

AGENDA

**Revere Local School District
Revere Board Meetings
Regular May Board Meeting
Tuesday, May 21, 2019, 6:30 pm - 8:30 pm
RHS Library**

I. CALL TO ORDER**II. ROLL CALL**

Dana Appel
Claudia Hower
Keith Malick
Diana Sabitsch
George Seifert

III. PLEDGE OF ALLEGIANCE**IV. PRESENTATIONS**

**Revere PTA Reflections Winners
Matthew Zhou - 36 ACT Score**

V. PUBLIC SPEAKS TO AGENDA ITEMS**VI. BUILDING PRINCIPALS' REPORTS****VII. TREASURER'S AGENDA - Mr. Rick Berdine****a. Approval of the Minutes, Attachment T-1**

The Treasurer recommends approval of the minutes from the Special Meeting held April 9, 2019 and the Regular Meeting held April 16, 2019.

b. Approval of the Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of April.

c. Donations, Attachment T-3

The Treasurer recommends the approval, with appreciation, of the donations listed.

d. Appropriation Adjustments, Attachment T-4

The Treasurer recommends approval of the appropriation adjustments as listed.

e. Purchase Orders, Attachment T-5

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

f. Asset Deletions, Attachment T-6

The Treasurer recommends that the assets as listed in the attached schedule be disposed of in keeping with Board Policy.

VIII. BOARD MEMBERS' REPORTS

Finance and Audit Committee
 Facilities and Ground Committee
 Legislative Report
 Cuyahoga Valley Career Center

IX. SUPERINTENDENT'S AGENDA, Mr. Matthew L. Montgomery

1. Certificated/Licensed Personnel

a. Change to 1.0 FTE

It is recommended that the Board of Education approve Kristi Kerrigan, currently a .67 FTE, as a full-time School Counselor at BES beginning with the 2019-2020 school year.

b. Classified Personnel - New Hire

It is recommended that the Board of Education approve the following:
 Mark Warner / Custodian BES / Step 0 / Effective June 1, 2019

c. Auditorium Workers

It is recommended that the Board of Education approve the following student workers for the 2018-2019 school year:

Bella Benza
 Norah Jenkins
 Meggan Phan

2. Student Services

a. Student Services - Home Instruction

It is recommended that the Board of Education approve the following:
 Lisa Henretty - Up to 6.25 hours for Prom assistance

b. Connection Education Services Inc. - 2019/2020 School Year

It is recommended that the Board of Education approve the service agreement for the Leap Program as detailed in **Attachment 1**. Said agreement expires 5/29/20.

c. Summer Student Services

It is recommended that the Board of Education approve the following:

Valerie Patterson, SLP / Up to 35 hours for summer preschool evaluations and meetings / \$40 per hour

Jacqueline Reasor, Psychologist / Up to 30 hours for summer preschool evaluations / \$40 per hour

d. Extended School Year - ESY - Summer 2019

It is recommended that the Board of Education approve the following:

One Coordinator / \$1,000.00 / Sarah Smith

One Intervention Specialist / Tuesdays and Wednesdays for 6 weeks / Up to 60 hours @ \$28.95 per hour / Sarah Smith

One Intervention Specialist / Tuesdays and Wednesdays for 6 weeks / Up to 9 hours @ \$28.95 per hour / Sam Price

One Intervention Specialist / Tuesdays and Wednesdays for 6 weeks / Up to 4 hours @ \$28.95 per hour / Rachel Alaimo

One Education Aide / Tuesdays and Wednesdays for 6 weeks / Up to 30 hours @ \$13.74 per hour / Cathy Rundo

One SLP / Up to 3 hours for ESY Programming / \$40.00 per hour / Stacie Mamula

3. Other Business

a. Student Handbooks - 2019/2020 School Year

It is recommended that the Board of Education approve the student handbooks as detailed below:

RES / **Attachment 2**
 BES / **Attachment 3**
 RMS / **Attachment 4**
 RHS / **Attachment 5**

b. Summer Bus Trips

It is recommended that the Board of Education approve the use of District vehicles and drivers for the following:

Bethel Day Care
 Lifestyles Day Camp
 Richfield Day Camp

The individual care providers pay the District for mileage and the driver so there is no cost to the District to provide transportation for the summer trips.

c. Service Agreement - Right At School, LLC

It is recommended that the Board of Education approve the agreement for before and after school services for the 2019-2020 school as detailed in **Attachment 6**.

d. Cheerleading Camp - June 2019

It is recommended that the Board of Education approve a trip to the Cheer Ohio Cheerleading Camp at Kenyon College in Gambier, OH on June 20-23, 2019. Parents will provide transportation to and from camp and will pay the student participation fees, while coaches will provide their own transportation. There is no cost to the District.

e. Sculpt Fitness Group Training Gym

It is recommended that the Board of Education approve the agreement with Sculpt for strength and conditioning programs summer 2019 for RMS and RHS students. See **Attachment 7**.

f. In Lieu of Transportation

Pupil Transportation 2018/2019 School Year

It is recommended that the Board of Education approve the following resolution. This resolution to declare transportation impractical for certain identified students is presented pursuant to the requirements of Ohio Revised Code Chapter 3327 and the procedures set forth by the Ohio Department of Education. The resolution follows careful evaluation of all other available options prior to consideration of impracticality. The Superintendent of Revere Local School District recommends that the board of education adopt the following resolution:

WHEREAS the students identified below have been determined to be residents of the Revere Local School District, and eligible for transportation services; and WHEREAS after a careful evaluation of all available options, it has been determined that it is impractical to provide transportation for these students to their selected schools; and

WHEREAS the following factors as identified in Revised Code 3327.02 have been considered:

1. The time and distance required to provide transportation.
2. The number of pupils to be transported.
3. The cost of providing transportation in terms of equipment, maintenance, personnel, and administration.
4. Whether similar or equivalent service is provided to other pupils eligible for transportation.
5. Whether and to what extent the additional services unavoidably disrupts current transportation schedules.
6. Whether other reimbursable types of transportation are available, and

WHEREAS the option of offering payment in lieu of transportation is provided in Revised Code: Therefore be it

RESOLVED that the Revere Board of Education hereby approves the declaration of impractical to transport for the identified students, and is offering them payment in lieu of transportation.

See Attachment 8

g. Textbook Review for New Adoption - No Action

The following textbooks will be on Display in the Administration Building beginning May 21st. The Board of Education will review them with the intention of placing the adoption on the June 2019 Regular Agenda. See **Attachment 9**.

h. Revised Board Policy

It is recommended that the Board of Education approve an adopt, as a single reading, the revised Policy detailed in **Attachment 10**.

X. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services
Director of Curriculum and Instruction

XI. INFORMATIONAL ITEMS

June Work Session - 6/11/19 @ 5:30 p.m. in the Administration Building.
June Regular Meeting - 6/25/19 @ 5:30 p.m. in the Administration Building

XII. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

The Board values and encourage public comment on educational issues. Meetings of the Board of Education are for the purpose of conducting Board business in a public setting, with the exception of Executive Sessions for specific purposes defined by law. Board of Education meetings, while held primarily in a public setting, are not designed for extensive public input. Per Board Policy, each participant is limited to five (5) minutes of speaking time.

Anyone having an interest in the actions of the Board may participate during the open forum portion of the meeting. Please identify yourself to the Board President or the Superintendent prior to the start of the meeting. Should your comments include a request for information or extended dialogue, it may be necessary and more appropriate that a subsequent meeting with the Board and/or Administrative representative be scheduled to fully discuss issues.

The public may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. The Superintendent will advise speakers about other channels provided for Board consideration of complaints involving individuals.

XIII. EXECUTIVE SESSION

Personnel: To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees.

Negotiations: To prepare for negotiations.

1. Possible Action Item

a. Personnel

XIV. ADJOURNMENT

New Document

MINUTES

Attachment T-1

**Revere Local School District
Revere Board Meetings
April Work Session REVISED
Tuesday, April 9, 2019, 5:30 pm - 8:30 pm
Administration Building**

I. CALL TO ORDER

Mr. Seifert called the meeting to order at 5:30 PM

II. ROLL CALL

Dana Appel
Claudia Hower
Keith Malick
Diana Sabitsch
George Seifert

III. EXECUTIVE SESSION - 1 OF 2**Res. 19-103286**

Moved into Executive Session at 5:31 PM to discuss the following items:

Personnel: To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees.

Move: Claudia Hower Second: Diana Sabitsch Status: Passed

IV. The President called the Board of Education out of Executive Session at 5:55 PM**V. TREASURER'S AGENDA-No Action****VI. SUPERINTENDENT'S AGENDA****1. Certificated/Licensed Personnel****a. Resignations****Res. 19-103287**

It is recommended that the Board of Education approve the following resignations, effective at the end of the current school year:

Kristen Fotta / Grade 4 (LOA 18-19)

Jessica Mackey / Family Consumer Science RHS

Move: Diana Sabitsch Second: George Seifert Status: Passed

VII. REVIEW of the Agenda for the April 19, 2019 Regular Meeting**VIII. EXECUTIVE SESSION - 2 OF 2****Res. 19-103288**

Moved into Executive Session at 7:02 PM to discuss the following items:

Personnel: To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees.

Move: Diana Sabitsch Second: Claudia Hower Status: Passed

IX. The President called the Board of Education out of Executive Session at 8:59 PM

X. ADJOURNMENT

Res. 19-103289

Moved by Mr. Malick, seconded by Mrs. Appel to adjourn the meeting at 8:59 PM.

Approved By:

Treasurer

Date

MINUTES

**Revere Local School District
Revere Board Meetings
Regular April BOE Meeting
Tuesday, April 16, 2019, 6:30 pm - 8:30 pm
RHS Library**

I. CALL TO ORDER

Mrs. Appel called the meeting to order at 6:32 PM

II. ROLL CALL

Dana Appel
Claudia Hower
Keith Malick
Diana Sabitsch
George Seifert-Absent

III. PLEDGE OF ALLEGIANCE

IV. SUPERINTENDENT'S AGENDA Certificated/Licensed

Reduction in Force (RIF) has been pulled from the Agenda, item 1.a.

1. ADDENDUM-Memorandum of Understanding (MOU), REA

Res. 19-103290

It is recommended that the Board of Education approve the MOU to provide options for Jeff Dallas to obtain additional education and licensure as detailed in Attachment A-1.

Move: Keith Malick Second: Diana Sabitsch Status: Passed

V. PRESENTATIONS

None for April.

VI. PUBLIC SPEAKS TO AGENDA ITEMS

VII. BUILDING PRINCIPALS' REPORTS

VIII. TREASURER'S AGENDA - Mr. Rick Berdine

RES. 19-103291 CONSENSUS ITEMS a-e

a. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the Special Meeting held March 12, 2019 and the Regular Meeting held March 19, 2019.

b. Approval of the Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of March.

c. Donations, Attachment T-3

The Treasurer recommends the approval, with appreciation, of the donations listed.

d. Appropriation Adjustments, Attachment T-4

The Treasurer recommends approval of the appropriation adjustments as listed.

e. Purchase Orders

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

RES. 19-103291 CONSENSUS ITEMS a-e

Move: Keith Malick Second: Diana Sabitsch Status: Passed

IX. BOARD MEMBERS' REPORTS

Finance and Audit Committee
Facilities and Ground Committee
Legislative Report
Cuyahoga Valley Career Center

X. SUPERINTENDENT'S AGENDA, Mr. Matthew L. Montgomery

1. Certificated/Licensed

RES. 19-103292 CONSENSUS ITEMS 1. b-e and 2. a-f

- a. Reduction in Force (RIF)-**REMOVED FROM AGENDA**
- b. Continuing Contracts - 2019/2020

It is recommended that the Board of Education approve the following teachers for Continuing Contracts beginning with the 2019-2020 school year:

Stephanie Duttry / RHS
Stephanie Macaуда / RMS
Brittany Mravec / RES
Krista Rozek / RMS
Joshua Schaefer / RHS
Steve Wido / RHS

- c. Limited Contracts - 2019/2020 School Year, Attachment 1

It is recommended that the Board of Education approve Limited Contracts as detailed in **Attachment 1**.

- d. Non-renewal of Certificated/Licensed Supplemental Contracts - 2018/2019 School year

It is recommended that the Board of Education approve the routine non-renewal of all supplemental contracts for the 2018-2019 school year.

