

Student Handbook
5th/6th Grade Supplement
2022-23



Dear Students of Northeastern Local School District:

Welcome! On behalf of the Board of Education, faculty, staff, and the administration we welcome you to our district. The staff and administration will do everything in our power to make this year a special one for you. We promise you a safe, friendly, caring, and personalized atmosphere. This handbook supplement will help ensure that you have the best year possible. Take the time to sit down with your parents and / or guardians and read through the rules. If you have any questions please ask.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have. This handbook contains important information that you are responsible for knowing; become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

Good Luck and Best Wishes!

GENERAL OPERATING PROCEDURES & NOTIFICATIONS

Safety

The safety of students at school is a primary concern. State law requires that all visitors report to the office before visiting the classrooms. Parents are expected to reinforce at home the school rules about crossing streets, bus riding, bicycle riding, fighting and avoiding dangerous situations.

Arrival Time

Students are not permitted on school grounds before 7:30 am. The school is not responsible for, and will not supervise, students that arrive prior to 7:30 a.m.

Dismissal Times

Students will be dismissed at 2:10 p.m. Students are not to remain after school for sports or community activities without an adult present for supervision. Board Policy does not permit a student to ride any bus other than his assigned bus. Bus stops must be arranged on a semester basis. PARENTS ARE RESPONSIBLE FOR THEIR OWN CHILDREN. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS OUTSIDE OF THE STATED TIMES. THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS AFTER LEAVING SCHOOL PROPERTY EXCEPT ON SCHOOL-SPONSORED TRIPS.

Pick-up During School Hours

Students released during the school day must be signed out in the office. Students will only be released to the custodial parent or guardian, or to another person with written permission from the parent/guardian. In case of a medical appointment, the parent needs to sign their child out prior to leaving for the doctor during the school day. When the child returns from the doctor, they need to bring a written excuse to the office prior to starting their first class

Leaving School

Students are not permitted to leave school grounds after arriving in the morning, even if they arrive early. For safety reasons, students who walk or who do not ride the bus to or from school will NOT be dismissed until all buses have left.

Vacation/Emergency Requests

Family vacations can be a valuable portion of a child's education. While every effort should be made to schedule family vacations during school vacations, we understand it is not always possible. Students with poor grades, poor attendance, or if the principal feels the absence will have a significant negative effect on the student's education, may have their request denied.

1. Requests for excused Absences for family vacations must be made to the principal 7 days in advance in writing.
2. Vacations must be with their immediate family.
3. Students receiving schoolwork after the vacation time are allotted the number of days out plus one to make up the work. Schoolwork given before vacation time may be due when the student returns to school.

School Closings

When emergencies force the school to close it will be announced on our district's PK12 Notification Service as well as on the local TV stations WHIO- Ch. 7, WDTN- Ch.2, and WKEF- Ch. 22 and 45. Information on delays and cancellations is also posted on the district website as they occur. Delays are used when there are dangerous driving conditions for school buses. These are conditions that are expected to improve quickly. All buses will run later than usual for morning pick-up, and at normal time for taking children home.

Communication

We strongly believe in the importance of communication. There are several ways that the Staff and Administration will be communicating with you: Letters, phone calls, email, social media, district website, the parent portal within Progress Book, and First to Know calls, etc.

Conferences with Building Administration

We welcome opportunities to meet with the community and discuss ideas, address concerns, and/or answer questions. To ensure that the building administrator is available to discuss your ideas or concerns, we would recommend contacting the school in advance to set-up a time that best fits the schedules of all parties involved.

Conferences with Teachers

The first contact regarding your child's education should be with the teacher. Please contact the teacher before your concern grows into a major problem. The staff will arrange to meet with you for a conference, or will have a phone conference with you. You may also be contacted when the teachers have a concern. There are several formal parent/teacher conference days scheduled on each year's calendar. These conferences can be scheduled at teacher or parent request. We would respectfully ask that you do not come into the school during the day to meet with a teacher without an appointment. The availability of that teacher cannot be guaranteed.

