

# GILLES-SWEET ELEMENTARY SCHOOL STUDENT HANDBOOK



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## **GILLES-SWEET MISSION STATEMENT**

At Gilles-Sweet Elementary School, we are committed to providing a safe, positive, quality learning community through collaboration, high expectations, and respect.

## **DISTRICT MISSION STATEMENT**

The Fairview Park City Schools will deliver exceptional academic and extracurricular programs that challenge the mind, instill the joy of learning, and promote responsible citizenship.

## GILLES-SWEET ORGANIZATIONAL BELIEFS

### **We believe:**

- All children can learn
- Fairview Park Schools is a safe and secure environment
- All children are gifted and talented
- Everyone has something to give
- We can learn from each other
- There is value, caring, and concern for each individual
- Everyone has a right to be heard
- We respect others beliefs
- In equality for all
- In the worth and dignity of each individual
- We can listen to each other
- We have pride in our community and school
- We all have a right to be treated fairly
- In nurturing all children
- We all have a right to our own opinions



Dear Parents/Guardians:

This handbook has been prepared to provide you with information regarding the operation of Gilles-Sweet Elementary School. We feel that it will be a quick and handy reference for questions you may have throughout the school year.

Our success in the past is due in large part to the partnership and cooperation we have between your home, Gilles-Sweet, and the community of Fairview Park. Together, we strive to ensure that each child at Gilles-Sweet Elementary School receives a quality education.

As you share this handbook with your child(ren), please feel free to contact us or other members of the Gilles-Sweet Elementary School staff if you have questions, comments, or suggestions. We welcome the opportunity to talk with you about school policies, procedures, and expectations.

The Fairview Park City School District uses InfoSnap (accessed from Powerschool) to collect all emergency contact information, as well as a blanket field trip agreement. InfoSnap is the online registration program that the district uses to register new students. Returning students need to complete this process as well to collect yearly back-to-school information and changes made over the summer. Visit [www.fairviewparkschools.org](http://www.fairviewparkschools.org). Click on the parent tab and select PowerSchool. You will need to either log in or create a parent account. Once that is established, click on the arrow in the upper right hand side and begin the process. If you need assistance creating a parent account, please call the office at 356-3525.

Please check the Gilles-Sweet Elementary School page on the district's website regularly for important updates and information, as well as Weekly Blast newsletters.

Thank you for taking the time to review this handbook. For your convenience, we have included new revisions to the student handbook on the following page. We are looking forward to an exciting school year.

Kindly,

*Mr. Matt Krivak*  
Principal

*Mrs. Shanna Kovi*  
Associate Principal



## **Gilles-Sweet Elementary School Philosophy**

The staff of Gilles-Sweet Elementary School recognizes that each child develops in their own unique way. We believe that we need to offer an educational experience that will provide for these individual differences-intellectually, socially, physically, and emotionally. We feel this can best be accomplished through a partnership with students, teachers, parents, and the community.



The educational program at Gilles-Sweet Elementary School is in concert with the philosophy of the Fairview Park Board of Education. We recognize and understand that it is our responsibility to foster, develop, and model positive attitudes and to provide citizenship experiences for our students to be able to function in our democratic society successfully.

At Gilles-Sweet, we want to learn and grow in a culture of respect. In order to accomplish this, we want our staff, students, parents, and community to know and understand the values that guide us to build this culture. Our school-wide **Positive Behavior Intervention and Support plan (SW-PBIS)** focuses on supporting positive behaviors in order to maximize successful academic achievement and social proficiency for all students. This plan is the culmination of SW-PBIS professional training and SW-PBIS collaboration meetings developed specifically for Gilles-Sweet Elementary by our PBIS team. Below is an overview of Gilles-Sweet Elementary School's SW-PBIS, our mission statement, student behavior expectations, acknowledgment matrix, undesirable behavior definitions, consequences, and procedures, as well as supporting materials.

### **SW-PBIS Definition**

School-wide positive behavior intervention and support (SW-PBIS) is a system of tools and strategies for defining, teaching, acknowledging, and correcting both appropriate and inappropriate behaviors. It is a framework for creating customized school systems that support student outcomes and academic success. SW-PBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions.

The four main elements within SW-PBIS are:

- 1) Customized practices to support student behavior, such as defining and teaching appropriate behaviors.
- 2) Systems of support for educators in the school; such as school-wide behavioral expectations, indicators and coaching.
- 3) Data-based decision making, which is the cornerstone of the behavior problem-solving process.
- 4) A combination of these elements to enable school-wide outcomes, which promote social proficiency and academic success.

### **PBIS MISSION STATEMENT**

At Gilles-Sweet Elementary School, we are committed to providing a safe, positive, quality learning community through collaboration, high expectations, and respect.

## Multi-tier Support

School-wide means that educators and staff support appropriate behavior in classroom and non-classroom areas such as restrooms, school buses, hallways, cafeteria, gymnasium, etc. This support happens along a continuum from **Tier 1 for ALL STUDENTS**, **Tier 2 for a small group of students**, to **Tier 3 for individual students**. The goal is to create a learning environment that sets up ALL students for success.

An important aspect of SW-PBIS is the understanding that appropriate behavior and social competence is a **SKILL** that **requires direct teaching** to students just like reading or math instruction. There is no assumption with SW-PBIS that students will learn social behavior automatically or pick it up as they proceed through school. Teaching students appropriate behavior is a critical feature of SW-PBIS to lead to effective student behavior management and success.

## Behavior Teaching Matrix

The behavior teaching matrix clearly identifies and communicates Gilles-Sweet Elementary School's expectations for positive behaviors in specific school locations. It assists teachers, administrators, and staff in teaching, modeling, and reinforcing SW-PBIS in these locations at school and at home. Students at Gilles-Sweet Elementary School will learn to have Warrior **P.R.I.D.E.** in themselves, our school, and our district. Warrior **P.R.I.D.E.** stands for:

**Positive Choices**

**Respect**

**Integrity**

**Determination**

**Engaged**



# Gilles-Sweet Elementary School Behavior Teaching Matrix

(This is how we show) Warrior PRIDE

<b><u>PRIDE</u></b>	<b><u>Positive Choices</u></b>	<b><u>Respect</u></b>	<b><u>Integrity</u></b>	<b><u>Determination</u></b>	<b><u>Engaged</u></b>
<i>We have pride in ourselves, our buildings, and our district</i>	<i>We make positive choices when we...</i>	<i>We are respectful of our building, our staff, our students, and ourselves when we...</i>	<i>We are honest and always do the right thing when we...</i>	<i>We have the determination to be the best we can be when we....</i>	<i>We are active and engaged in our learning when we...</i>
<b>In the Classroom &amp; Specials</b>  <b>Voice Level: 1-3</b>	Keep hands, feet, & objects to ourselves	Listen when others speak.  Are kind to others	Complete our work on time  Use school appropriate language	Ask questions when we do not understand  Try our best without giving up	Listen when the teacher is speaking  Ask and answer questions  Listen to other's ideas
<b>In the Hallways</b>  <b>Voice Level: 1</b>	Walk in the hallways  Walk on the right side of the hallway	Are quiet as we work or walk in the halls	Go directly to our destination	Get to class on time  Have our materials and supplies	Walk quietly down the hallway