- e. Non-renewal of Long Term Substitutes - 2018/2019

It is recommended that the Board of Education approve the routine non-renewal of all long term substitutes for the 2018-2019 school year, including but not limited to:

Kristin Corcoran
Mary Ravanelli
Emily Sokolowski

2. Classified

- a. Resignations

It is recommended that the Board of Education approve the following:

Jacquelyn Lisowski, Preschool Transportation Aide, effective end of business 4/5/19
Morgan Rector, Grd 7 Girls' Basketball Coach 18/19, effective 3/20/19

- b. Classified Personnel - Supplemental Contracts 2018/2019

It is recommended that the Board of Education approve the following:

Morgan Rector, Girls' Grd 7 Basketball Coach for 1/3 contract 18/19
Joe Garner, Girls' Grd 7 Basketball Coach for 2/3 contract 18/19
Senthil Kumar, VOLUNTEER Coach Boys' Tennis 18/19
Eric Head, Gameworker
Pat Cingle, Gameworker

c. Non-renewal of Classified Supplemental Contracts - 2018/2019 School year

It is recommended that the Board of Education approve the routine non-renewal of all supplemental contracts for the 2018-2019 school year.

d. Non-renewal of Kindergarten and Preschool Drivers

It is recommended that the Board of Education approve the routine non-renewal of the following Kindergarten and Preschool drivers at the end of the 2018-2019 school year:

Peggy Tyson - K
Sharon Ayers - K
Jennifer Shaver - K
Lisa Solomon - K
Connie Nicholas - PS

e. Routine Non-renewals - Education Aides

It is recommended that the Board of Education approve the routine non-renewal of the following:

Carrie Shuster - 5-hour Aide
Kristy Fisher - 5-hour Aide
Nicole Aquino - 5-hour Aide
Tammy Fay - 1-hour Aide

f. Contracted Transportation Aide

It is recommended that the Board of Education approve the following:

Shirley Clarke-Panek / 4 Hours/Day / Step 0 for \$ 12.36 per hour / Effective 4/8/19

RES. 19-103292 CONSENSUS ITEMS 1. b-e and 2. a-f

Move: Diana Sabitsch Second: Keith Malick Status: Passed

3. Student Services

RES. 19-103293 consensus items 3. A-B and 4. A-D

a. Memorandum of Understanding (MOU) - The Nord Center, Attachment 2

It is recommended that the Board of Education approve the MOU with The Nord Center to provide services to a Sp Ed student as detailed in **Attachment 2**.

b. Home Instruction

It is recommended that the Board of Education approve the following for the 2018-2019 school year:

Joanne Joyce / Up to 8 hours of home instruction for student G
Roy Rosario / Up to 16 hour of home instruction for student H

4. Other Business

a. ESC Service Agreement 2019-2020, Attachment 3

It is recommended that the Board of Education approve the annual Primary Service Agreement with the Educational Service Center of Northeast Ohio as detailed in **Attachment 3**.

b. Annual Membership in the Ohio High School Athletic Association (OHSAA), Attachment 4

It is recommended that the Board of Education approve the annual membership in OHSAA with details noted in **Attachment 4**.

c. Out of State Trip - Girls' Basketball

It is recommended that the Board of Education approve a trip to West Virginia University Team Camp from 6/21/19 through 6/23/19 for a minimum of 6 games and a playoff game. A Revere bus and driver will be utilized for the transportation to and from WVU. Cost of the trip will be covered by the parent's club and those attending with no expense to the District/General Fund.

d. Washington D.C. Trip, Grade 8

It is recommended that the Board of Education approve the annual trip to Washington D.C. for current eighth grade students departing May 28, 2019 and returning May 31, 2019. All traditional safety precautions will be observed.

RES. 19-103293 consensus items 3. A-B and 4. A-D

Move: Diana Sabitsch Second: Keith Malick Status: Passed

5. Classified Personnel

a. ADDENDUM-Resignation for Retirement-

Res. 19-103294 consensus items 2 and 3

It is recommended that the Board of Education approve the following:

Claudia Sarcyk / Secretary RHS / Effective end of the current contract year

6. STUDENT SERVICES

a. ADDENDUM- Home Instruction

It is recommended that the Board of Education approve the following:

Kim Gerdes to provide up to 5 hours of Home Instruction for Student E

RES. 19-103294 consensus items 2 and 3

Move: Keith Malick Second: Diana Sabitsch Status: Passed

XI. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services

Director of Curriculum and Instruction

XII. INFORMATIONAL ITEMS

The May Work Session will be held May 14, 2019 at 5:30 p.m. in the Administration Building.

The May Regular Meeting will be held May 21, 2019 at 6:30 p.m. in the RHS Library.

XIII. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XIV. ADJOURNMENT

Res. 19-103295

Moved by Mr. Malick, seconded by Mrs. Sabitsch to adjourn the meeting at 7:35 PM

Approved By:

Treasurer

Date

New Document

APRIL 30, 2019

Financial Report



Revere Local School District

Richard Berdine
Treasurer

Revere Local School District

Forecast Comparison - General Operating Fund - April 2019



	April 2019 FCST Estimate	April 2019 Actuals	April 2018 Actuals	Variance-March 2019 Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 2,478,202	\$ 2,171,382	\$ 2,647,239	\$ (306,820)	timing of tax advances/settlement
1.020 - Public Utility Personal Property Tax	\$ 799,100	\$ 753,284	\$ 768,455	\$ (45,816)	tax settlement lower than expected due to unanticipated reduction in public utility valuation
1.035 - Unrestricted Grants-in-Aid	\$ 190,420	\$ 192,887	\$ 188,716	\$ 2,467	
1.040 - Restricted Grants-in-Aid	\$ 193	\$ 94	\$ 193	\$ (99)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 96,885	\$ 87,899	\$ 101,313	\$ (8,986)	
1.070 - Total Revenue	\$ 3,564,800	\$ 3,205,546	\$ 3,705,916	\$ (359,254)	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ 480	\$ 89	\$ 383	\$ (391)	
2.080 Total Revenue and Other Financing Sources	\$ 3,565,280	\$ 3,205,635	\$ 3,706,299	\$ (359,645)	
Expenditures:					
3.010 - Personnel Services	\$ 1,647,674	\$ 1,561,419	\$ 1,537,518	\$ 86,255	overestimate to be adjusted in May 2019 FCST
3.020 - Employees' Retirement/Insur. Benefits	\$ 691,560	\$ 614,014	\$ 615,842	\$ 77,546	STRS foundation shortage varies by month assessed vs month paid as historically paid one month in arrears, overestimate of salaries creates this variance as well for retirement/medicare percentages
3.030 - Purchased Services	\$ 540,000	\$ 487,734	\$ 530,453	\$ 52,266	timing of FY19 expenditures vs estimates based on historical monthly percentages
3.040 - Supplies and Materials	\$ 58,000	\$ 86,024	\$ 57,634	\$ (28,024)	timing of FY19 expenditures vs estimates based on historical monthly percentages
3.050 - Capital Outlay	\$ 10,000	\$ 4,007	\$ 4,526	\$ 5,993	
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 290,000	\$ 271,674	\$ 274,939	\$ 18,326	timing of FY19 expenditures vs estimates based on historical monthly percentages
4.500 - Total Expenditures	\$ 3,237,234	\$ 3,024,872	\$ 3,020,912	\$ 212,362	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 3,237,234	\$ 3,024,872	\$ 3,020,912	\$ 212,362	
Surplus/(Deficit) for Month	\$ 328,046	\$ 180,763	\$ 685,387	\$ (147,283)	

Revere Local School District

Forecast Comparison - General Operating Fund - April 2019



Revenue:

1.010 - General Property Tax (Real Estate)
1.020 - Public Utility Personal Property Tax
1.035 - Unrestricted Grants-In-Aid
1.040 - Restricted Grants-In-Aid
1.050 - Property Tax Allocation
1.060 - All Other Operating Revenues
1.070 - Total Revenue

Other Financing Sources:

2.050 - Advances In
2.060 - All Other Financing Sources
2.080 Total Revenue and Other Financing Sources

Expenditures:

3.010 - Personnel Services
3.020 - Employees' Retirement/Insur. Benefits
3.030 - Purchased Services
3.040 - Supplies and Materials
3.050 - Capital Outlay
3.060 - Intergovernmental
4.300 - Other Objects
4.500 - Total Expenditures

Other Financing Uses:

5.010 - Operating Transfers-Out
5.020 - Advances Out
5.030 - All Other Financing Uses
5.050 - Total Expenditures and Other Financing Uses

Surplus/(Deficit) FYTD

19050319

	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
	\$ 25,889,650	\$ 25,958,782	\$ 27,405,218	\$ 69,132	tax settlement higher than expected due to growth in new construction values for 2019 collection year for both residential and commercial
	\$ 1,564,734	\$ 1,518,918	\$ 1,511,871	\$ (45,816)	tax settlement lower than expected due to unanticipated reduction in public utility valuation
	\$ 2,158,925	\$ 2,168,006	\$ 2,143,890	\$ 9,081	
	\$ 1,506	\$ 2,274	\$ 1,789	\$ 768	
	\$ 1,700,000	\$ 1,699,661	\$ 1,982,966	\$ (339)	
	\$ 1,067,645	\$ 1,286,727	\$ 1,167,328	\$ 219,082	increased interest earnings, timing of receipt of tuition and student fees, estimates will be updated for May 2019 FCST
	\$ 32,382,460	\$ 32,634,368	\$ 34,213,062	\$ 251,908	
	\$ 250,000	\$ 250,000	\$ -	\$ -	
	\$ 4,031	\$ 3,108	\$ 9,142	\$ (923)	
	\$ 32,636,491	\$ 32,887,476	\$ 34,222,204	\$ 250,985	
	\$ 17,715,741	\$ 17,348,770	\$ 17,228,070	\$ 366,971	overestimate to be adjusted in May 2019 FCST
	\$ 6,882,779	\$ 6,729,199	\$ 6,371,760	\$ 153,580	STRS foundation shortage varies by month assessed vs month paid as historically paid one month in arrears, overestimate of salaries creates this variance as well for retirement/medicare percentages
	\$ 4,443,358	\$ 4,867,213	\$ 4,507,819	\$ (423,855)	timing of FY19 expenditures vs estimates based on historical monthly percentages, forecast assumes 90% of budgets to be expended in fiscal year but currently trending above this, will adjust in May 2019 FCST
	\$ 885,912	\$ 927,971	\$ 789,355	\$ (42,059)	timing of FY19 expenditures vs estimates based on historical monthly percentages, will adjust in May 2019 FCST
	\$ 213,521	\$ 105,125	\$ 263,941	\$ 108,396	timing of FY19 expenditures vs estimates based on historical monthly percentages, will adjust in May 2019 FCST
	\$ 224,000	\$ 220,191	\$ 220,523	\$ 3,809	
	\$ 616,971	\$ 593,564	\$ 588,411	\$ 23,407	timing of FY19 expenditures vs estimates based on historical monthly percentages
	\$ 30,982,282	\$ 30,792,033	\$ 29,969,879	\$ 190,249	
	\$ 109,926	\$ 109,926	\$ 250,000	\$ -	
	\$ 250,000	\$ 250,000	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ 31,342,208	\$ 31,151,959	\$ 30,219,879	\$ 190,249	
	\$ 1,294,283	\$ 1,735,517	\$ 4,002,325	\$ 441,234	



Revere Local School District

Revenue Analysis Report - General Operating Fund Only - FY19

2018 - 2019	Local Revenue				State Revenue					Non-Operating*	Total Revenue
	Taxes		Interest	All Other Operating	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid				
	Real Estate	Personal Property									
July	7,201,692	-	39,994	94,666	194,806	-	192	250,329	7,781,679		
August	3,581,933	-	84,627	170,158	339,036	-	198	253	4,176,205		
September	1,316,433	765,634	57,189	39,526	202,285	-	195	89	2,381,351		
October		-	33,591	127,985	195,836	1,699,661	195	44	2,057,312		
November	-	-	86,702	31,906	194,247	-	195	89	313,139		
December	-	-	30,712	21,207	200,117	-	425	89	252,550		
January	-	-	30,014	22,346	264,035	-	183	89	316,667		
February	7,222,502	-	74,386	88,681	194,607	-	184	89	7,580,449		
March	4,464,840	-	48,968	116,170	190,150	-	413	1,948	4,822,489		
April	2,171,382	753,284	59,262	28,637	192,887	-	94	89	3,205,635		
May	-	-	-	-	-	-	-	-	-		
June	-	-	-	-	-	-	-	-	-		
Totals	\$25,958,782	\$1,518,918	\$545,445	\$741,282	\$2,168,006	\$1,699,661	\$2,274	\$253,108	\$32,887,476		
% of Total	78.93%	4.62%	1.66%	2.25%	6.59%	5.17%	0.01%	0.77%			