Guidance Counselor

The guidance counselor works with individual students and groups to help them with problems or help prevent future problems. If you feel the counselor may be of help to your child please, contact the school.

Telephone Use

Students are permitted to use the school telephones in the event of an emergency or to relay important information to parents. Personal cell phones are **NOT** to be used during the school day to contact parents or others without the permission of the administration or office staff. Failure to abide by this policy may result in disciplinary consequences.

School Fees & Supplies

The Consumable Supplies Fee, per student is **\$55 for 2022-23**. The fee covers part of the cost of workbooks, art supplies, and student planners, etc. Student Fees are payable at the beginning of the school year. Students are expected to have personal supplies at school. The supply list is posted on the school website and will be posted on the front windows the Friday before school starts.

Bicycles and Walkers

Students may ride bicycles to school. Proper and safe operation is required. The school is not responsible for bicycles. Bicycle riders are not permitted to enter the bus zone until the buses have departed. Students operating bicycles in an unsafe manner will not be permitted to have a bicycle on school grounds. Walkers must follow all safety rules and must cross the street at the point designated by the duty teacher and/or school safety patrol. Students are not permitted to have any motorized vehicle on school grounds.

School Pictures

School pictures are offered to the parents in the Fall and Spring. Several different combinations of pictures are offered to students and parents. During the Fall, all students have their pictures taken for pictures and yearbook use. A makeup day is scheduled for both Fall and Spring pictures.

Yearbooks

School yearbooks are offered for sale each year. The yearbooks are ordered in advance.

Lunches & Breakfast

Lunches are available to all of our students. Ala carte items are available to 6th grade students. Students who pack lunch should not bring glass containers. The district offers a free and reduced lunch program that is run in accordance with government regulations. Breakfast is also offered to students in the morning before school. The pricing structure is similar to lunch. The free and reduced program also applies to breakfast. Forms are sent home with each child at the beginning of the year. The Free and Reduced Lunch application must be completely filled out in order for consideration. If during the year your financial status changes, you may request a new form. Students who must charge their lunch may do so by telling the cashier of their intention. Lunch charges are dictated by the policy of the Northeastern Local School District Food Service Department. **Any food being brought from outside vendors (ex: Fast food restaurants) – when it does not involve a school-sponsored activity or program - need to obtain permission from the building Principal.** At the middle school level, parents wanting to eat with their child during the school day in the cafeteria is usually not permitted. Permission for special situations must be approved by the building Principal in advance.

Field Trips

Field trips are designed to enhance the academic instruction students are involved within their classes. Attempts are made for each grade level to have a field trip. This includes any field trip the school may offer as an incentive for behavior and academic success at the end of each grading period.

Food and Drink

Students are not to eat or drink in the hallways before or during school without a teacher's permission. Food and drink of any type are not permitted in the building, except inside of a student's lunchbox. In addition, students are not permitted to purchase food during lunch, and then take it out of the lunch room for later consumption during class.

Lockers

Students in 5th & 6th grade may be assigned a hall locker. Each student is responsible for the assigned locker. All lockers are school property and are subject to inspection/search at any time.

Book Bags/Purses

Book bags are not permitted to be carried to class during the school day. They may be carried to and from school, but must remain in lockers throughout the school day. Any item that can be used to carry a textbook is considered a book bag. Calculator cases, pen/pencil bags, and other small organizational items are acceptable to carry.

Lost and Found

Items found at school are placed in a "lost and found" box, located in the Main Office. If your child has lost an item, or has had it "stolen," please make sure the lost and found boxes have been checked. At the end of each grading period the unclaimed items are donated to a needy cause. Students should not bring valuable items to school.

