of school.

### **Tops**

All tops must be solid red, solid white or solid black in color.

Tops permitted:

- Polo Shirts with Collars:
- Turtlenecks, Mock-turtlenecks

- Dress sweaters or vests with turtleneck, mock-turtleneck, or polo shirt
- Crewneck Sweatshirts
- Quarter Zips
- All of the above and T-shirts with the Campbell Schools logo/spirit attire are permitted

Examples of, but not limited to, tops **NOT** permitted:

- Hooded garments
- V-neck style garments
- Shirts with graphics, pictures or writing
- Any sleeveless top

### **Hosiery**

All students must wear socks.

### **Foot Apparel**

Permitted: The shoe **MUST** totally encase the foot

Not Permitted: open-toed shoes (sandals, flip-flops, etc.), Crocs style shoes.

### **REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY**

Staff members are the first point of contact regarding uniform infractions. Staff members need to communicate with parents/guardians regarding uniform infractions and how to correct them. If the problem persists, student names will be submitted to the administration and social worker.

NOW, THEREFORE, BE IT RESOLVED, that the Campbell City School District Board of Education does hereby formally adopt the aforementioned policy requiring all students in grades Kindergarten through twelve to wear the prescribed school uniform. Furthermore, it is not the intention of this Board of Education to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.

R.C. 3313.20, 3313.661

Adopted 4/30/96

Revised 6/20/00

Revised 7/21/14

# Code of Conduct

Campbell Elementary & Middle School uses Positive Behavior Interventions and Support (PBIS) programs to reinforce appropriate behaviors for students. The PBIS program is a proactive approach to school-wide discipline by creating a positive school culture with high expectations for behavior. Consequences will still occur for negative behavior; however, positive behavior will be rewarded. Campbell Red Devils are expected to be **RESPECTFUL, RESPONSIBLE, SAFE** and **ACCOUNTABLE** in all situations.

It is essential that students understand these school expectations concerning citizenship as well as recognize that each individual is accountable for his or her own actions. The school believes that good citizenship parallels solid academic achievement, and that students must be responsible for themselves.

Students' responsibilities include regular school attendance, conscientious efforts in daily classroom work, involvement in extracurricular activities, and compliance with the school's rules and regulations. Most of all the students share with the faculty and administration the responsibility for developing a positive climate within the school that promotes maximum learning.

The following code of conduct is the mainframe by which the school carries on its day-to-day operations. The code of conduct reflects academic standards and the right to receive education in a non-threatening environment. The code also reflects the school's desire to protect individual's rights and to deal with violations through consequences.

Therefore, by providing well-established guidelines for student conduct is the responsibility of the staff and school administrators. In addition, since it is the code of conduct by which students continuously practice by being **RESPECTFUL, RESPONSIBLE, SAFE, and ACCOUNTABLE** the regulations that are developed are in the best interest of EVERY student. Whatever discipline is imposed should help the student learn from his/her mistakes in a positive way.

The type of discipline and length of discipline will be at the discretion of the principal or assistant principal, and may differ from the nature of the offense or situation. Any student who has been suspended from school on three separate occasions during one school year will be subject to possible expulsion from school.

Student infractions are leveled. Administrators will assign consequences according to the consequences listed by each level. The consequences may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by classroom rules. The levels and infractions are:

-- • Parent contact • Conference (any combination of parent/student/school officials/counselors and teacher) • Referral to Student Services Team • Verbal warning • Social restriction/Assigned seating • Return of property or restitution for damages • Suspension from bus • Office assigned after-school detention • Behavior contract • Referral to Multi-Tiered Systems of Support Team according to the CEMS process (IAT) • Confiscation of unauthorized items • School-based community service/work detail • Assignment to After School Program • Referral to community agency • Revocation of school-related privileges • Temporary termination from the school-based virtual learning environment • Emergency Removal\*\*\*

-- Choice of response from Level I • Alternative classroom assignment (In-school Suspension) • Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities • Out-of-school suspension for one to 10 days (parent contact must be attempted and written notice is required) • Warning of referral to Level III (repeated offenses) • Assignment to remote learning for one to 10 days

## **Repeat of Level 1 and Level 2 Infractions:**

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, and administrator or other authorized school personnel during any period of time when the student is properly under the

authority of school personnel. Any number of violations (offenses) in one or multiple categories will result in magnification of previous corrective action or out-of- school suspension (OSS) with a recommendation to Level 3.