*Non-Operating Revenue includes advances in, and refund of prior year expenditures.

rb050319

Revere Local School District

April 2019

FINSUMM Financial Summary

rb050319



Fund	Fund Name	Beginning Balance 7/1/2018	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$21,292,414.84	\$3,205,634.30	\$32,887,472.05	\$3,024,873.28	\$31,151,956.50	\$23,027,930.39	\$1,534,053.05	\$21,493,877.34
002	Bond Retirement	\$4,046,605.53	\$405,628.32	\$4,050,031.79	\$36,942.01	\$5,100,097.09	2,996,540.23	\$1,226,750.00	1,769,790.23
003	Permanent Improvement	\$4,221,505.48	\$130,963.37	\$1,400,113.91	\$108,912.23	\$798,356.38	4,823,263.01	\$3,400,734.25	1,422,528.76
004	Building Fund	\$67,815,276.60	\$82,610.87	\$1,113,626.77	\$2,486,217.78	\$16,038,092.72	52,890,810.65	\$49,970,670.35	2,920,140.30
006	Food Service	\$42,909.54	\$94,108.36	\$1,007,321.64	\$89,541.06	\$948,180.07	102,051.11	\$69,324.36	32,726.75
007	Special Trust	\$33,128.97	\$3,000.00	\$21,200.00	\$0.00	\$2,042.61	52,286.36	\$78.90	52,207.46
008	Endowment	\$17,620.42	\$46.44	\$425.89	\$0.00	\$0.00	18,046.31	\$0.00	18,046.31
009	Uniform School Supplies	\$127,544.59	\$7,274.00	\$144,072.50	\$10,659.50	\$134,836.34	136,780.75	\$12,437.74	124,343.01
018	Public School Support	\$418,897.22	\$52,535.62	\$131,749.38	\$6,178.61	\$84,721.44	465,925.16	\$343,463.84	122,461.32
019	Other Grants	\$21,252.89	\$0.00	\$0.00	\$0.00	\$6,441.06	14,811.83	\$9,295.87	5,515.96
022	District Agency	\$8,915.61	(\$1,135.00)	\$3,351.00	(\$278.76)	\$4,505.06	7,761.55	\$221.38	7,540.17
024	Employee Benefits Self-Insurance	\$6,530.03	\$3,802.32	\$38,298.83	\$3,682.12	\$40,015.74	4,813.12	\$4,572.26	240.86
026	Employee Benefits Section 125	\$25,956.50	\$9,131.40	\$90,455.40	\$5,512.36	\$84,585.77	31,826.13	\$8,764.23	23,061.90
200	Student Managed Activity	\$144,977.72	\$39,657.58	\$100,354.63	\$14,026.50	\$89,568.29	155,764.06	\$19,329.51	136,434.55
300	District Managed Student Activities	\$312,780.44	\$26,331.15	\$1,311,419.85	\$63,545.28	\$525,048.71	1,099,151.58	\$45,169.94	1,053,981.64
451	Data Communications	\$0.00	\$0.00	\$7,200.00	\$7,200.00	\$7,200.00	0.00	\$0.00	0.00
499	Miscellaneous State Grants	\$0.00	\$0.00	\$15,933.00	\$0.00	\$904.00	15,029.00	\$0.00	15,029.00
516	IDEA Special Education	(\$11,119.15)	\$75,816.53	\$491,767.65	\$45,070.05	\$525,718.55	(45,070.05)	\$45,359.61	(90,429.66)
572	Title I	(\$46,102.80)	\$20,168.67	\$186,947.23	\$13,445.78	\$154,290.21	(13,445.78)	\$0.00	(13,445.78)
587	Early Childhood Special Education	\$0.00	\$0.00	\$6,968.57	\$0.00	\$6,968.57	0.00	\$0.00	0.00
590	Title II-A	\$0.00	\$5,782.85	\$37,842.30	\$3,855.30	\$41,697.70	(3,855.40)	\$0.00	(3,855.40)
599	Title IV-A	(\$540.74)	\$0.00	\$17,602.63	\$0.00	\$17,373.92	(312.03)	\$0.00	(312.03)
	Grand Totals (ALL Funds)	\$98,478,553.69	\$4,161,356.78	\$43,064,155.02	\$5,919,383.10	\$55,762,600.73	\$85,780,107.98	\$56,690,225.29	\$29,089,882.69



Revere Local School District

Approved Funds for 2018/2019

This report is a listing of all grant funds authorized and/or received throughout the 2018/2019 fiscal year.					
Fund	Description	Authorized Amount	Monthly Amount Received	Amount Received FY-to-date	Amount Received Project-to-date
<i>State Grants</i>					
451/9019	Ohio K-12 Network Subsidy	\$7,200.00	\$0.00	\$7,200.00	\$7,200.00
499/9018	Secondary Transition 2018	\$904.00	\$0.00	\$904.00	\$904.00
499/9019	School Safety Grant 2019	\$15,029.00	\$0.00	\$15,029.00	\$15,029.00
	<i>Total State Funds</i>	\$23,133.00	\$0.00	\$23,133.00	\$23,133.00
<i>Federal Grants</i>					
516/9019	IDEA Part B Special Education 2019	\$520,882.67	\$75,816.53	\$375,699.19	\$375,699.19
516/9218	IDEA Part B Special Education 2018	\$644,635.68	\$0.00	\$116,068.46	\$577,686.55
572/9019	Title I 2019	\$135,916.11	\$20,168.67	\$94,120.46	\$94,120.46
572/9218	Title I 2018	\$239,391.55	\$0.00	\$79,380.99	\$223,462.79
587/9019	Early Childhood Special Education 2019	\$7,742.86	\$0.00	\$6,968.57	\$6,968.57
590/9019	Title II-A 2019	\$43,717.83	\$5,782.85	\$30,842.30	\$30,842.30
590/9218	Title II-A 2018	\$61,017.95	\$0.00	\$7,000.00	\$61,017.95
599/9019	Title IV-A 2019	\$13,669.54	\$0.00	\$12,302.58	\$12,302.58
599/9218	Title IV-A 2018	\$10,000.00	\$0.00	\$5,300.05	\$9,337.63
	<i>Total Federal Funds</i>	\$1,676,974.19	\$101,768.05	\$727,682.60	\$1,391,438.02
rb050319					

Revere Local School District



Record of Advances for 2018/2019

INITIAL ADVANCE INFORMATION					ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
8/15/2017	001	006/0000	Food Services	\$150,000.00	7/24/2018	\$150,000.00
8/15/2017	001	300/920A	Athletics	\$100,000.00	7/24/2018	\$100,000.00
7/24/2018	001	006/0000	Food Services	\$150,000.00		
7/24/2018	001	300/920A	Athletics	\$100,000.00		
TOTAL Advances for 2018-2019				\$500,000.00		\$250,000.00
Advances Outstanding						\$250,000.00

rb050319



Revere Local School District

Cash Reconciliation

April 30, 2019

FINSUM Balance			\$	85,780,107.98
Bank Balance:				
Huntington Bank	746,771.21			
			\$	746,771.21
Investments:				
Meeder Investment Managers Managed Portfolio - General	22,700,659.65			
Meeder Investment Managers Managed Portfolio - Building Fund	49,610,166.49			
STAR Ohio - General Account	10,444,578.84			
STAR Ohio PLUS - General Account	25,793.98			
STAR Ohio - Bond Retirement Account	2,488,906.45			
			\$	85,270,105.41
Petty Cash:				
Building Principals	400.00			
Athletic Director	100.00			
Bus Garage	100.00			
Treasurer's Office	200.00			
			\$	800.00
Change Fund:				
	-			
	-			
	-			
			\$	
Less: Outstanding Checks			\$	(233,896.06)
Outstanding Deposits/Other Adjustments:				
NSF Checks To Recover				
QTD Payroll Deductions Yet To Be Remitted	(3,728.58)			
Food Services Deposit In Transit	56.00			
			\$	(3,672.58)
Bank Balance			\$	85,780,107.98
Variance			\$	-

Revere Local School District

April 30, 2019



Appropriation Summary

rb050319

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$38,832,375.00	\$541,328.69	\$39,373,703.69	\$31,151,956.50	\$3,024,873.28	\$1,534,053.05	6,687,694.14	83.01%
002 Bond Retirement	\$6,339,250.00	\$0.00	\$6,339,250.00	\$5,100,097.09	\$36,942.01	\$1,226,750.00	12,402.91	99.80%
003 Permanent Improvement	\$1,049,000.00	\$3,284,168.18	\$4,333,168.18	\$798,356.38	\$108,912.23	\$3,400,734.25	134,077.55	96.91%
004 Building Fund	\$44,050,000.00	\$24,146,603.58	\$68,196,603.58	\$16,038,092.72	\$2,486,217.78	\$49,970,670.35	2,187,840.51	96.79%
006 Food Service	\$935,000.00	\$5,137.00	\$940,137.00	\$948,180.07	\$89,541.06	\$69,324.36	(77,367.43)	108.23%
007 Special Trust	\$27,921.51	\$0.00	\$27,921.51	\$2,042.61	\$0.00	\$78.90	25,800.00	7.60%
008 Endowment	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	400.00	0.00%
009 Uniform School Supplies	\$148,800.00	\$21,525.67	\$170,325.67	\$134,836.34	\$10,659.50	\$12,437.74	23,051.59	86.47%
018 Public School Support	\$501,307.40	\$9,411.33	\$510,718.73	\$84,721.44	\$6,178.61	\$343,463.84	82,533.45	83.84%
019 Other Grants	\$17,817.44	\$3,472.45	\$21,289.89	\$6,441.06	\$0.00	\$9,295.87	5,552.96	73.92%
022 District Agency	\$20,992.75	\$80.00	\$21,072.75	\$4,505.06	(\$278.76)	\$221.38	16,346.31	22.43%
024 Employee Benefits Self-Insurance	\$49,000.00	\$0.00	\$49,000.00	\$40,015.74	\$3,682.12	\$4,572.26	4,412.00	91.00%
026 Employee Benefits Section 125	\$94,000.00	\$0.00	\$94,000.00	\$84,585.77	\$5,512.36	\$8,764.23	650.00	99.31%
200 Student Managed Activity	\$171,375.00	\$16,772.95	\$188,147.95	\$89,568.29	\$14,026.50	\$19,329.51	79,250.15	57.88%
300 District Managed Student Activities	\$638,798.00	\$4,843.54	\$643,641.54	\$525,048.71	\$63,545.28	\$45,169.94	73,422.89	88.59%
451 Ohio K-12 Network Subsidy	\$7,200.00	\$0.00	\$7,200.00	\$7,200.00	\$7,200.00	\$0.00	0.00	100.00%
499 Miscellaneous State Grants	\$0.00	\$904.00	\$904.00	\$904.00	\$0.00	\$0.00	0.00	100.00%
516 IDEA Special Education	\$636,527.82	\$56,253.29	\$692,781.11	\$525,718.55	\$45,070.05	\$45,359.61	121,702.95	82.43%
572 Title I	\$186,981.01	\$1,103.05	\$188,084.06	\$154,290.21	\$13,445.78	\$0.00	33,793.85	82.03%
587 Early Childhood Special Education	\$7,742.66	\$0.00	\$7,742.66	\$6,968.57	\$0.00	\$0.00	774.09	90.00%
590 Title II-A	\$43,717.83	\$7,000.00	\$50,717.83	\$41,697.70	\$3,855.30	\$0.00	9,020.13	82.22%
599 Title IV-A	\$14,361.28	\$5,420.23	\$19,781.51	\$17,373.92	\$0.00	\$0.00	2,407.59	87.83%
Totals	\$93,772,567.70	\$28,104,023.96	\$121,876,591.66	\$55,762,600.73	\$5,919,383.10	\$56,690,225.29	\$9,423,765.64	92.27%