Medication

According to school board policy, no medication (prescription or over the counter) may be brought to school without the proper form signed by the parent and a physician. A separate form is available for permission to carry an inhaler; it also requires a parent and physician signature. Forms are available from the nurse or the office.

EMERGENCY PROCEDURES

Fire Drills

In case of a fire, fire drill, or for any other reason that causes mass movement of students and personnel from the building, the following procedure will be used:

1. Upon the sound of the alarm, move quickly and quietly to the indicated exits.
2. Once outside, students will remain with their classroom teachers so that attendance can be taken.
3. Once the drill has been completed, a signal will be given, and students are to return to classes quietly.

Tornado Drills

1. Everyone must remain silent so that directions can be heard.
2. Open the windows in your classroom.
3. Close your classroom doors. (This will decrease the amount of glass and debris that would enter the hallway in case of an actual tornado.)
4. Students are to proceed to their designated area for the drill and assume the correct position by kneeling on the floor, lowering their head, and covering their neck and head with their hands.
5. The all clear will be given by an administrator, indicating that students and teachers can return to class quietly.

Safety Scenarios

In addition to routine Tornado and Fire drills, other scenario-based safety drills will be executed throughout the year. These drills may include lockdowns, shelter-in-place, and evacuations.

ACADEMIC INFORMATION

Core Classes

At each grade level, students will take 4 Core Content Areas. These areas include: Science, Social Studies, Language Arts (Reading & Writing), and Math.

Specials/Electives

At each grade level, students will have an opportunity to take elective courses which we refer to as SPECIALS. Students will be assigned these courses in their schedule each year based on availability and interest level from the students. Examples of these electives are Band, Choir, Art, Phys. Ed., etc. These classes may be graded or pass/fail based on the class.

Grading System

Specific information on assignment and grading practices are communicated by teachers. Please see the district handbook for specific grading scale. Interim Reports and Grade Cards are available online each grading period. If a parent and/or student prefers a paper copy of an Interim Report or Report Card, they must make this request with the main office at the beginning of the school year.

Academic Recognition

Honor Roll with Distinction (4.0 GPA), *Honor Roll* (3.5 – 3.9 GPA), and *Merit Roll* (3.0 – 3.4 GPA) lists are compiled and publicized at the end of each grading period. All subjects that receive a letter grade (A, B, C, D, F) count in compiling the list (*Note: this includes specials that receive letter grades*).

Progress Book

Your child's grades, assignment completion, and other academic information may be viewed online by using the parent access portal of Progress Book. This connection can be found on our homepage. You will need a USERNAME and PASSWORD to access your child's information. **If you do not know either, you may get this information by emailing: johnschmid@nelsd.org, stating your name, your child's name and grade level, and the school.** Additional information may be sent home with students to be signed and returned. The purpose of this is to ensure that you are aware of your child's progress. Please cooperate with us by signing and returning the papers to confirm receipt of our communication. If you send in notes asking questions and you do not hear back from the teacher or the office, please contact us via email or phone.

Planners/Agendas

Each student will be responsible for carrying a planner that is included within the yearly school fees. The planner is an important tool for students. The planner is used for writing down daily assignments, quiz/test dates, project due dates, and other important information. The planner also assists in communication between the teacher(s) and the parents. It is very important that you check with your child to see if they are using the planner.

Textbooks

Students may be assigned a textbook for their classes. If assigned, students are asked to write down anything wrong with the condition of the book at the time the book is assigned and are then responsible for any further damage. The textbooks are to be returned with normal wear and tear. There will be a charge for any damage beyond this. If a book has to be replaced, the replacement cost for the book will be assessed. Most books will require a book cover.

Workbooks

Students may be assigned a workbook for their classes. If assigned, students are responsible for having this resource with them for the class in which it was assigned. If students lose or misplace a workbook, there will be a fee to replace the workbook. Students will be expected to replace the workbook by contacting the main office.