<b><u>PRIDE</u></b>	<b><u>Positive Choices</u></b>	<b><u>Respect</u></b>	<b><u>Integrity</u></b>	<b><u>Determination</u></b>	<b><u>Engaged</u></b>
<i>We have pride in ourselves, our buildings, and our district</i>	<i>We make positive choices when we...</i>	<i>We are respectful of our building, our staff, our students, and ourselves when we...</i>	<i>We are honest and always do the right thing when we...</i>	<i>We have the determination to be the best we can be when we...</i>	<i>We are active and engaged in our learning when we...</i>
<b>In the Restroom</b>  <b>Voice Level: 2</b>	Wash our hands with soap and water when finished	Patiently wait our turn  Clean up when we are finished  Maintain privacy for others	Use the restroom quickly and return to class	Keep restrooms clean and tidy  Place paper towels in trash cans  Flush the toilet when finished  Keep water in the sink	Return to class quickly
<b>On the Playground</b>  <b>Voice Level: 3-4</b>	Include others in play  Use all equipment correctly and return when finished  Solve problems in a kind manner	Treat others the way you want to be treated  Listen to the recess monitor and follow the rules of the playground	Report bullying behavior to an adult  Include all  Play fairly with others	Show good sportsmanship (congratulate others for winning)  Are a good friend (Include others, share equipment, avoid rumors/gossip/unkind words)	Listen when others speak  Are mindful of others to keep ourselves and others safe
<b>In the Library</b>  <b>Voice Level: 1-2</b>	Keep hands, feet, and objects to ourselves	Take care of materials and use them the correct way	Return materials in a timely manner so others can use them	Choose materials that challenge us	Choose materials at our reading level

<p><b><u>PRIDE</u></b></p> <p><i>We have pride in ourselves, our buildings, and our district</i></p>	<p><b><u>Positive Choices</u></b></p> <p><i>We make positive choices when we...</i></p>	<p><b><u>Respect</u></b></p> <p><i>We are respectful of our building, our staff, our students, and ourselves when we...</i></p>	<p><b><u>Integrity</u></b></p> <p><i>We are honest and always do the right thing when we...</i></p>	<p><b><u>Determination</u></b></p> <p><i>We have the determination to be the best we can be when we....</i></p>	<p><b><u>Engaged</u></b></p> <p><i>We are active and engaged in our learning when we...</i></p>
<p><b>In the Cafetorium</b></p> <p><b>Voice Level: 1-3</b></p>	<p>Keep hands, feet, and objects to ourselves</p>	<p>Clean up our area as we eat lunch</p> <p>Are kind to others</p>	<p>Use table manners and</p> <p>Say please and thank you</p>	<p>Finish our lunch so food is not wasted</p>	<p>Listen when others speak</p>
<p><b>During Arrival and Dismissal</b></p> <p><b>Voice Level: 2</b></p>	<p>Keep hands, feet, and objects to ourselves</p> <p>Help clean up the room at the end of the day</p> <p>Keep cell phones off and in our backpack until we are out of the building</p>	<p>Listen when others speak</p> <p>Are kind to others</p> <p>Help others</p>	<p>Go directly to our classroom or locker in the morning.</p> <p>Leave with our proper dismissal group</p>	<p>Are on time and prepared for class</p> <p>Are packed up and ready to go at the end of the day</p>	<p>Are ready to learn</p> <p>Eyes forward</p> <p>Using voice level indicated by adult</p> <p>Listen to and follow adult directions</p> <p>Have our learning tools ready (planner, homework, etc.)</p>

<b><u>PRIDE</u></b>	<b><u>Positive Choices</u></b>	<b><u>Respect</u></b>	<b><u>Integrity</u></b>	<b><u>Determination</u></b>	<b><u>Engaged</u></b>
<i>We have pride in ourselves, our buildings, and our district</i>	<i>We make positive choices when we...</i>	<i>We are respectful of our building, our staff, our students, and ourselves when we...</i>	<i>We are honest and always do the right thing when we...</i>	<i>We have the determination to be the best we can be when we....</i>	<i>We are active and engaged in our learning when we...</i>
<b>On the Bus</b>  <b>Voice Level: 2</b>	Sit in our seats at all times  Keep hands, feet, and objects to ourselves.	Use only kind words with our neighbors  Keep food and drink inside our backpacks	Use school appropriate language	Listen to and follow the rules set by our bus driver	Watch for our stop and are ready to go
<b>On Field Trips</b>  <b>Voice Level: 1-2</b>	Keep hands, feet, and objects to ourselves  Stay with the group	Listen to speakers and guides	Represent Gilles-Sweet Elementary in a positive way	Listen to the rules set by our bus driver.  Learn something new from each experience	Ask and answer questions
<b>In the STEAM Lab</b>  <b>Voice Level: 1-2</b>	Follow the posted STEAM Lab rules	Use all equipment carefully	Are careful with other's projects	Try our best without giving up even when we are frustrated	Participate fully and share our ideas with others
<b>Safety Drills</b>  <b>Voice Level: 1</b>	Keep hands and feet to ourselves  Walk carefully to our destination	Listen to adult directions and announcement	Walk quietly and stay with our class	Walk quietly and stay with our class	Listen to adult directions and announcements  Are aware of our surroundings

<b><u>PRIDE</u></b>	<b><u>Positive Choices</u></b>	<b><u>Respect</u></b>	<b><u>Integrity</u></b>	<b><u>Determination</u></b>	<b><u>Engaged</u></b>
<i>We have pride in ourselves, our buildings, and our district</i>	<i>We make positive choices when we...</i>	<i>We are respectful of our building, our staff, our students, and ourselves when we...</i>	<i>We are honest and always do the right thing when we...</i>	<i>We have the determination to be the best we can be when we...</i>	<i>We are active and engaged in our learning when we...</i>
<b>iPad Use</b>	Keep iPad closed unless directed by teacher  Search only school appropriate and educational topics	Carry and use our iPad gently and carefully	Use iPad as a learning tool and not a toy  Search only school appropriate and educational topics	Use iPad to research answers to questions we may have	Use iPad as a learning tool and not a toy  Remain focused on the assigned task
<b>Assembly</b>  <b>Voice Level: 1</b>	Keep hands, feet, and objects to ourselves	Listen to speakers	Sit on our bottoms so others can see	Remain quiet and focused during presentation  Learn something new from each experience	Listen to speakers  Ask and answer questions
<b>Indoor Recess</b>  <b>Voice Level: 3</b>	Choose games that are safe  Include others in play  Use all materials correctly and return when finished  Solve problems in a	Treat others the way you want to be treated  Listen to the recess monitor and follow the rules of the classroom	Report bullying behavior to an adult  Include all  Play fairly with others	Show good sportsmanship (congratulate others for winning)  We will be a good friend (Include others, share equipment, avoid rumors/gossip/unkind words)	Will listen when others speak  Are mindful of others to keep ourselves and others safe

	kind manner				
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**SCHOOL HOURS**