Revere Local School District

Check Register for Checks > \$9,999.99
April 2019

Vendor	Amount	Fund	Description
Lykins Energy Solutions	\$ 14,370.22	001	Diesel fuel
Renhill Group Inc.	\$ 19,341.35	001	Substitute teachers
GPD Geotechnical Services Inc.	\$ 15,028.25	004	Coconstruction testing
Southway Fence Company	\$ 43,350.00	001/300	Baseball field fencing/batting cages
ICON Inc.	\$ 107,333.73	003/004	New bus garage/Summer 2018 renovations at RES & RMS
Kidslink Neurobehavioral	\$ 44,581.13	001	Special education tuition
Nason Landscaping Inc.	\$ 12,665.00	001	Lawn care/landscaping/Elms softball field preparation
PRN Therapy Services Inc.	\$ 16,128.00	001	Special education OT/PT services
Village of Richfield	\$ 46,039.69	004	New bus garage sanitary sewer tap-in fee
ESC of Northeast Ohio	\$ 89,578.42	001/516	Special education aides/LEP services/gifted coordinator services/preschool aides/tech integrationist services
Rush Truck Center	\$ 10,337.12	001	Bus repairs and parts
Ohio Edison Co.	\$ 25,561.67	001	Electricity
Roetzel & Andrews, LPA	\$ 12,707.08	001	Legal services
ICON Inc.	\$ 1,302,563.26	004	Construction of Bath ES
ICON Inc.	\$ 1,091,246.13	004	Construction of Revere HS
Renhill Group Inc.	\$ 16,384.37	001	Substitute teachers
Gordon Food Service	\$ 13,329.52	003	Food service supplies
SRHCC-Dental	\$ 22,911.93	001/006	Employee benefits dental insurance
SRHCC-Medical	\$ 358,492.25	001/006	Employee benefits medical/prescription insurance
Huntington Bank	\$ 803,834.96	various	Payroll #1
Huntington Bank	\$ 816,321.91	various	Payroll #2
Huntington Bank	\$ 10,995.21	various	Medicare contributions - payroll #1
Huntington Bank	\$ 11,712.54	various	Medicare contributions - payroll #2
School Employees Retirement System	\$ 55,038.00	various	Classified retirement contributions
State Teachers' Retirement System	\$ 32,629.19	various	Certified retirement contributions
State Teachers' Retirement System	\$ 128,100.73	various	Certified retirement contributions

rb050319

FY2019
REVERE LOCAL SCHOOLS FOOD SERVICE ENTERPRISE-FUND #006
Monthly Cash Flow Spending Plan Report

INCOME	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
BEGINNING BALANCES	42,904.54	106,312.66	99,570.97	92,364.32	101,271.92	109,370.35	120,728.84	116,012.53	114,986.34	97,483.81	102,051.11	102,051.11	
Interest Earnings													0.00
Student Breakfast			1,294.15	1,492.20	1,196.65	951.15	877.90	1,037.55	915.95	1,624.10			9,797.35
Student Lunch Sales	1,885.75	59,785.25	32,934.47	41,769.83	40,009.98	38,980.98	39,294.06	29,014.04	40,814.05	40,588.64			365,077.05
Student A-La-Carte Sales		13,926.45	32,399.75	40,785.05	32,683.55	27,841.45	28,203.91	32,664.20	26,382.80	38,135.00			273,022.16
Student Milk Sales		386.65	831.05	1,010.35	859.10	748.55	689.70	869.00	720.50	1,046.55			7,161.55
Adult Breakfast		2.30	6.65	4.05	7.30	1.10	3.80	7.05	1.65	12.80			46.70
Adult Lunch Sales		485.10	1,314.15	1,801.85	1,477.25	1,084.00	1,152.25	1,424.05	1,238.15	1,868.95			11,845.75
Catering - Bath				28.95	67.55			92.02					188.52
Catering - Hillcrest													0.00
Catering - RMS					30.00								30.00
Catering - RHS				723.06	577.50	553.83		191.32					2,045.71
Miscellaneous			31.29					264.45	25.72	92.05			321.46
Vending Commissions - RMS			24.10	87.10	116.10	109.00	73.50		87.49				589.34
Vending Commissions - RHS													0.00
State Subsidy			4,397.68	10,557.02	12,986.70	10,919.49	9,402.35	9,558.83	11,547.95	10,740.17			80,110.19
Federal Subsidy	107,090.46												107,090.46
Refund/Prior Year Expenditure	150,000.00												150,000.00
Advances In	258,976.21	74,993.45	73,233.29	98,259.46	90,011.68	81,189.55	79,697.47	75,122.51	81,734.26	94,108.36	0.00	0.00	1,007,326.24
TOTALS RECEIPTS													

EXPENDITURES	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
Administrative Supply													0.00
Regular Salaries 141	20,434.48	30,905.24	20,464.31	20,544.50	22,860.91	21,284.90	20,757.45	20,169.10	31,363.86	21,105.96			229,890.71
Substitutes 142			1,892.83	2,453.50	2,498.56	1,203.80	1,125.33	2,341.91	3,486.42	1,580.05			16,582.40
Overtime/Extra Time 144 + 149		396.44	448.53	373.47	545.15	340.79	197.67	327.95	492.02	141.83			3,263.85
Leaves/Holiday 154	90.32	63.77		63.77	166.40		76.86	39.00	37.80	136.31			674.23
Severance													0.00
Benefits	15,476.29	17,255.05	15,242.85	15,675.57	15,740.06	17,554.58	15,445.20	15,506.66	17,966.89	14,421.99			160,285.14
SURcharge													0.00
Purchased Services	50.00												50.00
Management Services	9,517.00	16,327.50	5,442.50	5,442.50	5,442.50		10,885.00	1,196.00	5,442.50	10,885.00			70,580.50
Repair/Maintenance													0.00
Travel/Meetings										163.27			163.27
Food/Supplies		16,787.14	36,948.92	44,798.55	34,659.67	29,446.99	35,926.27	36,568.08	31,972.30	38,570.45			305,678.37
New Equipment 500									1,695.00				1,695.00
New Equipment 200									1,695.00				1,695.00
New Equipment 100									3,390.00				3,390.00
New Equipment 400									1,695.00				1,695.00
Dues/Fees										2,536.20			2,536.20
Return of Advance	150,000.00												150,000.00
TOTALS EXPENDITURES	195,568.09	81,735.14	80,439.94	89,351.86	81,913.25	69,831.06	84,413.78	76,148.70	99,236.79	89,541.06	0.00	0.00	948,179.67
ENDING BALANCES	106,312.66	99,570.97	92,364.32	101,271.92	109,370.35	120,728.84	116,012.53	114,986.34	97,483.81	102,051.11			102,051.11
ENCUMBRANCES	352,575.02	307,300.58	264,909.16	214,668.11	177,158.25	155,667.67	110,591.69	171,744.46	130,482.48	69,324.36			
UNENCUMBERED BAL	(246,262.36)	(207,729.61)	(172,544.84)	(113,396.19)	(67,787.90)	(34,938.83)	5,420.84	(56,758.12)	(32,998.67)	32,726.75			

New Document

List of Donations
Received by the Revere Local School District
May 21, 2019

Cash Donations

1 To:	Revere Schools Athletic Capital Campaign	
From:	David and Kelly Staats	\$ 2,500.00
	Anonymous	\$ 52,788.05
2 To:	RMS Washington DC Trip Fund	
From:	Denise Smith	\$ 500.00
3 To:	RHS Christenson Scholarship	
From:	The Henry V. and Frances W Christenson Foundation	\$ 3,000.00
4 To:	RHS Paulette Scholarship	
From:	Edward and Kathleen Butler	\$ 1,000.00
5 To:	RHS Art Department	\$ 100.00
To:	Revere Future Levy Support	\$ 100.00
From:	Joseph M Race	
6 To:	RHS Revere Foundation Scholarship	\$ 3,000.00
From:	Revere Foundation	

Total		\$ 62,988.05
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Equipment & Other Donations

To:
From:

* Donation values for contributions other than cash are provided by the donor and not established by the Board of Education

New Document

Attachment T-4

Adjustments Permanent Appropriations May 21, 2019

The Treasurer recommends that the Board approve the appropriation adjustments in the stated amounts listed below, that these be established at fund level, and authorize the District's participation in any new Grants/Funds if applicable. It is further moved that all expenditures for grants be based upon the budgets submitted to and approved by the funding agencies or the applicable Activity/Purpose Statement.

Category/Description	Fund #	Action	Adjustment	Adjusted Appropriation
				Total
<u>General Fund Class</u>				
General Fund	001			
<u>Special Revenue Funds</u>				
Public School Support	018			
Local Grants	019			
District Managed Activity	300	INCREASE	\$11,100.00	\$646,398.00
Secondary Trans Stndt w/disab	499	INCREASE	\$15,029.00	\$15,029.00
IDEA Special Education	516	INCREASE	\$18,014.66	\$643,738.16
LEP	551			
Title I	572			
Preschool	587	INCREASE	\$4.88	\$7,747.54
Title II-A	590			
Title IV-A	599			
<u>Debt Service Fund Class</u>				
Bond Retirement	002			
<u>Capital Projects Fund Class</u>				
Permanent Improvement	003			
Building Fund	004	INCREASE	\$69,020.00	\$44,119,020.00
Ohio Network k-12	451			
<u>Enterprise Funds</u>				
Food Service	006	INCREASE	\$144,231.78	\$1,079,231.78
Uniform School Supply	009			
Special Enterprise	020			
Special Rotary	014			
<u>Internal Service Funds</u>				
Employee Benefits	024			
<u>Trust Fund Class</u>				
Student Activity Trust	007	INCREASE	\$13,000.00	\$40,921.51
Endowment	008			
<u>Agency Fund Class</u>				
District Agency Health Care	026			
Student Managed Activity	200	INCREASE	\$1,000.00	\$172,375.00
Undainged Funds & Athletic Tournaments	022			
Total of adjustments and or increase to the District's Appropriations			\$271,400.32	

New Document

THEN AND NOW PO'S

<u>PO Number</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Request</u>
193050	5.1.2019	Gale/Cengage	3480.01	RHS Library
192895	4.12.209	Icon Inc.	15370.51	Treasurer
192900	4.11.2019	Rush Truck	4716.78	Transportation
192496	2.25.2019	Rush truck	5620.84	Transportation
193032	4.29.2019	Village of Richfield	31003.32	Operations
192914	4.17.2019	Tremco	6582.35	Operations
193074	5.6.2019	Todaro's	8460.00	RHS Prom

New Document

Connection Education Services Inc.

Attachment 1

Leap Program –Central Office

168 Second Street NW, Barberton Ohio 44203

Phone: (234) 678-5488 Fax: (234) 678-5489 Website: www.theleaprogram.net

Day Treatment-Purchase Service Agreement

2019-2020 School Year

THIS AGREEMENT is entered into between the Revere Local Schools (hereafter "Placing District") and **Connection Education Services Inc.**, a special needs education company, for the sole purpose of providing education services in accordance with placement at the "Leap Program".

WHEREAS, Ohio Revised Code 3323.08 authorizes a district to place a child in a private school or private residential treatment center.

WHEREAS, Students identified and referred by Revere Local Schools will be attending Connection Education Services, Inc. "Leap Program".

THE PARTIES AGREE AS FOLLOWS:

The Placing District will pay Connection Education Services Inc. a per diem rate of **\$135** per student, after services rendered, including teacher in service and calamity days.

1. Connection Education Services Inc. and the Placing District agree to exchange all relevant records pertaining to the identified student, including but not limited to Multifactor Evaluation, re-evaluations, current and past IEP's, report cards, progress reports, transcripts, assessments, discipline records, and any other information/ records needed for Connection Educational Services Inc. and/or their placing school district to fulfill their educational obligations to the above identified student.
2. The Placing District will have access to the above-identified student's education records for the purpose of monitoring the students' educational progress. At minimum, Connection Education Services Inc. will provide any changed and or/updated IEP information, student attendance, Discipline records, assessment data, interim progress monitoring and other relevant information on a quarterly basis to the above named district contact.
3. The term of this agreement will not exceed one (1) year and will automatically expire at the end of the 2019/2020 school year (5/29/20).
4. In the event the students educational needs are no longer the responsibility of the above named placing school district, the parties respective obligations under this agreement for the student above will cease as of the last day the student is attending the Leap Program, providing the Placing District notifies Connection Education Services Inc. in writing Ten (10) Business days prior this event.