Chromebooks

Each student is assigned a Chromebook for school use and purposes. In addition to the device, a charger and protective case are issued to the student. Students are responsible for the care of these devices. Please refer to the district technology agreement form for more information.

Instructional Media Center or IMC (Library)

The IMC has a variety of materials including books, magazines and computers. Students go to the library with their classes.

Homework

Students are expected to participate in the education process by following classroom expectations, including completing homework when assigned by teachers. Students who consistently fail to complete homework may be issued an intervention by teachers or administration.

Make-up Work

Upon returning to school from an excused absence, it is the responsibility of the student to get makeup work.

1. The time limit for accepting such work is the number of days excused plus one.
2. Students may be required, upon returning, to turn in long-term assignments or take tests that were scheduled in advance without makeup days.
3. Assignments/tests made prior to the student's tardy are due upon the student's return to school.
4. A homework sheet may be dispersed to the teachers after the student has been absent two (2) days.

Promotion, Retention, Acceleration, & Placement

Promotion to the next grade (or level) is based on the following criteria:

- A. Current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. Potential for success at the next level
- C. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers,

administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. Potential for success in the accelerated placement based on sufficient proficiency at current level
- D. Social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level.
- B. A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he fails in the preceding category, a student may be placed if the Principal agrees that the student is academically prepared for the next grade level.

ATTENDANCE POLICIES

Absences

Each time a student is absent from school or late to school, state law requires that the parent must provide an acceptable excuse for the tardy. Parents must call or email the school office for each day absent. Excessive or unexcused Absences will be turned over to the Clark County Truancy officer and Juvenile Court. State law accepts the following as reasons for tardy:

- 1. Personal illness
- 2. Death of a relative
- 3. Observance of a religious holiday
- 4. Critical illness in the family
- 5. Quarantine in the home
- 6. Or any other reason which the principal may deem justifiable (hair appointments, birthdays, etc., are not types of excused Absences)

PLEASE NOTE: You must send a note to the school within two (2) days of the absence to have the absence excused. The note must have the student's name, the date(s) of absence, and the legal guardian's signature. Otherwise it is an unexcused.

When a student accumulates Absences for illness reasons which amount to either three (3) consecutive school days or 72-hours or more in any year, the principal may require the parent(s) / guardian(s) to provide a statement by a physician verifying that the student's absence. Failure to do so may result in the absence deemed as unexcused and any missed

work may not be made up. Excessive absences may result in disciplinary action and may be turned over to the Clark County Truancy officer and Juvenile Court.

Students will be considered late for school if arrival is after the start time. Any student who is late for school must report directly to the office. The school must be notified with an acceptable excuse. Students late to school due to a late bus are not considered tardy. The school day for 6th grade students is 7:45 am - 2:10 pm.

Absences and Physical Education

Doctor Excuses - All students must participate in PE classes unless they have a note from a doctor asking that they be excused. Excuses (Minor Problems) - Students with minor problems must dress for gym. After dressing, they may communicate their problem to the physical education teacher who will decide the limitations on their gym activities.

STUDENT EXPECTATIONS

Positive Behavior Interventions and Supports (PBIS) Overview

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

PBIS

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavioral Expectations are Taught.

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- *Show Respect*
- *Own Your Actions*
- *Accept Differences*
- *Realize Your Potential*

STUDENT CODE OF CONDUCT & DISCIPLINE SYSTEM

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Student Conduct Code

The purpose of the student conduct code is to protect the rights of individuals as well as to ensure an educationally sound school atmosphere. The rights and responsibilities of both students and staff of our schools are identified within the code. If a specific behavior or action is not listed, it should not be assumed there is no consequence. The following are more serious disruptions, which will result in more severe consequences, including removal from school. More complete explanations of policy and due process are available in the Student Responsibilities Handbook. Disciplinary consequences may also be modified if the teacher and administrator believe an alternative consequence is needed to address a certain behavior.