<b>8:25 AM</b>	First Bell	Grades K-5: children may enter the building
<b>8:40 AM</b>	Tardy Bell	Grades K-5: classes begin
<b>2:50 PM</b>	Dismissal	Wave #1 bus riders escorted to school buses
<b>2:55 PM</b>	Dismissal	All car/bike riders and special transportation
<b>3:00 PM</b>	Dismissal	Wave #2 bus riders escorted to school buses

**ARRIVALS**

Students should not arrive on school grounds before **8:20 AM** or remain on school property past **3:10 PM**. Students arriving early for breakfast are allowed in the building at **8:00 AM** by entering the Southwest doors (#6) only. Students are not supervised before or after these times and **are not** the responsibility of the Fairview Park Schools. *Parents needing before and after-school childcare should inquire at the Fairview Park Early Education Center (440) 356-3515, where arrangements can be made for the supervision of their child and their transportation to or from school.* Children entering the building between **8:25 and 8:40 AM** are to report directly to their classrooms. **The final tardy bell is at 8:40 AM.** Children arriving after the final tardy bell at **8:40 AM must** report to the office before going to their classroom. **After five unexcused tardy events in a grading period, parents or guardians will receive a letter from the principal explaining the school’s unexcused tardiness policy.**



Once your child has entered the building, under no circumstances is he/she to leave the building. Should your child forget an important homework assignment, permission slip, lunch money, or a book, your child's teacher or your child would call your home or work. The decision will then be made as to how this necessary item will be delivered to school.

**ATTENDANCE POLICY**

Students are expected to attend school regularly. Attendance in school affects the student's ability to obtain instructional content and lessons from teachers and may affect the student's achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

**What do I do if my child will not be able to attend school?**

**Please call the school at (440) 356-3525, ext. 2103 before 9:00 AM to report your child's absence.** This will enable us to account for all of the students. In the event that we do not receive notification of absence from the parent/guardian of a student who is not present at school, the school will follow a set procedure to try to contact the parent/guardian by phone. It is the responsibility of the parent/guardian to provide the school with current home, work, and emergency phone numbers.

## **What absences are excused?**

The State of Ohio Statutes and Fairview Park Board of Education Policies have very specific definitions of excused absences for students from school. The following conditions constitute reasons for an excused absence from school:

- (1) personal illness of a student,
- (2) serious illness in a student's family
- (3) death in the family or funeral
- (4) medical or dental appointments
- (5) unusual or emergency situations
- (6) authorized school-sponsored activity
- (7) approved college visits
- (8) acts of god
- (9) quarantine
- (10) out of state travel (not to exceed 24 hours)
- (11) visitation with an active-duty family member in the armed forces
- (12) other circumstances that in the judgment of the Superintendent, constitute a good and sufficient cause for absence from school



## **When do I need a medical note for my child's absences?**

After 24 consecutive school hours (4 school days) a student is absent for personal illness, a student must have a doctor's note for any further school hours to be excused. Without a doctor's note, further absences will be considered unexcused.

## **How will my child make up their absent school work/assignments?**

Make-up work will be provided to students for any *excused* absence. Students should ask the teacher for make-up assignments on the day they return to their classes, or the parent/guardian may contact the teacher directly. *Students are responsible for making up work in a timely manner (the length of the absence plus 2 days)*. Assignments that are not made up may be reflected under the characteristics section of the report card.

## **What do I do if we are going on vacation during regular school hours/days?**

Vacations during school time are not encouraged because missing extended amounts of instructional time is detrimental to a student's academic progress. However, a maximum of five (5) days of excused vacation are permitted per school year. Beyond five days, absences will be considered unexcused. Parents should contact the classroom teacher one week *prior* to the date of the vacation so that they can prepare work for the student. The decision as to how much of the work the student will be held responsible for will rest with the teacher(s). Five days prior to leaving for vacation, a *Vacation Form must be* completed and returned to the office. These forms are available through the school secretary or online at: [www.fairviewparkschools.org](http://www.fairviewparkschools.org) .

## **What happens if my child accumulates several unexcused absences?**

The law defines excessive absences into three categories, habitual, excessive, and chronic. The following table illustrates the difference between habitual, excessive, and chronic absences.

LEGAL REF: O.R.C. 3321.191

Habitual	Excessive	Chronic
Absent <b>30</b> or more <b>CONSECUTIVE</b> hours ( <b>WITHOUT</b> ) a legitimate excuse; or	Absent <b>38</b> or more hours in <b>ONE SCHOOL MONTH (WITH or WITHOUT)</b> a legitimate excuse; or	10% of total hours either excused or unexcused.
Absent <b>42</b> or more hours in <b>ONE MONTH (WITHOUT)</b> a legitimate excuse; or	Absent <b>65</b> or more hours in <b>ONE SCHOOL YEAR (WITH or WITHOUT)</b> a legitimate excuse.	
Absent <b>72</b> or more hours in <b>ONE YEAR (WITHOUT)</b> a legitimate excuse;		

If a student becomes habitually or chronically truant or accumulates excessive absences, the parent(s) or guardian will receive a letter from the school within seven (7) days. The student **may** also be assigned to an absence intervention team. The team will set up and invite the parent(s) or guardian of the student to participate in the development of an absence intervention plan. The purpose of the absence intervention team and plan is to identify specific barriers and solutions to the student's lack of attendance. Once the plan is in place, the goal will be to see an improvement in school attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the Fairview Park City School district is required to file a complaint in juvenile court.

## **ASSEMBLIES AND SPECIAL PROGRAMS**

Assemblies are held to supplement the regular school program. They are to educate as well as entertain students. Students are expected to behave in a courteous manner. Misconduct may result in the loss of future assembly privileges.

## **BICYCLES**

Gilles-Sweet advocates the use of bicycle helmets at all times. Bicycle riders **must** walk their bikes on the sidewalks, walk across all street crossings, and walk their bikes to the bike racks. Unsafe operation or disregard for bicycle rules will result in the suspension of bicycle privileges. All bicycles are to be locked when parked on school property. No mopeds, roller skates, roller blades, heelys, scooters, or skateboards are allowed on school property.



## **BIRTHDAYS**

Due to food allergies and potential contamination, please do not send birthday treats to your child(ren) classmates. As an alternative, families may send non-food items with their child(ren) for their classmates, such as pencils, erasers, bookmarks, etc. Birthday books may also be purchased for the school library to honor your child(ren) birthday. A bookplate is placed in the book noting the student's and donor's names. Please use [this link](#) to purchase a birthday book. **Invitations to home birthday parties may be handed out at school only if the entire class is being invited.** If only part of the class is being invited, you will need to use the U.S. Mail to deliver invitations. Schools **are not permitted** to release student addresses and/or phone numbers for birthdays or any other events.