Advance quarterly payment will be refunded to the school district provided ten day notification provision falls within the first 30 quarterly days of the above named quarter excluding the per diem rate calculated based on number of days student attends within the quarter. Program credit may be issued and applied to other students at the request of the Placing District in place of a refund.

5. Connection Education Services Inc. acknowledges and agrees the above identified students will not be considered "enrolled" in the Leap Program for the purpose of average daily membership or federal or state funding and the above identified student will be enrolled with the above identified Placing District.
6. Connection Education Services Inc. and Placing District will collaborate on the development of an IEP acceptable to all IEP team members and parties.
7. Connection Education Services Inc. reserves the right to take immediate action, without district permission, in situations where a student, by act or omission, poses a risk of injury, harm or other danger to him/herself or others. Such action may include, but is not limited to immediate dismissal from Connection Education Services Inc. Leap Program, emergency referral to psychiatric or other institutional healthcare providers, and/or securing assistance from local law enforcement authorities. The Placing District will be promptly informed of such an event.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year indicated below.

Placing District Representative: _____ Date: ____/____/____

Connection Education Services Inc.
George C. Linberger, Co-Founder
LEAP Director

A handwritten signature in black ink, appearing to read "George C. Linberger", is written over a horizontal line.

Date: 5/02/19

New Document

2019-2020 RICHFIELD ELEMENTARY SCHOOL

NAME: _____

TEACHER: _____

Welcome to Richfield Elementary School. We are about to begin an exciting new year. This handbook is provided so that all students and parents will have a ready reference to information necessary to the understanding of the daily operations of our school as well as serving as your assignment notebook.

Our Vision

Eager to Learn,
Seeking to Lead,
Working Together to Achieve!

Our Mission

Richfield's mission is to create a school environment in which all children and adults collaborate to feel supported, respected and valued as part of our learning community. As a team, we strive to generate creative approaches to meet all learning styles in order for students to achieve their goals. We foster interactive communication to help each unique individual attain his or her potential as critical thinkers, leaders and life-long learners.

Julie Gulley, Principal
Sunaina Kelly, Assistant Principal

Margaret Birdwisa, Administrative Assistant
Lori Head, Administrative Assistant

Please visit us at: www.revereschools.org

REVERE LOCAL SCHOOL DISTRICT

The following buildings schools comprise the Revere Local School District:

Richfield Elementary School, PK-2
3080 Revere Road
Richfield, Ohio 44286
330-523-3604

Bath Elementary School, 3-5
1246 N. Cleve-Mass. Road
Akron, Ohio 44333
330-523-3802

Transportation Dept
3205 Spring Valley Drive
Akron, Ohio 44333
330-523-3119

Revere Middle School, 6-8
3195 Spring Valley Road
P.O. Box 339
Bath, Ohio 44210
330-523-3404

Revere High School, 9-12
3420 Everett Road
Akron, Ohio 44333
330-523-3202

Board Office
3496 Everett Road
P.O. Box 340
Bath, Ohio 44210
330-523-3100

ABSENCES AND PARTICIPATION

Students **must be in attendance the entire school day** in order to be eligible for extracurricular, co-curricular, and curricular participation. This includes but is not limited to athletics and field trips. Exceptions to this policy will be reviewed by the administration.

ACADEMIC INTEGRITY

Students are expected to present only their work for any assignment, project, or assessment. Presenting another's work as one's own is considered cheating and/or plagiarism. Students may also be referred to administration for further disciplinary action.

ACCIDENTS

Student safety is the responsibility of both students and staff. All injuries and accidents on school grounds must be reported to a staff member. State law requires that all students complete an Emergency Medical Authorization form, signed by a parent and or/guardian, and filed in the school's main office.

ATTENDANCE

Richfield Attendance Number

330-523-3604 or 330-523-3603

1. A phone call from a parent or guardian is expected before 10:00 a.m. on the day the absence occurs.
2. A note is requested from a parent or guardian when the student returns to school. ***All work for all absences can and is expected to be made up by the student.***

Each parent, guardian, or custodian having charge of a child of compulsory school age must send the child to school for the entire time the school attended is in session (ORC 3321.04). Students are more likely to succeed in school, academics, and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. Because of this, in December 2016, Ohio legislature passed House Bill 410 to proactively address excessive absences and truancy. By law, once a student accumulates 38 hours of absence per month or 65 hours per year, they will be considered excessively absent and referred to the district's at-risk student coordinator. The student and family may be required to participate in an intervention program or be referred to the Summit County Juvenile Court as necessary.

AUTHORIZED EXCUSED ABSENCES

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13
Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)
Adopted: December 19, 2017

CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES

Cell phones and electronic communication devices are to be turned off and kept in book bag while school is in session. Student use of cell phones or non-district issued electronic communication devices is prohibited while school is in session. Text messaging is not permitted. Any device that is deemed turned on, makes a noise or vibrates, or otherwise calls attention to itself will be considered a disruption and subject to confiscation by staff. Each offense of this policy requires retrieval of the device by the parent from administration. The student may also face additional disciplinary action by administration.

CLASSROOM EXPECTATIONS

All students are expected to comply with the Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

COMPUTERS

Policies governing the use and/or misuse of computers and technology are included in the Revere Board of Education policy guidelines and Code of Student Behavior. Use of school computers is dependent upon annual receipt of a Computer Technology Usage Form signed by the parent /guardian and student.

CODE OF STUDENT BEHAVIOR, GRADES K– 12

DISCIPLINE

In order to foster a trust and respect between staff and students, guidelines must be developed for the purpose of providing fair and just treatment for students who violate the offenses listed in this handbook. When breaches of school rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his parents and other personnel to help the student correct his behavior. All disciplinary actions should help to protect the welfare of the school community as well as help the student to develop self-discipline.

The following guidelines have been developed for the purpose of providing fair and just treatment for students who violate the rules listed in this handbook.

- A. To protect the rights of students, staff and public, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the students involved in an incident and a search of the student, student's belongings, student's assigned school locker(s), car or other school property based upon "reasonable suspicion" that a dangerous situation exists.
- B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:

1. Conference with the student to clarify the problem and to insure full understanding of consequences of future misbehavior.
 2. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
 3. Assignment of detentions.
 4. Conference with parents to secure cooperation at the home in regaining student behavior.
 5. Referral to counselor, school psychologist or Intervention Assistance Team for guidance, testing or therapy.
 6. Referral to Juvenile Court.
 7. Emergency removal in accordance with State law, including curricular and extracurricular activities.
 8. Suspension: To refer to "out-of-school" in accordance with State law covering both curricular and extra-curricular activities. Suspension is the removal from all academic, extra-curricular and social events affiliated with the school.
 9. Expulsion from school in accordance with State law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Behavior and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

- A. Out-of-School Suspension:
Suspension (out-of-school) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, or be on school property. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer days remain in the school year than the term of the suspension. The Superintendent may apply any or all of the period of suspension to the following year.
- B. In case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted:
1. Only the principal, assistant principal, superintendent or any other authorized administrator may suspend.
 2. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
 3. The pupil and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
 4. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone of the suspension and the reason for it.
 5. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student by certified mail and the Treasurer of the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 6. Should a student enrolled at the Cuyahoga Valley Career Center be suspended from the career center for a conduct code violation, which would also be grounds for suspension in the home school district, the suspension of such student also will be in effect at the home school district. The student shall be notified of that suspension by the home school district in accordance with the normal suspension procedure.
 7. Simultaneous written notice of the suspension shall be sent to (a) student's discipline file; (b) Superintendent; (c) Treasurer of the Board of Education.

EMERGENCY REMOVAL PROCEDURES

Definition: The term "emergency removal" shall be understood to mean the removal of a student from curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or is an ongoing threat or disruption to the academic process. In all cases of emergency removal where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours, the staff person initiating the removal shall submit to the principal, the reasons in writing for the removal.

If it is intended that the student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing will be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify his/her parents, guardian or custodian immediately by telephone of the pending action and the reasons for it.
2. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
3. The person who ordered or requested the hearing must be present at the hearing.
4. If suspension or expulsion is intended, the due process requirement of the law must be carried out in accordance with the applicable procedural requirements in Board Policy and State Law.

EXPULSION PROCEDURES

Definition: The term "expulsion" shall be understood to mean exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to 80 school days, unless otherwise addressed in this Code. The Superintendent of Schools may expel a pupil in accordance with procedure outlined by Ohio Statute. Exclusion from school attendance by expulsion is the most severe remedy available to the school for disciplinary infractions.

The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

Prior to expulsion, the Superintendent shall follow the following procedures:

1. Give the Pupil and his/her parent, guardian or custodian written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must carry the place and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified. If the student is 16 years old or older and the intent to expel is based on an offense for which a permanent exclusion may be requested, the written notice must include a statement that the Superintendent may seek permanent exclusion.
2. Arrange for a hearing to be conducted by the Superintendent or his designee under the guideline established by the individual conducting the hearing. Within one school day after the time of the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. The expulsion may extend beyond the current school year, if at the time an expulsion is imposed, fewer days remain in the school year than the term of the expulsion. The Superintendent may apply any or all of the period of expulsion to the following year. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) calendar days of the date of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive session.
3. If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Appeal - Within fourteen (14) calendar days of the date of the notification of the student expulsion, the student (if eighteen years old or older), the parent, guardian or custodian may appeal the expulsion. The request for appeal should be submitted in writing to the Treasurer for the Board of Education or the Superintendent. A hearing shall be scheduled and the requesting parties notified of the time for the hearing which may be extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings. The Board may affirm the order of expulsion or reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.

Should a student enrolled at the Cuyahoga Valley Career Center be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Home School District, the student will be expelled from the Home School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING OF HANDICAPPED STUDENTS

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP provides otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. Discipline may result in removal from school for more than ten (10) school days if it is determined that the behavior is not a manifestation of the student's handicapping condition. In such a removal beyond ten (10) school days, the special education and/or related services of the IEP will continue as determined by the IEP Team. All handicapped students are subject to removal on an emergency basis described in the Code. Repeated violation of the Code may indicate that a change in the student's placement or IEP is necessary.

PERMANENT EXCLUSION

Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute and Board Policy may be permanently excluded by the State Superintendent of Public Instruction at the request of the Revere Local School District Board of Education in the manner prescribed by law.

The Board's statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

GROUND FOR CLASS REMOVAL, SUSPENSION, OR EXPULSION

Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities regardless of its location, on school premises, or against school property, or directed at a district official or employee or the property of such district official or employee regardless of the location. A student under an out-of-school suspension is not permitted on school grounds or at school events regardless of the location of the event during the suspension.

1. **Aiding & Abetting** – an involvement (active or passive) with another student or students engaged in prohibited activities.
2. **Arson/Firearms or Other Weapons/False Alarms and/or Threats** – an act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
3. **Attendance** – truancy or unexcused absence from class or school or excessive tardiness to class or school.
4. **Bus Conduct** – violation of the rules of conduct on the school bus.
5. **Computer Usage** – violation of the school's computer lab policy and/or the district's acceptable use policy.
6. **Criminal Activities** – violations of specific provisions of federal, state, or local statutes.
7. **Dishonesty** – cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
8. **Disrespect** – rude or disrespectful behavior or failure to cooperate with other students or school personnel.
9. **Disruptive Behavior** – disruption of the classroom, school, school grounds, or school activities or functions.

10. **Fighting/Assault/Physical Violence** – to intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to one's self is included within.
11. **Fireworks/Dangerous Instruments or Materials** – the use, threatened use, or possession of fireworks or explosives including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
12. **Gambling** – playing games of chance which involve wagering.
13. **Harassment** – harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.
14. **Inappropriate Language/Materials** – the use of profane, vulgar, or other improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or material.
15. **Inciting** – inciting to riot or to disrupt or attempt to disrupt the operation of the school.
16. **Illegal Substances** – sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, or alcoholic beverages or the unauthorized use and/ or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation.
17. **Insubordination** – the failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.
18. **Loitering/ Trespassing**– occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
19. **Repeated Violations** – repeated violations of the code of behavior.
20. **Rules** – violation of rules and policies of the classroom, school, and the Revere Board of Education.
21. **Sexual Contact** – defined as any touching of an erogenous zone of another or public display of affection.
22. **School Personnel** – harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time regardless of the location.
23. **Theft** – confiscate, possess or steal private or public property of the school or another individual.
24. **Tobacco** – use and/ or possession of tobacco products in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.
25. **Unauthorized Touching** – touching another person without permission or consent.
26. **Unauthorized Materials** – publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
27. **Vandalism** – the destruction or defacing of public or private property.
28. **Weapons** – possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

Students found in violation of any section of this Code of Student Behavior may be immediately removed from school and recommended to the superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09 and 3109.10, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property and for assaults committed by the minor. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to \$15,000.00 and cost of the suit if the damages were caused by acts of vandalism, desecration, or ethnic intimidation.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

DISCLAIMER

The handbook may not include every item or incident that may occur in the building or on school grounds. Final resolution of each of these situations will be made by the school administration. Additional information about student conduct is found in the Code of Student Behavior. The handbook is not intended to be a manual of all the policies of the Revere Board of Education.