Dangerous Conduct

Students whose conduct may be dangerous to themselves or to others are subject to emergency removal under the due process policy. The principal may also begin suspension procedures for the violation, and may also recommend that the superintendent begin the expulsion process.

- Students shall not intimidate, threaten, degrade, physically assault or exhibit disgraceful acts, including sexual, racial, ethnic, or any other form of harassment or any discrimination, towards any board employee, fellow student, or visitor by written, verbal, or gestural means.
- No student shall be involved in the use of insulting, degrading or ridiculing language toward other persons on school property, or at school functions. Such slurs may be exhibited through the written word, verbal statements, aggressive actions, symbols, or other forms of communication. The school district will protect the rights of all persons regardless of race, religion, sex, economic status, national origin, age, or handicap. A student who feels he/she has been the victim of an intimidating or harassing act should report it to a guidance counselor/staff member immediately.
- Students shall not be under the influence of, have the odor of, nor have in their possession: alcoholic beverages; non-prescribed or illegal drugs; volatile or intoxicating substances; counterfeit drugs; deadly or dangerous weapons; fireworks, or any explosive device; smoke bombs.

Disruptive Conduct

- A student whose conduct distracts from or disrupts a positive learning environment is subject to removal from the classroom by the teacher with the principal's permission and/or the student may also be subject to the suspension/expulsion process. Behaviors considered disruptive conduct include but are not limited to :
 - **Public Display of Affection**
 - **Profane or Unacceptable Language**
 - **Repeated Classroom Disruptions and Insubordination**
 - **Gambling**
 - **Theft/Lying**

Harassment/Intimidation/Bullying

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful discrimination, harassment, or bullying. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for

avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment, intimidation, or bullying behavior by any student in the Northeastern Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by students, including violence within a dating relationship, with intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under circumstances should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

The Board will vigorously enforce its prohibition against discrimination, harassment, and bullying based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, which could include suspension, expulsion, or appropriate discipline for district employees which could include termination.

Harassment, Intimidation, and Bullying Reporting

If you or someone you know has experienced discrimination, harassment, or bullying at school for any reason, you may make a complaint and to have the incident(s) investigated by the district. To make a complaint, individuals may submit a complaint online, call the District's Safety Tip Line (937) 568-7117, and/or speak to one of the designated building/district contacts.

Improper Dress

Proper dress and grooming contribute to, and are a part of, the educational process. The building administrator may exclude any student when the apparel is inappropriate. What is or is not appropriate is a decision of the school administrator(s). The Administration reserves the right to make changes to the dress code to reflect the changing styles and protect the learning environment. The following guidelines are offered:

- A. Students shall wear clothing that is clean, neat, and in good repair
- B. Skirts and shorts must reach the fingertip of the extended arm
- C. Backless, strapless, low-cut tops, shirts that expose the midriff, halter tops or any shirt without factory-finished sleeves are not allowed. Sleeves must be at least **2 inches** in width.
- D. Pajama pants and/or slippers are not to be worn
- E. Rips, holes and/or frays in jeans/pants exposing skin are not permitted above the reach of the fingertip of the extended arm
- F. Proper undergarments are to be worn but not seen
- G. Hats, hoods, bandanas and sweatbands are not to be worn inside the building during school
- H. Clothing will be free from inappropriate pictures or inscriptions (ex. confederate flags, weapons, sexual content, alcohol and tobacco advertising, etc.)
- I. Sunglasses during school hours are not permitted unless the wearer has medical authorization

J. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed

Failure to follow the dress code may result in a referral to the office to correct the problem. If arrangements for proper dress cannot be made, the student may be placed in ILP and will be responsible for making up work missed during their classes. Repeat offenders may be sent home immediately and may receive no credit for those classes missed.

Social Media (Facebook, Twitter, etc) - Student issues that begin outside of school via texting or social media, but present themselves within the school setting will be handled through the appropriate discipline procedures. Instances will be handled on a case-by-case basis. In addition, students are not permitted to post updates or communicate via social networking sites at any time during the school day. Anyone found making posts to social networking sites during school hours will be subject to disciplinary actions.