## **BULLYING**

In accordance with [Article 10.05](#) of the Fairview Park City School District board policy, "harassment, intimidation, or bullying" means either of the 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.

While we recognize the repetitive aspect of behavior identified as bullying behavior, we also acknowledge the danger in waiting for a pattern to clearly emerge before intervening.

**Bullying can be both direct and indirect and includes, but is not limited to, the following forms:**

- 1) being verbally bullied
- 2) being physically bullied
- 3) racial bullying
- 4) cyber-bullying
- 5) having things taken or damaged
- 6) being socially excluded or isolated
- 7) being bullied through lies and false rumors
- 8) sexual bullying
- 9) being threatened or forced to do things

## **Bullying Prevention**

The students and staff of Gilles-Sweet Elementary School integrate the [Olweus Bully Prevention Program](#) into PRIDE House lessons. The program is a framework for creating and maintaining a systemic change to foster a school climate that discourages bullying and addresses it effectively if it occurs. The goals are to reduce and prevent bullying problems among students and improve peer relations at school.

**The anti-bullying rules at Gilles-Sweet are as follows:**

- a) We will not bully others.
- b) We will try to help students who are bullied.
- c) We will try to include students who are left out.
- d) If we know that someone is being bullied, we will tell an adult at school and an adult at home. **This is called reporting, NOT tattling.**

## **CARE OF BOOKS, COMPUTERS, AND SCHOOL MATERIALS**

The best way for children to carry books and school materials to and from school is in a book bag. If at all possible, please provide a book bag for your child. A charge will be assessed for any damages to technology devices, lost or damaged books, or school materials.

## **CASHLESS POLICY**

Gilles-Sweet Elementary School is a **CASHLESS** building. When sending in payments for school field trips, fundraisers, lunches, student fees, etc., please put the check or money order in an envelope and write on the envelope your child's name and the purpose for which the money is sent. Checks and money orders are to be made payable to the Fairview Park City Schools.

In addition, parents are welcome to pay fees using the online program PayFort. You can access the link on the district website, [www.fairviewparkschools.org](http://www.fairviewparkschools.org), or at [www.PayFort.net](http://www.PayFort.net). Please note there is a small transaction fee for using this service. PayFort is a convenient method to pay student fees, but not required by the district.

### **How do I Register and Use PayFort.net?**

1. Register: A parent or guardian completes the online form that includes their credit card information. An email with a validation code is then sent to the address that was entered during the registration process.
2. Validate: The parent or guardian enters the validation code, which activates their account.
3. Add Student(s): Once a registered PayFort member, the parent or guardian can begin to add students to their account. To accomplish this, you must know your child's student ID number, school, and grade level. This is a requirement for registering your student to the account. If you or your child does not know their six-digit student ID Number, you may call the school & they will provide it to you.
4. Deposit: Using the Make Payment page, you can now deposit money into any or all of your student's accounts. Money deposited before midnight will typically be posted to the student's account by the following morning.

**CELL PHONES:** See Distractions and Forbidden Items paragraph.

## **CLASSROOM PARTIES**

In an effort to keep an educational focus, as well as encourage a healthy school environment, classroom parties will be streamlined and structured to be school and student-focused. Sign-up sheets for parent support will be available at the Meet the Teacher Night.

## **CRISIS MANAGEMENT**

The Fairview Park School District is committed to providing a safe and secure learning environment for students and staff. The Fairview Park School District has a comprehensive safety plan for the district and each school.

This plan, developed in close cooperation with the Fairview Park Police and Fire Departments, provides guidelines on how to respond to a number of emergency and safety contingencies. This plan, along with directives from our state and national emergency agencies and guidance from the Fairview Park safety forces, will direct our responses.

## **CUSTODIAL PARENT**

Unless the legal record states otherwise, the non-custodial parent has the same legal rights as the custodial parent. These rights would include visiting the school for information regarding the student, the right to a teacher conference, and the right to copies of student reports. It is extremely important that we have a copy of any legal documents stating custody on file in the school office. This information will ensure that we are releasing a child to the proper person.

All custody information will be kept confidential. If there are changes in custody or visitation, it is the parent's responsibility to notify the principal. Non-custodial parents can receive copies of reports by supplying the teacher with self-addressed stamped envelopes at the beginning of the year.

## **DISCIPLINARY RESPONSES**

When breaches of school rules or regulations occur, disciplinary responses may include but are not limited to: verbal warning; behavior reflection writing assignment (Think About It form), parent conference; student probation; temporary removal from class or activity; denial of privileges; or activity; referral to an outside agency; suspension from school or from playground privileges; compensation for property and/or commensurate services equal to the damage; detention; suspension; expulsion.

The "Code of Conduct for Pupils" and "Rules and Regulations for Bus Riders" are found at the end of the Student Handbook. The school expects that parents/guardians will cooperate with and support the school when the child must be disciplined. In addition to our Building-Wide Behavior Plan included in this handbook, teachers will send home individual classroom behavioral expectations and consequences during the first week of school.

## **DISCRIMINATION POLICY**

In accordance with Title VI, Title IX, and Section 504 of the Rehabilitation Act, the Fairview Park City School District's policies prohibit discrimination on the basis of race, color, creed, sex, national origin, handicap, or age in its educational programs, activities, services or employment policies.

## **DISTRACTIONS AND FORBIDDEN ITEMS**

Tobacco products, alcohol, drugs including over-the-counter medications, unsuitable reading materials and pictures, knives, any sharp instrument, matches, caps, firecrackers, and firearms are not to be brought to school. Any electronic device, cell phones, smart watches, smart phone, ipod, Bluetooth technology, MP3 players, CD players, AM/FM Tape/CD units, televisions, pagers, etc. are not allowed during the school day at Gilles-Sweet.

**All electronic devices should be turned off and kept in the student's book bag inside their locker.**

The school reserves the right to impound the units of those students who violate this regulation. Students having any of these in their possession will have them confiscated and the student will be subject to disciplinary action.

Distractions such as toys and trading cards waste valuable classroom time. For an atmosphere where maximum learning can occur, we ask your cooperation in seeing that such items are not brought to school unless requested by the teacher for classroom use. Gum chewing is not permitted on the bus, on school grounds, or in the building at any time.

“All electronic devices, including cell phones, should be turned off and locked in the student’s locker. The school reserves the right to impound the units of those students who violate this regulation.”

- First offense:** Taken from the student. Student can pick up the electronic device at the end of the day in the office.
- Second offense:** Taken from the student. **Only a parent can pick** up the electronic device in the office.
- Third offense:** Student will be prohibited from carrying any electronic device item to school for the rest of the year.

## **DRESS CODE GUIDELINES**

The student's comfort and safety should be the guide as parents determine what should be worn to school. A child should come to school neat and clean. Clothing worn to school should be comfortable and provide protection against temperature, insect stings and bites, and abrasions. We discourage the wearing of perfume, cologne, makeup, aftershave, etc. by students. If a child uses fragranced personal care products (i.e. deodorant), we ask that you monitor their use.