-- A student may be recommended for a long term suspension and/or disciplinary reassignment • Additional consequences under Level I or II may be imposed as appropriate • Directed Behavioral Plan • Referral to Level 4

-- Actions that require immediate attention from administrative staff and involve notification of law enforcement.

Students who earn either ISS or OSS may be ineligible for a field trip and that money paid in advance will be forfeited.

### **Emergency Removal**

<u>Students in Grades 4-6</u>	<u>Students in Grades Pre-K through 3</u>
<p>If a fourth through sixth grade student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.</p> <p>If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.</p>	<p>A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).</p> <p>Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.</p>

## Academic Integrity:

INFRACTION	DISCIPLINE OPTIONS:	
Cheating, plagiarism	Minimum: Level 1	Maximum: Level 1
Forging Documents	Minimum: Level 1	Maximum: Level 1
General Disruption  *The classroom teacher is expected to handle the usual problems of maintaining classroom discipline.	Minimum: Level 1	Maximum: Level 1
Internet/Computer Violations	Minimum: Level 1	Maximum: Level 1

## Aggressive Behavior:

INFRACTION	DISCIPLINE OPTIONS:	
Assault upon a student	Minimum: Level 2	Maximum: Level 3
<b>Bullying:</b> Anyone who violates the health and general welfare of a student in person or via social media (cyber bullying) or online classes, including him/herself, or anyone who brings any undue attention to him/herself, in the judgment of the administrator, disrupts the educational process.	Minimum: Level 2	Maximum: Level 3
Fighting	Minimum: Level 2	Maximum: Level 3
Horseplay, name calling, playfully hitting another student	Minimum: Level 1	Maximum: Level 1
Stealing, taking someone else's property, strong arming (extortion), taking money, and threatening another student for money.	Minimum: Level 1	Maximum: Level 2
Taunting or agitating to incite panic, fight, and/or riot. This includes spreading rumors to aid or abet a fight/harassment.	Minimum: Level 2	Maximum: Level 2
<b>SEXUAL HARASSMENT</b> A. <b>Verbal</b> – The making of written or oral sexual innuendos, suggestive	Minimum: Level 1	Maximum: Level 3

<p>comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.</p> <p><b>B. Nonverbal/Gestures</b> – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District/outside the District.</p> <p><b>C. Physical Contact</b> – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.</p>	
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The Board of the Campbell City School District does not discriminate on the basis of sex in its educational program or activity and is required by Title IX and its implementing regulation not to discriminate in such a manner. The requirement not to discriminate in its educational program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

<p>Business Manager 330-799-6844 436 Struthers-Coitsville Rd. Lowellville, OH 44436</p>	<p>Chief Administrative Officer 330-799-8505 2002 Community Circle Campbell, OH 44405</p>
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Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office of Civil Rights, or both. (Policy 2266)

<b>Taunting, agitating or interference of bystanders while a teacher or administrator is disciplining others.</b>	Minimum: Level 1	Maximum: Level 2
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**Insubordination/Disrespect:**

INFRACTION	DISCIPLINE OPTIONS:	
<b>Destruction of Property</b>	Minimum: Level 1	Maximum: Level 1
<b>Insubordination, disrespect, and defiance of school officials, teachers, and employees.</b>	Minimum: Level 1	Maximum: Level 2

<b>Profanity/Verbal Abuse:</b> Profanity or obscene language, written or verbal, directed toward students, school personnel, or any member of the community. This shall include the use of obscene gestures and signs.	Minimum: Level 1	Maximum: Level 1
<b>Unauthorized publication and/or distribution of materials.</b>	Minimum: Level 1	Maximum: Level 1
<b>Failure to Serve or Comply with Detention or ISS:</b>	Minimum: Level 2	Maximum: Level 2