DROP OFF AND PICK UP PROCEDURES

Morning Drop Off

Students are encouraged to ride the bus to school. If you choose to bring your child, there are designated areas and procedures that parents must follow for the safety of all students.

All students are to be dropped off at the parent drop off location on the north side of the building by the gym beginning at 8:30 a.m. There is an adult present from 8:30 - 8:50 a.m. to assure the safety of each child. Any child coming in after 8:50 is tardy and must be signed in at the main office by a parent.

No drop off should take place in the bus lane in front of the school until after 8:40 a.m. If a parent has a need to enter the school with their child, he or she should park in a parking spot and come into the main office. All visitors at Richfield must sign in and be prepared to show a picture ID.

Afternoon Pick Up

Students are encouraged to ride the bus home from school. If you choose to pick up your child, there are designated areas and procedures that parents must follow for the safety of all students.

Parents must enter the building to pick up from the cafeteria. Please park your car in the north parking lot and enter the building using the doors by the gym. The doors will open at approximately 3:20 p.m. You will be asked for photo identification when signing out your child with the school staff. Keep in mind that with over 700 students, it is difficult to remember everyone's name. Failure to produce proper identification, when requested, will result in your child not being permitted to leave.

The person who is picking up the student must be an adult/guardian or a person 18 years old or over who is listed on your emergency form. Do not send in students or other parents to pick up your child. If another person is picking up your child and is not on the emergency card, there must be a parent note sent in that morning which the child has given to the teacher granting permission for that pick up change.

DRESS CODE

We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process; reasonable standards in dress and grooming apply. Compliance with the dress code is expected and non-compliance may be considered insubordination. Any form of dress or hair style that is considered contrary to good hygiene or that is deemed distracting, disruptive, or detrimental to the routine operation of school is prohibited.

Clothing must be worn as designed. Clothing prohibited includes the following items and conditions; clothing that is skin-tight, ripped, cut-off, torn, having holes and/or frayed; pants worn below the waist/hip and are low hanging; sheer or mesh garments; tube tops; shirts that have less than a 3-inch strap; shirts that do not cover the midriff when standing and seated; hats, sun glasses, slippers, pajamas, bandannas/ head coverings, headbands/sweatbands; chains, any item advertising alcoholic beverages, drugs, tobacco, or weapons; or any item with obscene or questionable printing in violation of the Code of Student Behavior. This list is not all inclusive as these are only examples of inappropriate dress.

Shorts and skirts must be finger-tip length or longer from their shortest points and must meet other conventional standards of dress. Tight shorts and shirts with messages across the front or back are not permitted. Shoes must be worn throughout the day. "Flip-flops" or slip-on shoes are prohibited. **Final determination of appropriate school attire rests with the school administration.**

FIELD TRIPS

A completed student field trip permission form with teacher and parent/guardian signatures is required for student participation. Teachers may decline approval for student field trip participation if the student's attendance or academic performance is of concern.

FINES AND FEES

All financial obligations incurred by students must be paid in full. All students are assessed a \$40.00 student fee for the 2019-2020 school year.

FIRE, SAFE SCHOOLS, AND TORNADO DRILLS

All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, "harassment, intimidation, or bullying" means either of following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - 1. Causes mental or physical harm to the other student; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 - 2. Sending abusive or threatening instant messages;
 - 3. Using camera phones to take embarrassing photographs of students and posting them online;
 - 4. Using Web sites to circulate gossip and rumors to other students;
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and

G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment,

intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.

- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed;
- D. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- E. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;

- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667
Adopted: October 17, 2017

GRADING

The grade earned at the end of the trimester is the grade that appears on the student's report card.

District Grading Policy

Grades K-2

P: Proficient • I: In Progress • N: Not Yet Evident

ILLNESS AT SCHOOL

The facilities of our school clinic are available for any student who becomes ill or injured during the school day. Care must be taken at all times to report all illnesses and injuries to the office. If a student has a need for the clinic service, the student should make sure the teacher in charge knows where he/she is going and then report immediately to the office and then the clinic. If unable to return to the classroom, he/she may be excused to go home. Parents will be contacted by the office or clinic. If your student has a fever, vomits or symptoms requiring them to go home, they must be symptom free for 24 hours to return to school.

LIBRARY

Fines are charged on overdue or damaged items. Students are expected to follow library regulations or they may forfeit access to the library.

MAKE-UP ASSIGNMENTS

Whenever a child has been ill or away from school, the child will be helped to make up some of the work missed. Obviously, not all can be made up. The teacher will work with the child and, if necessary, the parent, to minimize the absence and its effect of the child's education. In some cases of extended absences, due to illness, tutoring may be available.

MEDICATION

The administration of any medication to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are distributed at the beginning of the year and are available in the Main Office. Both a parent /guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication.

OUT OF SCHOOL SUSPENSION

The student may make up any available missed assignments or tests during out of school suspensions. It is strictly the student's responsibility to determine what work is missed by checking Progress Book or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. The student must make arrangements through their classroom teachers to complete any tests or quizzes.

PROGRESS BOOK AND REPORT CARDS

Academic progress is reported through various methods such as Progress Book, Interim Reports, and Report Cards. Conferences are encouraged at any time and parents may contact teachers for appointments. For questions about access to Progress Book, the online grade report program, please call (330) 523-3407.

PUBLIC RECORDS

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

RECESS DURING WINTER WEATHER

Students go outside for recess every school day regardless of the weather unless it is extremely cold or raining. Please have children wear appropriate clothing and shoes for recess. When there is snow on the ground students must be wearing snow boots, coats, snow pants, and gloves to play in the snow. Please be sure to label all belongings with your child's first and last name.

SCHOOL BUS PROCEDURES

Safe school transportation is considered an integral part of the total educational program within the Revere School System. Riding a school bus is a privilege. The primary purpose of the school bus is to transport pupils to and from school safely. The Revere School District recognizes that a safe school bus requires the cooperation of our parents, students, and school staff. Please read the following duties and responsibilities of school bus passengers carefully, and do your part to stress the importance of an accident-free school bus transportation program to your child.

Riding the school bus is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey the driver's directions. The school bus drivers are in charge while students are on buses. ***If your child is to go home any way other than by bus, the student is to bring a written note from home stating this. Otherwise, the child goes home on the bus.***

The following bus regulations are in effect:

1. Students boarding the bus from the right side of the road must stand back in a safe designated spot and wait until the bus comes to a complete stop and the red lights are flashing before approaching the bus. Students boarding from the left will use the same rules as the right side, but must wait for the driver to give a hand signal to cross the street.
2. Students must carry backpacks and other bags in front of them when boarding and disembarking the bus. **No key chains of any kind can be on the backpacks.**
3. While on the bus, the pupil is under authority of, and directly responsible to the bus driver.
4. Upon entering the school bus, the pupils shall take their assigned seats. Pupils shall remain seated at all times, facing forward in the seat. The aisle must be kept clear at all times. No arms, legs, feet or parcels shall extend into the aisle way at any time. **This is a state law.** All backpacks and bags must be held on their laps. Nothing is to be stored under the seat. Any over-sized project for school may not be transported by bus.
5. Pupils should conduct themselves on the school bus as they would in the classroom **except** that a reasonable amount of quiet conversation is permissible. Yelling to one another is not permitted.
6. **Eating or drinking on the bus is not permitted at any time.**
7. Pupils shall not smoke or light matches or cigarette lighters, or cause any other flammable material to burn on or near the bus.
8. Pupils causing damage of any type to the school bus will be held liable for the cost of repairing the damage to the bus. Students causing willful and malicious damage will be denied the privilege of riding the bus to school.
9. Permission must be given by the bus driver before any windows may be opened. No throwing of any objects out of the windows is allowed. No pencils, pens or any sharp objects are permitted out of bookbags while student is on the bus.
10. **Carrying of any dangerous objects or materials (such as knives, guns or fireworks) is an automatic suspension of bus riding privileges. The following items may not be transported on the bus: glass containers, skateboards, lawn chairs, balloons, large boxes, lacrosse or hockey sticks, golf clubs, skis, plastic sleds, baseball bats. All soccer balls, footballs, basketballs, etc. may be transported if they are contained either in a closed bag or backpack.**
11. The Board of Education is required by state regulations to designate all bus stops. Bus stops have been placed in locations throughout the district that have, through the years, proven safe for loading and unloading students. Due to the number of students transported, an effort has been made to locate stops so that no student has to walk more than one half mile to a bus stop. The exception to this would be students living on spur roads not traveled by Revere school buses. Parental assistance is requested in seeing that the children arrive safely to and from the stop.
12. All pupils will load and unload from the buses only at designated stops. When on schedule, the bus cannot wait for tardy pupils. Pupils are to be at their designated bus stop five minutes before the bus is scheduled to arrive. When ahead of schedule the driver shall wait until the bus is on schedule for the

stop. Transfer of a pupil from his regular bus will be permitted only in case of hardship. A signed note from the parent must be presented to the principal's office in advance.

13. Bus drivers are to report discipline cases on the bus to the Transportation Supervisor. The Transportation Supervisor will consult with the pupil's school principal after a reported infraction of the bus rules. Continued disorderly conduct or refusal to submit to authority of the bus driver shall be sufficient reason for refusing transportation service to any pupil. The administration shall follow the procedures outlined for suspending a pupil from school.

SCHOOL TRANSPORTATION PRIVILEGES

If the Superintendent and/or designee determine that a student's behavior on a school vehicle violates school rules, he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Prior to such suspension, the Superintendent shall notify the student of the intended bus suspension and afford the student the opportunity to respond to the intended suspension or otherwise defend himself.

SCHOOL CLOSINGS

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced via the Alert Now notification system. If no report is heard, it can be assumed that school will be in session.

WAKR 1590 AM	WTAM 1100 AM	WQMX 94.9 FM
WKDD 98.1 FM	WCRF 103.3 FM	
WONE 97.5 FM	WGAR 99.5 FM	

TELEPHONES

Students should ask to use the telephones only in case of an emergency. Permission must be granted by the classroom teacher. Arrangements for after school activities should be made before coming to school.

UNAUTHORIZED USE OF YEARBOOK AND WEBSITE

Unauthorized use of the yearbook and website content or photographs is prohibited. None of the material may be copied, modified, reproduced, posted, published, transmitted, and/or distributed in any form without prior written permission from Revere Local Schools.

VACATIONS DURING SCHOOL DAYS

Regular, uninterrupted attendance is crucial to full academic achievement. Parents are urged to make every effort, whenever possible, to plan vacations when school is not in session. The length of time for completion of make-up work shall be commensurate with the length of absence.

VIDEO AND AUDIO RECORDING DEVICES

Video and/or audio recording devices are not to be used at school without permission from school personnel. **This includes the use of these functions on cell phones.**

VISITORS TO RICHFIELD

All adults are required to sign in at the office and wear a visitor sticker/badge at all times. During the school day all adults **must** enter the building through the main entrance by the flag pole on the east Revere Road. To protect instructional time and the safety of all students, visitors are not permitted to go to classrooms without an appointment or who are scheduled to volunteer.



Revere Reunification Method – Parent/Guardian Information Sheet

Student/Parent/Guardian/Authorized Person Reunification

Circumstances may occur at the school that will require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Revere Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use Blackboard Connect and/or social media. In some cases, students may be asked to send a text message or make a phone call to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian/Authorized Person Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent, guardian or authorized person.

What if a Parent /Guardian Can't Pick-up Their Student?