It is the parent's/guardian's responsibility to dress children appropriately for outdoor play and exercise each day. Inappropriate clothing worn to school (including bare midriffs, short shorts, tank tops, and clothing with alcohol or drug-related symbols or violent or inappropriate messages on them) disrupts the educational process and shall be subject to disciplinary action. **Shorts are NOT permitted after December 1 or before March 1 of each school year, unless the outside temperature is 65 degrees or higher or leggings are worn underneath.** Hats, headbands, and bandanas are not to be worn in school except on special spirit days. Appropriate shoes help protect students from a number of injuries. For this reason, flip-flops, slip-on sandals, clogs, crocs, heelys, and any type of open shoes or shoes with oversized heels are not to be worn to school.

Parents should keep in mind that school is your child's work. Establishing an acceptable dress policy early in your child's career will better prepare him/her to choose appropriate dress in a future career. (Please refer to #19 of the district's Code of Conduct for Pupils located at the back of the handbook.)

## **EARLY DISMISSAL**

Students leaving school before the end of the school day must be picked up and checked out by the parents or guardians in the school office. Parents/guardians or other adults authorized by the custodial parent/guardian must meet their children in the school office and sign the school log confirming the departure time. Gilles-Sweet Elementary School students will only be dismissed with adult supervision. If the adult is not a parent or guardian, then a note with the parent or guardian's signature or a call from the parent/guardian prior to dismissal is required.

## **ELECTRONIC COMMUNICATION AND SOCIAL MEDIA POLICY**

Fairview Park City School District [FPCSD] recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family, and their larger social networks.

As educators, we too, have turned to email, websites, blogs, text messaging, and social media websites such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communication are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and

professional standards for communicating with employees and students that we set for ourselves here in FPCS.

**The expectations outlined below are designed for the purpose of:**

1. Protecting the students, staff, and district;
2. Raising awareness of acceptable ways to use electronic communication tools when communicating with employees/students; and
3. Raising awareness of the positive and negative outcomes that may result in using these tools.

**Electronic communication should always be transparent, accessible, and professional as defined below:**

1. Transparent Communication - All electronic communication between employees and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.
2. Accessible Communication - All electronic communication between staff and students should be considered a matter of record, part of the district archives, and/or may be accessible by others.
3. Professional Communication - All electronic communication should be written by a professional representing FPCS. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of FPCS. Always choose words that are courteous, conscientious, and generally businesslike in manner.

If your communication meets all three of the criteria above, then it is very likely that the methods of communicating that you are choosing are very appropriate; moreover, encouraged.

### **Acceptable Electronic Communication Methods**

Building Newsletters, District Website, District e-Newsletter, FPCS email, and Seesaw PowerTeacher Messaging.



### **Less Acceptable Communication Methods**

**Text Messaging** - Nearly every student has a cell phone today, and the use of text messaging is high. This form of communication is typically between individuals and is highly personal. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can become “off-topic.”

Employees should be aware that text messaging between an employee and a student could easily be misinterpreted by a parent. If an employee plans to use texting for immediate and urgent contact with students, they must be transparent about such use. They must make parents aware at the beginning of the school year or season that they may use texting.

### **Unacceptable Communication Methods**

**Non-district email accounts** - FPCS employees should never use personal email accounts to communicate with students about school matters.

## **Inappropriate Communication**

Employees or students must report to a school administrator any communication that may be construed as inappropriate.

## **Using Social Media to Communicate to Student or Employee Groups**

A Facebook Fan Page or Twitter Feed can be appropriate as a supplemental method of communicating electronically with student groups if set up correctly. Facebook Fan pages are visible to unregistered students and parents and thus indexed and easier to find. Be sure to follow the same district guidelines for publishing content to any website. Use your “@fairview.k12.oh.us” email address to register as the contact for the page so that any feedback or comments are sent to the district, not to a personal email address. It is required to use the district’s Facebook Fan Page Terms of Use. Please contact the FPCS Communications Department for information and instructions.

If you decide to establish a fan page or a Twitter feed, be sure to notify employees and/or the parents of your students that you’ll be using this site to communicate information for your group in addition to your other methods (websites, email, formal letters, etc.) and that these pages may contain commercial advertising that is not endorsed by the district.

Since not every student has a Twitter account, Facebook page, or even access to any social media websites, you must consider this when posting. FPCS cannot require employees/students to have any social media accounts like Facebook or Twitter, as this should be a family and/or personal decision. Therefore, you must make any information posted accessible by alternate means.

Please note that employees and students do not have access to social media websites when they are using the district’s network.

## **Important Reminders About Using Social Media Sites for Personal Purposes**

- Students and staff members who are presently using social media to communicate with friends, family, and their personal networks, should ensure that their privacy settings are set to “Only Friends.” If the “Friends of Friends” or “Networks and Friends” settings are used, you open your content to a much larger group of people. **Staff members should never “friend” students who are currently enrolled in FPCS, nor should you accept their “friend requests.”** The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.
- Any content published, pictures posted, or dialogue, whether on Facebook, Twitter, a blog, a discussion thread, or another website, should never compromise the professionalism, integrity, and ethics in your role as a FPCS employee/student.

A good question you should ask before posting or emailing a message is, “Would I mind if that information appeared on the front page of the local newspaper?” If the answer is “yes,” then do not post it. Contrary to what some people think, email and social networking sites are very public places.

- Use common sense and discretion when using social media tools. Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous toward FPCS. Exercise caution regarding colorful language, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as an employee/student at risk. Keep in mind that while you are an employee/student at FPCS, you are always a *representative* of the district/school, even at home and online.

- Do not discuss students or coworkers, publicly criticize school policies or personnel, or share confidential information. Don't assume that anything online is private.
- Remember that postings on the Internet are available to anyone and everyone, are all but impossible to delete, are traceable back to the author, and will exist and be retrievable virtually forever.
- Be particularly vigilant not to expose confidential information. Exposing such information is a violation of policy and state law, and violations carry serious consequences.
- Never provide links to questionable materials or websites – especially those that are indecent, defamatory or extreme.
- Respect all copyright, intellectual property and proprietary rights laws. Do not plagiarize or use unauthorized images, written content, music or video.
- If you post to external websites on FPCS-related subjects and are not formally representing the district, use a disclaimer stating that your thoughts and opinions are your own and do not necessarily represent those of FPCS.
- Social media outlets are not appropriate forums for addressing employment, personnel or other human-resource issues.
- Remember, ultimately, what you write is your responsibility.
- If you make a mistake, be upfront, admit it and quickly correct it.

**Employees or students should contact their building principal or district administration with any questions regarding this policy.**

### **EMERGENCY MEDICAL CONTACT INFORMATION**

The Fairview Park City School District uses InfoSnap to collect all student emergency contact information. InfoSnap is an online registration program that the district uses to register new students as well as collect yearly back-to-school information for returning students. To update your forms, please visit the parent page on the district website at [www.fairviewparkschools.com](http://www.fairviewparkschools.com). Select PowerSchool to login or create a parent account. Once you gain access, click on the arrow in the upper right corner to start the registration/update process.