### Violation of Board and Local Policy:

INFRACTION	DISCIPLINE OPTIONS:	
<b>Possession of Contraband (Policy #5511)</b> Items considered to be contraband include, but are not limited to, the following: Radios, Sound Production Devices, I Pods, MP3Players, Other Electronic Devices, DVD Players, and/or Cell Phones	Minimum: Level 1	Maximum: Level 1
<b>STUDENT DRESS CODE/SCHOOL UNIFORM</b> Refusal to conform to school uniform policy. For a complete list of student dress code, section on page 17.	Staff members are the first point of contact regarding uniform infractions. Staff members need to communicate with parents/guardians regarding uniform infractions and how to correct them. If the problem persists, student names will be submitted to the administration and social worker.	
<b>Possession of matches, fireworks, bullets, explosives, lighter, or flammables (against City Ordinance)</b>	Minimum: Level 2	Maximum: Level 4

### Out of Bounds:

INFRACTION	DISCIPLINE OPTIONS:	
<b>Being in a non-designated area/Out of assigned area</b>	Minimum: Level 1	Maximum: Level 1
<b>Failure to Attend Class: (CUTTING ENTIRE CLASS PERIOD)</b>	Minimum: Level 1	Maximum: Level 1
<b>Leaving School without permission</b>	Minimum: Level 1	Maximum: Level 1
<b>Tardy to Class (more than 5 minutes late will count as cutting class)</b>	Minimum: Level 1	Maximum: Level 1

## Bus Misconduct:

INFRACTION	DISCIPLINE OPTIONS:
Bus Misconduct	<p>Minimum: Level 1 <span style="float: right;">Maximum: Level 2</span></p> <p>If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student consequences can be elevated to Level 2.</p>

## Reportable Offenses:

INFRACTION	DISCIPLINE OPTIONS:
Assault upon an employee or volunteer	<p>Minimum: Level 1 <span style="float: right;">Maximum: Level 4</span></p>
Threatening a Teacher	<p>Minimum: Level 1 <span style="float: right;">Maximum: Level 4</span></p>
Bringing guns, knives, drugs or weapons to school to include counterfeit and look alike.	<p>Minimum: Level 1 <span style="float: right;">Maximum: Level 4</span></p>
Indecent liberties with another student (Male or Female)	<p>Minimum: Level 2 <span style="float: right;">Maximum: Level 4</span></p>
False alarms and false reports (Contact local Authorities) Any student conspiring to cause harm or panic.	<p>Minimum: Level 2 <span style="float: right;">Maximum: Level 4</span></p>
Trespassing, unauthorized entry	<p>Minimum: Level 1 <span style="float: right;">Maximum: Level 4</span></p>

## Drug Policy

The Board of Education 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.

For purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute.
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. Anabolic steroids;
6. Any substance that is a "look-alike" to any of the above;
7. Any substance, when misused, will provide euphoria or a mind altering experience, electronic equipment (beepers, receivers, pagers, etc.)
  - i. The board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school – sponsored event.



- ii. It further establishes a drug – free zone within 1000 feet of any facility used by the District for educational purposes.
- iii. Board of Education
- iv. Campbell City School District Policy

**Drug Policy:**

INFRACTION	DISCIPLINE OPTIONS:	
Possession or use of drugs	Minimum: Level 3	Maximum: Level 4
Selling of drugs	Minimum: Level 3	Maximum: Level 4

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District’s locker rooms used by students in grades 7 – 12.

R. C. 2925.37, 3313.60 (E), 3313.752, 3313.95, 3319.012

Public Law 101 – (Drug – Free Schools and Communities Act as amended in 1989)

Revised 10/90

Revised 6/16/92

**USE OF ILLEGAL SUBSTANCES**

The Board of Education recognizes that use of tobacco presents a health hazard, which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, vape pens, cigarette and pipe; snuff or any other matter or substances that contain tobacco and the school day shall be the time between the first arrival of students before classes and the last departure of students after classes. It also includes all school – related activities.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits the use of tobacco by students in school buildings.