When a parent/Guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents/guardians or authorized person can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, a parent/guardian or authorized persons are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardian. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents/guardians/authorized persons, there are a couple steps. If a parent/guardian/authorized persons is driving to the school, greater awareness of traffic and emergency vehicles is advised. Once at the school, you should park where indicated and not abandon your vehicle. You will then be asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, you will be asked to fill out a Revere Reunification Form. This form is perforated and will be separated during the process. In the case of multiple students being reunified, a separate form will need to be completed for each individual student.

Example image of Revere's Reunification Form is below



Revere Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Pre-release Information:

Student Name..... Student Birthday.....

Student Grade..... Student Cell Phone Number.....

Printed name of authorized person picking up student.....

Phone number of authorized person picking up student.....

Relationship to student being picked up.....

Below to be completed upon release of student:

Date..... Time..... First initial, last name of school personnel.....

Signature of authorized person picking up student.....

School personnel to verify that ID matches the name of the person authorized to pick up student before final release of student in his/her care.

Bring Valid ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area parents/guardians/authorized persons are directed to the "Reunification" area once ID is validated. There, a runner will take the bottom half of the form and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents/guardians or authorized persons may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians or authorized persons may be pulled aside for emergency or medical information.

PLEASE SIGN and DATE

I have read and discussed this material with my child.

Parent Signature

Date

I have read my student handbook.

Student Signature

Date

New Document

2019-2020
BATH ELEMENTARY SCHOOL

NAME: _____

TEACHER: _____

Welcome to Bath Elementary School. We are about to begin an exciting new year. This handbook is provided so that all students and parents will have a ready reference to information necessary to the understanding of the daily operations of our school as well as serving as your assignment notebook.

The goal of Bath Elementary School is **excellence**, and striving to reach this goal must be a cooperative effort on the part of everyone.

We urge all students to get involved. Take pride in your school, become actively involved in your studies, and in the extracurricular activities. It is up to each of you to **make it happen** for you!

Dan Fry, Principal
 Andrew Wilson, Assistant Principal

Please visit us at: www.revereschools.org

REVERE LOCAL SCHOOL DISTRICT

The following buildings comprise the Revere Local School District:

Richfield Elementary School, PK-2 3080 Revere Road Richfield, Ohio 44286 330-523-3604	Bath Elementary School, 3-5 1246 N. Cleve-Mass. Road Akron, Ohio 44333 330-523-3802	Transportation Dept. 3205 Spring Valley Drive Akron, Ohio 44333 330-523-3119
Revere Middle School, 6-8 3195 Spring Valley Road P.O. Box 339 Bath, Ohio 44210 330-523-3404	Revere High School, 9-12 3420 Everett Road Akron, Ohio 44333 330-523-3202	Board Office 3496 Everett Road P.O. Box 340 Bath, Ohio 44210 330-523-3100

ABSENCES AND PARTICIPATION

Students **must be in attendance the entire school day** in order to be eligible for extracurricular, co-curricular, and curricular participation. This includes but is not limited to athletics, band, choir, drama, and field trips. Exceptions to this policy will be reviewed by the administration.

ACADEMIC INTEGRITY

Students are expected to present only their work for any assignment, project, or assessment. Presenting another's work as one's own is considered cheating and/or plagiarism. Students who violate this policy may receive zero credit. This includes the unauthorized use of data to gain an academic advantage. Students may also be referred to administration for further disciplinary action.

ACCIDENTS

Student safety is the responsibility of both students and staff. All injuries and accidents on school grounds must be reported to a staff member. State law requires that all students complete an Emergency Medical Authorization form, signed by a parent and or/guardian, and filed in the school's main office.

ATTENDANCE

Bath Attendance Number

330-523-3811

1. A phone call from a parent or guardian is expected before 9:00 a.m. on the day the absence occurs.
2. A note is requested from a parent or guardian when the student returns to school. ***All work for all absences can and is expected to be made up by the student.***

Each parent, guardian, or custodian having charge of a child of compulsory school age must send the child to school for the entire time the school attended is in session (ORC 3321.04). Students are more likely to succeed in school, academics, and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. Because of this, in December 2016, Ohio legislature passed House Bill 410 to proactively address excessive absences and truancy. By law, once a student accumulates 38 hours of absence per month or 65 hours per year, they will be considered excessively absent and referred to the district's at-risk student coordinator. The student and family may be required to participate in an intervention program or be referred to the Summit County Juvenile Court as necessary.

AUTHORIZED EXCUSED ABSENCES

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13
Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)
Adopted: December 19, 2017

CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES

Cell phones and electronic communication devices are to be turned off and kept out of sight while school is in session, unless permission is granted by the teacher for specific classroom use. Student use of cell phones or non-district issued electronic communication devices is prohibited while school is in session. Text messaging is not permitted. Any device that is deemed turned on, makes a noise or vibrates, or otherwise calls attention to itself will be considered a disruption and subject to confiscation by staff. Each offense of this policy requires retrieval of the device by the parent from administration. The student may also face additional disciplinary action by administration.

CLASSROOM EXPECTATIONS

All students are expected to comply with the Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

COMPUTERS

Policies governing the use and/or misuse of computers and technology are included in the Revere Board of Education policy guidelines and Code of Student Behavior. Use of school computers is dependent upon annual receipt of a Computer Technology Usage Form signed by the parent /guardian and student.

CODE OF STUDENT BEHAVIOR, GRADES K– 12

DISCIPLINE

In order to foster a trust and respect between staff and students, guidelines must be developed for the purpose of providing fair and just treatment for students who violate the offenses listed in this handbook. When breaches of school rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his parents and other personnel to help the student correct his behavior. All disciplinary actions should help to protect the welfare of the school community as well as help the student to develop self-discipline.

The following guidelines have been developed for the purpose of providing fair and just treatment for students who violate the rules listed in this handbook.

- A. To protect the rights of students, staff and public, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the students involved in an incident and a search of the student, student's belongings, student's assigned school locker(s), car or other school property based upon "reasonable suspicion" that a dangerous situation exists.
- B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:
 1. Conference with the student to clarify the problem and to insure full understanding of consequences of future misbehavior.

2. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
 3. Assignment of detentions.
 4. Conference with parents to secure cooperation at the home in regaining student behavior.
 5. Referral to counselor, school psychologist or Intervention Assistance Team for guidance, testing or therapy.
 6. Referral to Juvenile Court.
 7. Emergency removal in accordance with State law, including curricular and extracurricular activities.
 8. Suspension: To refer to "out-of-school" in accordance with State law covering both curricular and extra-curricular activities. Suspension is the removal from all academic, extra-curricular and social events affiliated with the school.
 9. Expulsion from school in accordance with State law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Behavior and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

- A. Out-of-School Suspension:
Suspension (out-of-school) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, or be on school property. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer days remain in the school year than the term of the suspension. The Superintendent may apply any or all of the period of suspension to the following year.
- B. In case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted:
1. Only the principal, assistant principal, superintendent or any other authorized administrator may suspend.
 2. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
 3. The pupil and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
 4. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone of the suspension and the reason for it.
 5. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student by certified mail and the Treasurer of the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 6. Should a student enrolled at the Cuyahoga Valley Career Center be suspended from the career center for a conduct code violation, which would also be grounds for suspension in the home school district, the suspension of such student also will be in effect at the home school district. The student shall be notified of that suspension by the home school district in accordance with the normal suspension procedure.
 7. Simultaneous written notice of the suspension shall be sent to (a) student's discipline file; (b) Superintendent; (c) Treasurer of the Board of Education.

EMERGENCY REMOVAL PROCEDURES

Definition: The term "emergency removal" shall be understood to mean the removal of a student from curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or is an ongoing threat or disruption to the academic process. In all cases of emergency removal where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours, the staff person initiating the removal shall submit to the principal, the reasons in writing for the removal.

If it is intended that the student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing will be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify his/her parents, guardian or custodian immediately by telephone of the pending action and the reasons for it.
2. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
3. The person who ordered or requested the hearing must be present at the hearing.
4. If suspension or expulsion is intended, the due process requirement of the law must be carried out in accordance with the applicable procedural requirements in Board Policy and State Law.

EXPULSION PROCEDURES

Definition: The term "expulsion" shall be understood to mean exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to 80 school days, unless otherwise addressed in this Code. The Superintendent of Schools may expel a pupil in accordance with procedure outlined by Ohio Statute. Exclusion from school attendance by expulsion is the most severe remedy available to the school for disciplinary infractions.

The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

Prior to expulsion, the Superintendent shall follow the following procedures:

1. Give the Pupil and his/her parent, guardian or custodian written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must carry the place and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified. If the student is 16 years old or older and the intent to expel is based on an offense for which a permanent exclusion may be requested, the written notice must include a statement that the Superintendent may seek permanent exclusion.
2. Arrange for a hearing to be conducted by the Superintendent or his designee under the guideline established by the individual conducting the hearing. Within one school day after the time of the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. The expulsion may extend beyond the current school year, if at the time an expulsion is imposed, fewer days remain in the school year than the term of the expulsion. The Superintendent may apply any or all of the period of expulsion to the following year. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) calendar days of the date of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive session.
3. If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Appeal - Within fourteen (14) calendar days of the date of the notification of the student expulsion, the student (if eighteen years old or older), the parent, guardian or custodian may appeal the expulsion. The request for appeal should be submitted in writing to the Treasurer for the Board of Education or the Superintendent. A hearing shall be scheduled and the requesting parties notified of the time for the hearing which may be extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings. The Board may affirm the order of expulsion or reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.

Should a student enrolled at the Cuyahoga Valley Career Center be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Home School District, the student will be expelled from the Home School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING OF HANDICAPPED STUDENTS

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP provides otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. Discipline may result in removal from school for more than ten (10) school days if it is determined that the behavior is not a manifestation of the student's handicapping condition. In such a removal beyond ten (10) school days, the special education and/or related services of the IEP will continue as determined by the IEP Team. All handicapped students are subject to removal on an emergency basis described in the Code. Repeated violation of the Code may indicate that a change in the student's placement or IEP is necessary.

PERMANENT EXCLUSION

Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute and Board Policy may be permanently excluded by the State Superintendent of Public Instruction at the request of the Revere Local School District Board of Education in the manner prescribed by law.

The Board's statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

GROUND FOR CLASS REMOVAL, SUSPENSION, OR EXPULSION

Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities regardless of its location, on school premises, or against school property, or directed at a district official or employee or the property of such district official or employee regardless of the location. A student under an out-of-school suspension is not permitted on school grounds or at school events regardless of the location of the event during the suspension.

1. **Aiding & Abetting** – an involvement (active or passive) with another student or students engaged in prohibited activities.
2. **Arson/Firearms or Other Weapons/False Alarms and/or Threats** – an act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
3. **Attendance** – truancy or unexcused absence from class or school or excessive tardiness to class or school.
4. **Bus Conduct** – violation of the rules of conduct on the school bus.
5. **Computer Usage** – violation of the school's computer lab policy and/or the district's acceptable use policy.
6. **Criminal Activities** – violations of specific provisions of federal, state, or local statutes.
7. **Dishonesty** – cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
8. **Disrespect** – rude or disrespectful behavior or failure to cooperate with other students or school personnel.
9. **Disruptive Behavior** – disruption of the classroom, school, school grounds, or school activities or functions.

10. **Fighting/Assault/Physical Violence** – to intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to one's self is included within.
11. **Fireworks/Dangerous Instruments or Materials** – the use, threatened use, or possession of fireworks or explosives including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
12. **Gambling** – playing games of chance which involve wagering.
13. **Harassment** – harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.
14. **Inappropriate Language/Materials** – the use of profane, vulgar, or other improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or material.
15. **Inciting** – inciting to riot or to disrupt or attempt to disrupt the operation of the school.
16. **Illegal Substances** – sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, or alcoholic beverages or the unauthorized use and/ or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation.
17. **Insubordination** – the failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.
18. **Loitering/ Trespassing**– occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
19. **Repeated Violations** – repeated violations of the code of behavior.
20. **Rules** – violation of rules and policies of the classroom, school, and the Revere Board of Education.
21. **Sexual Contact** – defined as any touching of an erogenous zone of another or public display of affection.
22. **School Personnel** – harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time regardless of the location.
23. **Theft** – confiscate, possess or steal private or public property of the school or another individual.
24. **Tobacco** – use and/ or possession of tobacco products in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.
25. **Unauthorized Touching** – touching another person without permission or consent.
26. **Unauthorized Materials** – publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
27. **Vandalism** – the destruction or defacing of public or private property.
28. **Weapons** – possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

Students found in violation of any section of this Code of Student Behavior may be immediately removed from school and recommended to the superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09 and 3109.10, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property and for assaults committed by the minor. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to \$15,000.00 and cost of the suit if the damages were caused by acts of vandalism, desecration, or ethnic intimidation.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

DISCLAIMER

The handbook may not include every item or incident that may occur in the building or on school grounds. Final resolution of each of these situations will be made by the school administration. Additional information about student conduct is found in the Code of Student Behavior. The handbook is not intended to be a manual of all the policies of the Revere Board of Education.