### **RAPID DISMISSAL & SAFETY DRILLS :**

**Fire Drills** are held periodically during the school year. At the sound of the fire alarm, students will exit their rooms quickly and quietly. Students will proceed from their room to their designated exit and leave the building in a quiet and orderly fashion. Students must remain quiet and follow the directives of Gilles-Sweet Elementary School's staff members.



**Tornado Drills** are held during the months of tornado season (April 1-July 31) while school is in session. At the sound of the tornado alarm, each student is to go to the designated area of the building as directed by the staff. The teacher will stay with their group of students until the "all clear" signal is given. Students must remain quiet and follow the directives of Gilles-Sweet Elementary School staff members.

**Safety Drills** are also held periodically during the school year. This drill is in place in the event an unsafe situation would develop within the building during

the course of the day. Students would quickly leave the hall and restroom areas and return to their classrooms. Teachers will secure their room and wait for further instructions from the building administrator.

### **EMERGENCY SCHOOL CLOSING**

Power Announcement announces all school closings, delayed arrivals, early dismissal because of bad weather or any emergency situation. Please make sure you log into the parent portal of PowerSchool to update your contact numbers. Once you have logged in, the Power Announcement tab is located on the left side of the screen. Please notify the office of any changes to your contact numbers.

### **EQUAL RIGHTS AS REQUIRED BY FEDERAL LAW (GRIEVANCE PROCEDURE)**

Because all human beings are born free and equal in dignity and rights, and because one of these rights is a right to an education, a policy on equal rights has been adopted by the Board of Education.

A grievance is an allegation by a student or by a student's parents, on his or her behalf, that he/she, on the basis of sex, race, color, national origin, or handicap, has been excluded from, denied the benefits of, or been subjected to discrimination under any of the programs or activities of the school district.

When a student, or parent on the student's behalf, feels he/she has a grievance, it shall first be discussed with the person directly involved, generally the classroom teacher.

If the principal does not settle it satisfactorily, it is to be discussed with the superintendent of schools. The objective of all parties is to resolve the matter quickly in an informal manner.

If a grievance is not settled satisfactorily through the informal procedure, the complainant will file a written grievance with the person directly involved who will arrange a meeting with the complainant within three school days and respond with a decision and reasons in writing within three school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the principal of the school within three school days. The principal will arrange a meeting with the complainant and, if necessary, with the person or persons alleged to have caused the grievance and respond with a decision and reasons in writing within six school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the superintendent of schools within six school days. The superintendent will arrange a meeting with the complainant and with any other persons necessary within six school days after receipt of the grievance and respond with a decision and reasons in writing within six school days after the meeting.

The Title IX Coordinator for the school system is the Director of Pupil Services, 21620 Mastick Road, Suite A, Fairview Park, Ohio 44126. Telephone: (440) 331-5500, ext 1115.

### **EVACUATION OF GILLES-SWEET ELEMENTARY TO AN ALTERNATE SITE**

In the event that Gilles-Sweet Elementary School would need to evacuate the building and leave the immediate area, an evacuation plan has been established. If students need to be evacuated from Gilles-Sweet Elementary School's neighborhood, students would walk in an orderly fashion to a safe location. Notification of this event would be placed on the District Website, [www.fairviewparkschools.org](http://www.fairviewparkschools.org), the Alert Solutions parent notification system, & on our voicemail.

## **FEES**

Annual fees are assessed for students at the beginning of the school year. This fee covers all student supplies and consumable materials. A notice of the fee amount for the current school year is included in the August parent mailing. Fees are due **no later** than the second week in October. Checks or money orders should be made payable to the "Fairview Park City Schools". **Please note:** unpaid fees are carried over to the next year. You can also pay online through the PayForIt Program link on the FPCSD website: [www.fairviewparkschools.org](http://www.fairviewparkschools.org) or at [www.PayForIt.net](http://www.PayForIt.net).

**Cash can not be accepted. The purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders and other extraneous items) and field trips will be prohibited until such time that fees are paid.**

LEGAL REFS: ORC 3313.642C

## **FERPA**

FERPA is The Family Educational Rights and Privacy Act. What FERPA basically states is that **only** custodial parents have the right to permit others to conference regarding their children. This means that if a custodial parent wants a step-parent, sibling, grandparent, etc. to attend a conference with, or in place of them, they must give written permission allowing that.

## **FIELD TRIPS**

Gilles-Sweet Elementary School students participate in field trips during the year. The cost of admission is charged to the student. When students are scheduled to take a trip, the parents are notified in writing and their written permission is required. A blanket field trip agreement will be submitted via InfoSnap at the beginning of each school year for field trips within the city of Fairview Park.

The agreement will serve as written permission for all in-district field trips. InfoSnap is an online registration program that the district uses to register new students as well as collecting yearly back-to-school information for returning students. All checks for field trips are to be made out to the Fairview Park City Schools. There are no refunds for tickets purchased for missed Field Trips.

The purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders and other extraneous items) & field trips will be prohibited until such time that fees are paid.

LEGAL REFS: ORC 3313.642C

## **FIGHTING**

Fighting or unsafe hands (*as it is often referred to at school*) at school will not be tolerated. Fighting usually stems from rough play, which gets out of hand, misunderstandings or miscommunication between students, and/or instigation by a third party. When this type of unsafe behavior occurs, we do not dwell on who started it. Our approach is to help the students defuse their anger, work out their differences, and find ways to avoid the problem in the future. However, if a student persists in this type of unsafe behavior, he/she will face additional disciplinary consequences and/or possible suspension from school.

## **GIFTED & TALENTED SERVICES**

Beginning in Kindergarten, students may be referred for identification as gifted and talented. For additional information, please contact the Director of Pupil Services at 440-331-5500.

## **GOOD NEIGHBOR POLICY**

Students on their way to and from school are not to walk on lawns, pick flowers, fruits or vegetables, or litter the community in any way. Other regulations are to be followed as noted in the "Code of Conduct" at the end of the Student Handbook.

## **HALLWAY AND RESTROOM BEHAVIOR**

Students are expected to walk quietly in the halls and on the stairs, keeping to the right when possible. It is imperative that classrooms are not disturbed when students are in the halls. Students must have their teacher's or lunch monitor's permission to use the restrooms between 8:40 AM and 2:50 PM. When the entire class is using the restroom, students must be courteous and patient. Always place paper towels in the waste container. We attempt to teach responsibility to the individual as we live in a society dependent on one another. Emphasis is placed on safety and respect for others. Please read the Fairview Park Schools "Code of Conduct" in the back of this handbook.

## **HARASSMENT**

Harassment may take different forms including, but not limited to, the following: sexual harassment, gender, ethnic, religious, disability and weight. Verbal, non-verbal, and physical aspects can all be part of such misconduct. Any student who believes he or she has been harassed should contact a teacher, counselor, or principal. Additionally, any person, who believes he or she has been harassed, may file a written complaint with the official responsible for compliance with nondiscrimination/harassment regulations and policies with the Director of Pupil Services.