The Superintendent shall develop procedures to implement this policy: R. C. 3313.751

**Illegal Substance:**

INFRACTION	DISCIPLINE OPTIONS:	
Use of Tobacco	Minimum: Level 1	Maximum: Level 2

**Youth Gangs**

**5840 A – UNAUTHORIZED YOUTH ORGANIZATIONS (YOUTH GANGS)**

Board of Education policy prohibits all student organizations other than those approved by the Board under Policy 2430. In order to recognize the characteristics of any type of unauthorized youth organization, the following administrative guidelines are to be followed.

**Definition:**

A youth gang is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purpose or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. Staff members should be alert to the following indicators of youth gang activity:

- a. Surreptitious recruitment and/or initiation rites
- b. Grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a group.
- c. Gang tattoos and/or displaying gang markings or slogans, or use of hand signals on school or personal property or clothing.
- d. Possessing literature that indicates gang membership.
- e. Fighting, assault, hazing, extortion, establishing turf, etc.
- f. Gang vocabulary and nicknames.
- g. Possession of beepers or cellular phones.
- h. Possession of weapons or explosive materials.
- i. Possession of alcohol, drugs, drug paraphernalia.
- j. Attendance at functions sponsored by a gang or known members
- k. Exhibiting behavior fitting police profiles of gang-related drug dealing
- l. Being arrested or stopped by police with a known gang member
- m. Selling or distributing drugs for a known gang member
- n. Aiding or abetting a known gang member, committing a crime, or any other action directly resulting from membership or interest in a gang.

### **Intervention Procedures and Enforcement**

(Refer to the Student Discipline Code in the Parent/Student Handbook to determine if procedures and penalties have been described for the activities indicated above. If not, the following may be useful.)

Any or all of the following steps may be taken if a student in any school activity is suspected of or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

- a. Parents/Guardians will be contacted immediately and appropriate intervention initiated.
- b. The student may be referred to counseling (personal and/or family); the Department of Human Services or other welfare or child care agencies of the respective county; and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.
- c. Police, Juvenile Court, and other appropriate authorities will be notified in case of violence and/or illegal activities.
- d. The student may be suspended from school or from a school-sponsored activity
- e. Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

In order to prevent the onset of gang-related activity:

- a. Adherence to the Dress Code, as defined in the Parent/Student Handbook, will be required at all school activities.
- b. Conduct for all District-sponsored activities on and off school property will be in accord with the Code of Conduct.
- c. If there is reasonable suspicion of gang involvement, such as possession of weapons or drugs, search and seizure guideline (AG [5771](#)) will be followed.
- d. Parents are to be encouraged to prohibit their children from hosting or attending unsupervised parties or activities.
- e. Any form of graffiti on District property will be removed immediately.

### **Community Cooperation**

Since gang activity is a community concern, communication is to be maintained with the police department as well as private and community agencies on all matters related to gang activity within the schools and in the community.

**The extent of involvement by school personnel in gang-related incidents not under the jurisdiction of the Board will be determined by the building principal, in cooperation with legal counsel and the police, and will take into consideration the nature of the incident, the safety of those involved, the effect of the incident on other students, and the good order and functioning of the District.**

1) **Types of Incidents**

- (1) Incidents of Violent Crime (Examples: Assault, fighting, or imminent danger.)
- (2) Incidents of Other Illegal Activity (Examples: Intimidation, extortion, possession of beepers, cellular phones, or weapons; arrest or detainment by police in the company of a known gang member.
- (3) Suspicion of Gang Involvement and/or Activity (Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.)

2) **Initial Actions**

- (1) Immediately contact the principal/school resource officer if the incident is violent or illegal.
- (2) Summon involved student(s) to the principal’s office.
- (3) Begin documenting the incident in a personal, private file. Be sure to include all available information.
  - (a) Student(s) are to remain isolated from the student body until further direction from the principal to prevent escalation
  - (b) Notify parents and the Superintendent of allegations.