DRESS CODE

We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process; reasonable standards in dress and grooming apply. Compliance with the dress code is expected and non-compliance may be considered insubordination. Any form of dress or hair style that is considered contrary to good hygiene or that is deemed distracting, disruptive, or detrimental to the routine operation of school is prohibited.

Clothing must be worn as designed. Clothing prohibited includes the following items and conditions; clothing that is skin-tight, ripped, cut-off, torn, having holes and/or frayed; pants worn below the waist/hip and are low hanging; sheer or mesh garments; tube tops; shirts that have less than a 3-inch strap; shirts that do not cover the midriff when standing and seated; hats, sun glasses, slippers, outer coats, pajamas, bandannas/ head coverings, headbands/sweatbands; chains, any item advertising alcoholic beverages, drugs, tobacco, or weapons; or any item with obscene or questionable printing in violation of the Code of Student Behavior. This list is not all inclusive as these are only examples of inappropriate dress.

Shorts and skirts must be finger-tip length or longer from their shortest points and must meet other conventional standards of dress. Tight shorts and shirts with messages across the front or back are not permitted. Exposure of cleavage or undergarments is prohibited. Shoes must be worn throughout the day. **Final determination of appropriate school attire rests with the school administration.**

FIELD TRIPS

A completed student field trip permission form with teacher and parent/guardian signatures is required for student participation. Teachers may decline approval for student field trip participation if the student's attendance or academic performance is of concern.

FINES AND FEES

All financial obligations incurred by students must be paid in full. All students are assessed a \$40.00 student fee for the 2019-2020 school year.

FIRE, SAFE SCHOOLS, AND TORNADO DRILLS

All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - 1. Causes mental or physical harm to the other student; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.

- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 - 2. Sending abusive or threatening instant messages;
 - 3. Using camera phones to take embarrassing photographs of students and posting them online;
 - 4. Using Web sites to circulate gossip and rumors to other students;
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff

member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying

behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of “harassment, intimidation, or bullying” as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed;
- D. Inform school personnel of the incident and instruct them to monitor the victim and the victim’s friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- E. Check with the victim and the victim’s friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if

that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667

Adopted: October 17, 2017

GRADING

The grade earned at the end of the trimester is the grade that appears on the student's report card.

District Grading Policy

Percentage	Grade	Regular	Honors RHS	AP RHS*
93% - 100%	A	4.0	4.5	5.0
90% - 92.99%	A-	3.7	4.2	4.7
87% - 89.99%	B+	3.3	3.8	4.3
83% - 86.99%	B	3.0	3.5	4.0
80% - 82.99%	B-	2.7	3.2	3.7
77% - 79.99%	C+	2.3	2.8	3.3
73% - 76.99%	C	2.0	2.5	3.0
70% - 72.99	C-	1.7	1.7	1.7
67% - 69.99	D+	1.3	1.3	1.3
63% - 66.99	D	1.0	1.0	1.0
60% - 62.99	D-	0.7	0.7	0.7
0% - 59.99	F	0.0	0.0	0.0

*Weighted grades will only be given to students completing an entire AP course. Weighted grades will not be given for grades below a C.

ILLNESS AT SCHOOL

The facilities of our school clinic are available for any student who becomes ill or injured during the school day. Care must be taken at all times to report all illnesses and injuries to the office. If a student has a need for the clinic service, the student should make sure the teacher in charge knows where he/she is going and then report immediately to the office and then the clinic. If unable to return to the classroom, he/she may be excused to go home. Parents will be contacted by the office or clinic. If your student has a fever or symptoms requiring them to go home, they must be symptom free for 24 hours to return to school.

LIBRARY

Fines are charged on overdue or damaged items. Students are expected to follow library regulations or they may forfeit access to the library.

MAKE-UP ASSIGNMENTS

Whenever a child has been ill or away from school, the child will be helped to make up some of the work missed. Obviously, not all can be made up. The teacher will work with the child and, if necessary, the parent, to minimize the absence and its effect of the child's education. In some cases of extended absences, due to illness, tutoring may be available.

MEDICATION

The administration of any medication to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are distributed at the beginning of the year and are available in the Main Office. Both a parent /guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication.

OUT OF SCHOOL SUSPENSION

The student may make up any available missed assignments or tests during out of school suspensions. It is strictly the student's responsibility to determine what work is missed by checking Progress Book or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. The student must make arrangements through their classroom teachers to complete any tests or quizzes.

PROGRESS BOOK AND REPORT CARDS

Academic progress is reported through various methods such as Progress Book, Interim Reports, and Report Cards. Conferences are encouraged at any time and parents may contact teachers for appointments. For questions about access to Progress Book, the online grade report program, please call (330) 523-3407.

PUBLIC RECORDS

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

SCHOOL BUS PROCEDURES

Safe school transportation is considered an integral part of the total educational program within the Revere School System. Riding a school bus is a privilege. The primary purpose of the school bus is to transport pupils to and from school safely. The Revere School District recognizes that a safe school bus requires the cooperation of our parents, students, and school staff. Please read the following duties and responsibilities of school bus passengers carefully, and do your part to stress the importance of an accident-free school bus transportation program to your child.

*Riding the school bus..... is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey the driver's directions. The school bus drivers are in charge while students are on buses. **If your child is to go home any way other than by bus, the student is to bring a written note from home stating this. Otherwise, the child goes home on the bus.***

The following bus regulations are in effect:

1. Students boarding the bus from the right side of the road must stand back in a safe designated spot and wait until the bus comes to a complete stop and the red lights are flashing before approaching the bus. Students boarding from the left will use the same rules as the right side, but must wait for the driver to give a hand signal to cross the street.
2. Students must carry backpacks and other bags in front of them when boarding and disembarking the bus.
No key chains of any kind can be on the backpacks.
3. While on the bus, the pupil is under authority of, and directly responsible to the bus driver.
4. Upon entering the school bus, the pupils shall take their assigned seats. Pupils shall remain seated at all times, facing forward in the seat. The aisle must be kept clear at all times. No arms, legs, feet or parcels shall extend into the aisle way at any time. **This is a state law.** All backpacks and bags must be held on their laps. Nothing is to be stored under the seat. Any over-sized project for school may not be transported by bus.
5. Pupils should conduct themselves on the school bus as they would in the classroom **except** that a reasonable amount of quiet conversation is permissible. Yelling to one another is not permitted.
6. **Eating or drinking on the bus is not permitted at any time.**

7. Pupils shall not smoke or light matches or cigarette lighters, or cause any other flammable material to burn on or near the bus.
8. Pupils causing damage of any type to the school bus will be held liable for the cost of repairing the damage to the bus. Students causing willful and malicious damage will be denied the privilege of riding the bus to school.
9. Permission must be given by the bus driver before any windows may be opened. No throwing of any objects out of the windows is allowed. No pencils, pens or any sharp objects are permitted out of book bags while student is on the bus.
10. **Carrying of any dangerous objects or materials (such as knives, guns or fireworks) is an automatic suspension of bus riding privileges. The following items may not be transported on the bus: glass containers, skateboards, lawn chairs, balloons, large boxes, lacrosse or hockey sticks, golf clubs, skis, plastic sleds, baseball bats. All soccer balls, footballs, basketballs, etc. may be transported if they are contained either in a closed bag or backpack.**
11. The Board of Education is required by state regulations to designate all bus stops. Bus stops have been placed in locations throughout the district that have, through the years, proven safe for loading and unloading students. Due to the number of students transported, an effort has been made to locate stops so that no student has to walk more than one half mile to a bus stop. The exception to this would be students living on spur roads not traveled by Revere school buses. Parental assistance is requested in seeing that the children arrive safely to and from the stop.
12. All pupils will load and unload from the buses only at designated stops. When on schedule, the bus cannot wait for tardy pupils. Pupils are to be at their designated bus stop five minutes before the bus is scheduled to arrive. When ahead of schedule the driver shall wait until the bus is on schedule for the stop. Transfer of a pupil from his regular bus will be permitted only in case of hardship. A signed note from the parent must be presented to the principal's office in advance.
13. Bus drivers are to report discipline cases on the bus to the Transportation Supervisor. The Transportation Supervisor will consult with the pupil's school principal after a reported infraction of the bus rules. Continued disorderly conduct or refusal to submit to authority of the bus driver shall be sufficient reason for refusing transportation service to any pupil. The administration shall follow the procedures outlined for suspending a pupil from school.

SCHOOL TRANSPORTATION PRIVILEGES

If the Superintendent and/or designee determine that a student's behavior on a school vehicle violates school rules, he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Prior to such suspension, the Superintendent shall notify the student of the intended bus suspension and afford the student the opportunity to respond to the intended suspension or otherwise defend himself.

SCHOOL CLOSINGS

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced via the Alert Now notification system. If no report is heard, it can be assumed that school will be in session.

WAKR 1590 AM	WTAM 1100 AM	WQMX 94.9 FM
WKDD 98.1 FM	WCRF 103.3 FM	
WONE 97.5 FM	WGAR 99.5 FM	

TELEPHONES

Students should ask to use the telephones only in case of an emergency. Permission must be granted by the classroom teacher. Arrangements for after school activities should be made before coming to school.

UNAUTHORIZED USE OF YEARBOOK AND WEBSITE

Unauthorized use of the yearbook and website content or photographs is prohibited. None of the material may be copied, modified, reproduced, posted, published, transmitted, and/or distributed in any form without prior written permission from Revere Local Schools.

VACATIONS DURING SCHOOL DAYS

Regular, uninterrupted attendance is crucial to full academic achievement. Parents are urged to make every effort, whenever possible, to plan vacations when school is not in session. The length of time for completion of make-up work shall be commensurate with the length of absence.

VIDEO AND AUDIO RECORDING DEVICES

Video and/or audio recording devices are not to be used at school without permission from school personnel.

This includes the use of these functions on cell phones.

VISITORS TO BATH

All adults are required to sign in at the office and wear a visitor sticker/badge at all times while in the building. During the school day all adults **must** enter the building through the main entrance. No adults will be permitted to enter any of the other doors. Those doors will be for students only.



Revere Reunification Method – Parent/Guardian Information Sheet

Student/Parent/Guardian/Authorized Person Reunification

Circumstances may occur at the school that will require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Revere Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use Blackboard Connect and/or social media. In some cases, students may be asked to send a text message or make a phone call to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian/Authorized Person Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent, guardian or authorized person.

What if a Parent /Guardian Can't Pick-up Their Student?

When a parent/Guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents/guardians or authorized person can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, a parent/guardian or authorized persons are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardian. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents/guardians/authorized persons, there are a couple steps. If a parent/guardian/authorized persons is driving to the school, greater awareness of traffic and emergency vehicles is advised. Once at the school, you should park where indicated and not abandon your vehicle. You will then be asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, you will be asked to fill out a Revere Reunification Form. This form is perforated and will be separated during the process. In the case of multiple students being reunified, a separate form will need to be completed for each individual student.

Example image of Revere's Reunification Form is below



Revere Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Pre-release Information:

Student Name..... Student Birthday.....

Student Grade..... Student Cell Phone Number.....

Printed name of authorized person picking up student.....

Phone number of authorized person picking up student.....

Relationship to student being picked up.....

Below to be completed upon release of student:

Date..... Time..... First initial, last name of school personnel.....

Signature of authorized person picking up student.....

School personnel to verify that ID matches the name of the person authorized to pick up student before final release of student in his/her care.

Bring Valid ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area parents/guardians/authorized persons are directed to the "Reunification" area once ID is validated. There, a runner will take the bottom half of the form and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents/guardians or authorized persons may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians or authorized persons may be pulled aside for emergency or medical information.

PLEASE SIGN and DATE

I have read and discussed this material with my child.

Parent Signature

Date

I have read my student handbook.

Student Signature

Date

New Document