## **HAZARDOUS CONDITIONS AT DISMISSAL OR DURING SCHOOL HOURS**

In case of severe weather conditions at dismissal time, all students will be held in the building until such time that it is judged safe to dismiss them. Should you decide to pick up your child during this time, please report to the school office since your child will have no way of knowing you are waiting for them. If it is necessary to evacuate the building, students will be escorted to a safe location. Parents may pick them up or make other arrangements for their transportation home.

## **HEALTH SERVICES**

First aid is administered to injured students in the clinic. Parents will be notified of illness or serious injury. In an emergency, where a parent cannot be contacted, children will be transported to Fairview Hospital unless other instructions are specified on the Emergency Medical Authorization form. Students may not attend school or stay in school if they have a fever or an unidentified rash. Students with a rash must have a doctor's note identifying the type of rash and treatment in order to return to school. If possible, all medication should be given to the child by the parent at home. If this is not possible, the following procedure must be followed according to state law: LEGAL REFS: ORC 3313.713C

1. A written request (Parent/Physician Administration of Medication form) must be signed by the parent/guardian that the medication is to be administered to the student. Forms are available in the office by request.
2. The prescribing doctor completes and signs their portion of the Parent/Physician Administration of Medication Form that may be obtained in the school office.

The Administration of Medication Form **must** include all of the following information:

- a) The name and address of students;
- b) The school and class in which the student is enrolled;
- c) The name of the medication and dosage to be administered;
- d) The times or intervals at which each dosage is to be administered;
- e) The date the administration of the medication is to begin;



- f) The date the administration of the medication is to end;
  - g) Any severe adverse reactions that should be reported to the physician and at least one telephone number where the doctor can be reached in an emergency.
  - h) Any special instructions for administering the medication, such as storage requirements or sterile conditions.
3. The parent or guardian of the student must agree to submit a new revised Parent/Physician Administration of Medication form if any of the information required under subsection 2 (above) is changed. \*New forms are needed on file each school year.
  4. The medication must be received in the original container as dispensed by the doctor or pharmacist.
  - 5 Parents/Guardians must agree to bring the medication (and any refills) to the school office and not send it in with the student. Empty bottles are to be given to the parents when they bring in the new medication. At the end of the school year, any medications not picked up by the parent after 2 weeks will be discarded.

*Use of over-the-counter medications such as cough syrup, pain relieving or fever-reducing products, cough drops, Chapstick, lotion, etc. is not encouraged during school time. If it is deemed necessary, the procedure outlined above must be followed for all over-the-counter medications but a physician's signature is not required.*

LEGAL REFS: ORC 3313.713C

## **REQUIRED HEALTH SCREENINGS**

**Vision and hearing screenings** will be done on all students in grades kindergarten, one, three, five, and for students new to the District. Parents and teachers may request screenings to be done at any time.

**Scoliosis screenings** will be done on all girls in grade five and both boys and girls in grade six. Should you **not** wish for your child to participate in any of the above screenings, please inform the school nurse, in writing, by **October 1st**.

## **HOMEWORK**

Homework assignments vary from teacher to teacher, grade to grade, and day to day. Students should plan on at least thirty to forty-five minutes of homework each evening. When no homework is assigned, students can use their "homework" time to read, or practice math facts or spelling words. Homework is your child's responsibility. Parents may encourage their student(s) or answer questions. However, students will learn and retain more if they work independently. If an important family activity prevents the completion of a daily (short-term) assignment, write the teacher a note.

It is more important for a child to obtain the needed rest than to stay up late to finish homework.

The homework can be made up the next day if we are aware of the problem. Students in grades three, four, and five (3-5) are required to write daily assignments in their School Agenda.

When a student is absent from school and the parent wishes to pick up missed assignments at the end of the school day, the parent should call the school office before 9:00 AM and leave a message. These assignments can be picked up in the office after 3:00 PM. Requests for homework after 9:00 AM may not be available that same day.

## **ILLNESS or ACCIDENT**

If your child becomes ill or an accident occurs making it necessary for the child to go home, you will be called. If you cannot be reached, we will call the person you designated on the emergency medical form.

When possible, please designate an alternate who is accessible to the school in a short amount of time.

Exclusion of sick children from school is the responsibility of the school administration. Transportation of sick children to their home is the responsibility of parents/guardians or their alternate.

**Any child with the following symptoms should not be sent to or remain at school:**

- |                         |                                       |         |
|-------------------------|---------------------------------------|---------|
| 1. Elevated temperature | 4. Unexplained rash                   | 7. Lice |
| 2. Diarrhea             | 5. Severe cold and cough              |         |
| 3. Vomiting             | 6. Red, watery, burning, itching eyes |         |

**Please keep the office informed of any changes in the information on your child's emergency information, including changes in home/office phone numbers and changes in emergency contacts.**

**LIBRARY**

The school Library is open from 8:45 AM to 2:50 PM, five days a week. Students may browse, conduct research or check out books during the school day. Books are available on loan to students for a one-week period. We do not charge fines for overdue books, but will limit borrowing privileges of the student until the books are returned. **Students are responsible for lost or damaged books. Checks should be made out to the Fairview Park City Schools. Cash will not be accepted.** In the event that an item that has been paid for as "Lost" has been found and then returned to the Library, refunds will be issued as a credit to either the student's lunch account or outstanding school fees.

**LIBRARY BOOK FAIRS**

The school PTA sponsors book fairs each year. The Scholastic Book Fairs are fundraisers for the PTA and all proceeds are used for PTA programs and special events for students.

**LOST AND FOUND**

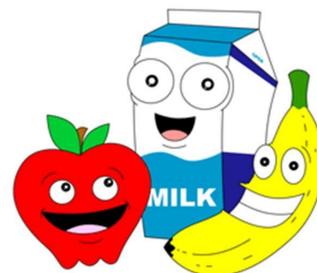
A lost and found is located in the hallway near the gymnasium. Smaller items are kept in the main office. Students are to check this area for any lost articles. Please check the lost and found regularly.

**LUNCH ROOM**

Because of the short lunch period, Gilles-Sweet Elementary School students eat at school. Parents wishing to take their child home for lunch must request approval in advance through the school office. No other students may leave the school grounds during the 50-minute lunch/recess period.

**NO** carbonated beverages (this includes energy drinks and soda) **OR** any beverages in glass containers may be brought to school by any students. Students are not allowed to exchange food. All food and drinks are to be consumed in the lunchroom. Unless an item from home is unopened, leftover foods will be disposed of in refuse containers in the Cafetorium.

Students will be escorted to the lunchroom by their classroom teachers and will sit at assigned tables. Students are to eat quietly. Talking softly is permitted at all times. Students should remain seated until dismissed by the lunchroom supervisor. Good manners, proper behavior, and neatness are mandatory in the lunch setting.