3) **Follow-Up**

- (1) If the incident is determined to be gang-related, immediately exercise the right to search the individual(s) locker and/or desk and/or personal effects for evidence of gang involvement.
- (2) Copies or photographs should be made of any evidence of gang membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.
- (3) Implement appropriate disciplinary procedures and/or make contact with one (1) or more of the following:
  - (a) Youth gang agencies.
  - (b) Department of Human Services.
  - (c) Other appropriate personal and/or family counseling services. This referral may be predicated on parent/guardian(s)' agreement to a Behavior Contract (see [Form 5840B F1](#)) which will specifically outline the conditions for the student’s continued attendance at school.

**Illegal Substance:**

INFRACTION	DISCIPLINE OPTIONS:	
<b>Gang Related Activity(Graffiti, signs, colors etc...)</b>	Minimum: Level 1	Maximum: Level 1

**DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedure.

The better ensure appropriate due-process is provided a student, the Board established the following guidelines:

- 1. There is no appeal for students assigned to the ISS.
- 2. Student subject to suspension: A student must be given both written notice of his/her suspension and the reason therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Superintendent and the Board.
- 3. Student subject to expulsion: A student and his/her parent(s) or guardian(s) must be given written notice of the intention to expel and the reason therefore, and an opportunity to appear with a representative before the board to answer the charge. The hearing may be private, but the Board must act publicly.

The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of Due Process Rights is placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Refer to Board Policy 5611

# Daily Bell Schedule

The Campbell City Schools 2021 - 2022 school calendar can be found on the back cover of this planner; please review it for important events throughout the school year. The daily school schedule is also included and located below. The schedule will be utilized daily with the exception of school closings due to weather or emergencies. Families will receive telephone notification of changes to the schedule when possible; therefore, it is imperative that you **alert the school of any changes to your phone number.**

## SCHEDULE

Tardy Bell @ 7:50 AM

Third Grade		Second Grade		First Grade		Kindergarten	
7:25	Staff Reports	7:25	Staff Reports	7:25	Staff Reports	7:25	Staff Reports
7:35	Students Enter	7:35	Students Enter	7:35	Students Enter	7:35	Students Enter
7:35 -- 7:55 (20)	HR/BIC	7:35 -- 8:40 (65)	HR/BIC Core	7:35 -- 10:33 (178)	HR/BIC Core	7:35 -- 10:33 (178)	HR/BIC Core
7:55 -- 8:35	Specials	8:43 -- 9:23	Specials	10:36 -- 11:06	Lunch	10:36 -- 11:06	Lunch
8:40 -- 9:56 (76)	Core	9:28 -- 9:56 (28)	Core	11:09 -- 12:37 (88)	Core	11:09 -- 1:16 (127)	Core
9:59 -- 10:29	Lunch	9:59 -- 10:29	Lunch	12:40 -- 1:20	Specials	1:25 -- 2:05	Specials
10:32 -- 2:20 (228)	Core	10:32 -- 2:20 (228)	Core	1:23 -- 2:20 (57)	Core	2:08 -- 2:20 (13)	Core
2:20 -- 2:30	Student Dismissal	2:20 -- 2:30	Student Dismissal	2:20 -- 2:30	Student Dismissal	2:20 -- 2:30	Student Dismissal
2:40	Staff Dismiss	2:40	Staff Dismiss	2:40	Staff Dismiss	2:40	Staff Dismiss
2:40 -- 5:40	After School Program						