Behavior Consequences

We will use varied disciplinary steps and/or options when assigning consequences to students for infractions of the student code of conduct. Possible disciplinary assignments may include, but are not limited to the following:

Verbal Warning: A warning to a student that his/her conduct is in violation of school rules. Any authorized school official including teaching or non-teaching personnel may issue it.

Lunch Detention (30 Minutes): Lunch detentions will be served during a student's assigned lunch period in the office or a designated classroom. Students will eat lunch during this detention and may be assigned other activities to complete during this time (ex: reflection statement, letter of apology, etc.).

After-School Detentions (30 Minutes, 1 hour, 2 hours): Office Detentions will be served after school TUESDAY, WEDNESDAY, or Thursday. Students will be required to complete a written reflection while in attendance. Failure to serve this assignment or complete the reflection will result in a higher-level consequence.

Isolated Learning Placement (ILP): The purpose of Isolated Learning Placement (**ILP**) is to provide a disciplinary and educational alternative to an out-of-school suspension. School administrators will assign students to the program. It is the responsibility of each student to complete all assignments missed during the duration of the **ILP**. Students will receive full credit for the work completed in **ILP**. **Failure to comply with the ILP standards of behavior may result in additional days of placement or a conversion to an out-of-school suspension.**

Suspension: Suspension is removal from school for up to ten days. All assignments are permitted to be made up for credit.

Expulsion: Expulsion is the removal from school for more than 10 days, up to 180 days. This is a decision of the Superintendent.

Emergency Removal: This is the immediate removal from the school (or school activity) because the student's presence threatens the safety of others, or threatens to disrupt the academic progress of others.

Classroom Discipline

Classroom discipline procedures will be outlined by staff at the beginning of the year in each classroom.

Automatic Office Referrals

The administrators must handle certain infractions immediately. Such infractions may be but are not limited to::

- A. Actions that threaten or carry out physical harm
- B. Bullying and harassment from student to student
- C. Blatant disrespect towards a teacher
- D. Threats against teacher, student, school, etc.

Zero Tolerance Policy

Threats towards others (verbal or written comments to others threatening one's life or their safety) will result in severe consequences such as suspension or expulsion from school.

Transportation

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency. The Transportation Director/Asst. Director may approve a change in a student's regular assigned bus stop to address a special need. Parents should call transportation stating the reason for the request and the duration of the requested change. The transportation schedule and routes are available by contacting the Director of Operations and Asst. Director of Transportation at 937-328-6592.

Bus Conduct

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules prior to loading (on the road and at school). Each student shall:

- A. Be on time at the designated Point of Safety
- B. Stay off the road at all times while waiting for school transportation
- C. Line up single file off the roadway to enter
- D. Wait until the school transportation is completely stopped before moving forward to enter
- E. Refrain from crossing a highway until the driver signals it is safe to cross
- F. Properly board and depart the vehicle
- G. Go immediately to the assigned seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip Each student shall:

- A. Remain seated while the school transportation is in motion
- B. Keep head, hands, arms, and legs inside the school transportation at all times
- C. Not push, shove or engage in scuffling
- D. Not litter in the school vehicle or throw anything in, into, or from the vehicle

- E. Keep books, packages, coats, and all other objects out of the aisle
- F. Be courteous to the driver and to other riders
- G. Not eat or play games, cards, etc.
- H. Not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
- I. Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment)
- J. Exiting the school vehicle Each student shall
- K. Remain seated until the vehicle has stopped
- L. Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals
- M. That it is safe
- N. Be alert to a possible danger signal from the driver.
- O. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization.

Video on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on video, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code. If a student accumulates three (3) bus referrals from a bus driver for safety or behavior violations, the student may be suspended from the bus.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or Director of Transportation] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.