Tardy Bell @ 8:25 AM

Fourth Grade		Fifth Grade		Sixth Grade	
7:30 -- 8:00	Before School Program				
8:00	Staff Reports		Staff Reports		Staff Reports
8:10	Students Enter	8:10	Students Enter	8:10	Students Enter
8:10 -- 9:35 (85)	HR/BIC Core 1	8:10 -- 9:35 (85)	HR/BIC Core 1	8:10 -- 9:37 (85)	HR/BIC Core 1
9:38 -- 10:53 (75)	Core 2	9:38 -- 10:18	Specials	9:40 -- 10:55 (75)	Core 2
10:56 -- 11:36	Specials	10:21 -- 11:36 (75)	Core 2	10:58 -- 11:18	Recess
11:39 -- 11:59	Recess	11:39 -- 11:59	Recess	11:21 -- 11:51	Lunch
12:03 -- 12:33	Lunch	12:03 -- 12:33	Lunch	11:54 -- 12:34	Special
12:37 -- 1:52 (75)	Core 3	12:37 -- 1:52 (75)	Core 3	12:37 -- 1:52 (75)	Core 3
1:55 -- 3:10 (75)	Core 4	1:55 -- 3:10 (75)	Core 4	1:55 -- 3:10 (75)	Core 4
3:10	Student Dismissal	3:10	Student Dismissal	3:10	Student Dismissal
3:15	Staff Dismiss	3:15	Staff Dismiss	3:15	Staff Dismiss
3:10 -- 5:40	After School Program				

**SCHOOL CLOSING / 2 HOUR DELAY (Calamity Day)**

Occasionally, during the winter months, the weather conditions may cause schools to have a delayed opening or a complete closing. In either of these events, the school superintendent will notify all of the major radio stations in the Mahoning County area to apprise you of the situation. Do not call the school. You will be notified by a District All Call and it is strongly suggested you listen to your local media situations or visit the District's Facebook page on the day in question. **Please be aware that on two hour delays, all buses will pick-up students 2 hours later than the normal pick up time. School dismissal time will be the same.** On days that school closing is in effect, all after school activities such as home and school meetings will be canceled.

Tardy Bell @ 9:50 AM

Third Grade		Second Grade		First Grade		Kindergarten	
9:25	Staff Reports	9:25	Staff Reports	9:25	Staff Reports	9:25	Staff Reports
9:30	Students Enter	9:30	Students Enter	9:30	Students Enter	9:30	Students Enter
9:30 - 9:45	HR/BIC	9:30 -- 10:22	Core	9:30 - 11:37	Core	9:30 -- 11:37	Core
9:50 - 10:20	Encore	10:25 - 10:55	Encore	11:40 -- 12:10	Lunch	11:40 -- 12:10	Lunch
10:23 -- 11:57	Core			12:13 -- 1:12	Core	12:13 -- 1:47	Core
11:00 -- 11:30	Lunch	11:00 -- 11:30	Lunch	1:15 - 1:45	Encore	1:50 - 2:20	Encore
11:33 -- 2:20	Core	11:33 -- 2:20	Core	1:58 -- 2:20	Core		
2:20 -- 2:30	Dismissal	2:20 -- 2:30	Dismissal	2:20 -- 2:30	Dismissal	2:20 -- 2:30	Dismissal
2:40	Staff Dismiss	2:40	Staff Dismiss	2:40	Staff Dismiss	2:40	Staff Dismiss
2:40 -- 5:40	After School Program						

Tardy Bell @ 10:25 AM

Fourth Grade		Sixth Grade		Fifth Grade	
10:00	Staff Reports	8:00	Staff Reports	8:00	Staff Reports
10:05	Students Enter	10:05	Students Enter	10:05	Students Enter
10:05 -- 11:05 (60)	HR/Core 1	10:05 -- 10:57 (52)	HR/Core 1	10:05 -- 10:57 (52)	HR/Core 1
11:08 -- 12:02 (54)	Core 2	12:40 -- 1:10	Specials	11:00 -- 11:30	Special
12:05 -- 12:35	Specials	11:38 -- 12:52 (74)	Core 2	11:33 -- 12:27 (54)	Core 2
12:40 -- 1:10	Lunch	12:55 -- 1:25	Lunch	12:30 -- 1:00	Lunch
1:13 -- 2:11 (58)	Core 3	1:28 -- 2:18 (50)	Core 3	1:03 -- 2:07 (64)	Core 3
2:14 -- 3:15 (61)	Core 4	2:21 -- 3:15 (54)	Core 4	2:10 -- 3:15 (65)	Core 4
3:15	Staff Dismiss	3:15	Staff Dismiss	3:15	Staff Dismiss
3:15 -- 5:40	After School Program				