**MEDICAL APPOINTMENTS**

If you are unable to make an appointment after school hours, a parent note prior to a doctor's appointment should be given to the classroom teacher, **in addition to notifying the school office.** You

must come into the office to sign your child out for their appointment. A doctor's note excusing the absence can be sent in with the child the next school day.

## **PARENT VISITATIONS**

Please refer to the school visitor section below.

## **PARENT-TEACHER CONFERENCES**

Conferences are scheduled for Gilles-Sweet Elementary School in November and again in the spring. Please refer to the district calendar for dates and times. Parents may also request a conference with your child's teacher(s) anytime during the school year.

## **PLAYGROUND SAFETY**

Playground behavior expectations are posted on the playground. Our Rules and Safety procedures are reviewed with students at the beginning of each school year. It is important that students observe these rules as well as the directives of staff on the playground.

## **PTA**

The Gilles-Sweet Elementary School PTA is a very active organization. Your participation is vital for its continued success. Please join the PTA to help support their efforts with programs and activities for our students.

## **REPORT CARDS**

For student report cards, the Fairview Park School District uses Pearson PowerSchool, a web-based academic management system. To monitor their child's academic progress, parents need to set up a parent account in PowerSchool. You will also need your child's six-digit lunch code and their birthdate in the following format: i.e. January 1, 2023 = 112023 to link your child(ren) to your account. Please keep in mind that not all teachers will have the same amount of detail posted on Pearson PowerSchool. If you have additional questions regarding your child's progress, please contact the teacher directly. If you need to set up a parent account or require assistance with viewing grades, please visit our PowerSchool for Parents Pages on the district website [www.fairviewparkschools.com](http://www.fairviewparkschools.com). If you need additional help setting up your parent account or have forgotten your password, please call our office at 440-356-3525.

### **For students in grades K-5:**

After logging in, the page will appear blank with no grades ~ that is because teachers in grades K-5 do not give overall grades, but standards based grades instead. Therefore; to assess overall scores click on the Standards tab on the top of this page and then click on the Expand All tab. You will see all of the standards that have been accessed for the quarter (teachers in grades 1 & 2 incorporate social studies in all subject areas). Standards are scored on a 1,2,3,4 rubric. To find out more details about the score, you can click on any standard and it will bring up the scale details. You can also click on the left hand side where it says teacher comments and choose the reporting quarter (Q1, Q2, Q3, Q4) and this will also give you overall comments. Some teachers may choose to also enter assignments in the grade book. By clicking on the dotted line in each subject area, you may see individual assignments and it's details given by the teacher. ***Please keep in mind a score of 3 indicates your student is performing at grade level and where we want students to be, a score of 4 is only for those students who are exceeding grade level standards.***

## REPORT CARDS: Standards Assessment Rubric

4 = Exceeding Grade Level Standards

3 = Meeting Grade Level Standards

**"3" is the GOAL for the grade level and should be celebrated**

2 = Showing Progress Toward Grade Level Standards

1 = Support Needed to Achieve Grade Level Standards

NA = Not Assessed



### What Does each number represent?

#### **4 = Exceeding Grade Level Standards**

*Consistently achieving beyond grade-level standards*

##### **The student:**

- consistently demonstrates an in-depth understanding of grade level concepts, skills, and processes taught in this reporting period and exceeds the required performance
- is able to make connections and elaborate on concepts
- is able to integrate and apply concepts in new situations
- frequently self directs and thinks independently

#### **3 = Meeting Grade Level Standards**

*Achieving grade level standards successfully, clearly on track*

**"3" is the GOAL for the grade level and should be celebrated.**

##### **The student:**

- demonstrates an understanding of grade level concepts, skills and processes taught in this reporting period
- meets grade level expectations with minimal support
- produces strong, excellent work at grade level

#### **2 = Showing Progress Toward Grade Level Standards**

*Progressing toward achieving grade level standards with some support*

##### **The student:**

- has not met the standards but is progressing toward achieving skills and learning grade level concepts taught in the reporting period
- demonstrates an inconsistent understanding and application of knowledge
- receives moderate support from teachers, parents and/or peers

#### **1 = Support Needed to Achieve Grade Level Standards**

*Skills are limited, frequent support needed*

##### **The student:**

- is currently not meeting the grade level standards taught in this reporting period
- demonstrates a lack of understanding of concepts
- does not apply skills or recall information
- requires continuous support from teachers and parents

## RETURNED CHECKS

The district utilizes a service to collect returned checks that enhances our cashless payment process. Please be aware of the following information:

IF YOUR CHECK IS RETURNED UNPAID FOR INSUFFICIENT OR UNCOLLECTED FUNDS, (1) YOU

AUTHORIZE ECOLLECT, LLC TO MAKE A ONE- TIME ELECTRONIC FUNDS TRANSFER FROM YOUR ACCOUNT TO COLLECT A RETURN FEE AS ALLOWED BY LAW; AND (2) ECOLLECT, LLC MAY RE-PRESENT YOUR CHECK ELECTRONICALLY TO YOUR DEPOSITORY INSTITUTION FOR PAYMENT. \*\*\*FOR INQUIRIES ABOUT CHARGES TO YOUR ACCOUNT PLEASE CALL (888) 569-9001 OR EMAIL [ADMIN@ECOLLECTPAYMENTS.COM](mailto:ADMIN@ECOLLECTPAYMENTS.COM)

## **SCHOOL STORE**

The school store, operated by students, is open every Friday morning from 8:15 AM to 8:35 AM beginning in September and continuing through the last week in May.

## **SELLING ITEMS TO OTHER CHILDREN AT SCHOOL**

School policy does not permit children to sell any items from home or organizations to other students at school.

## **SMOKE-FREE BUILDING**

The Fairview Park City School system is dedicated to providing a healthy, comfortable, and productive environment for its staff, students, parents, and community members.

As an educational organization, it is appropriate to take a leadership role in reducing the effects of a known health hazard and provide positive role models for students; therefore, the Board of Education declares all school buildings and property to be designated **SMOKE-FREE**. Thank you for your cooperation.

## **STUDENT PICTURES**

Student pictures are taken early. You will be notified through the Weekly Blast newsletter prior to the day pictures will be taken. A memory book containing pictures of all students may be ordered on picture day and will arrive shortly before the end of the school year. We have adopted the prepaid plan, and all orders must be accompanied by payment in full. Purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders, and other extraneous items) will be prohibited until such time that school fees are paid.

## **STUDENT TECHNOLOGY CODE OF CONDUCT**

The purpose of computer access in the Fairview Park City Schools is to support education and enhance personal learning through the use of technology. It is intended to provide access to unique resources and opportunities for collaborative work. Users working within the guidelines of the Technology Code of Conduct as outlined will receive the maximum benefits of the school's technology.



### **General Hardware and Software Guidelines**

1. The user, exercising his/her right to use hardware or software as an educational resource, shall also accept the responsibility for the preservation and care of that hardware and/or software. Only those users who have received training or can demonstrate proficient use shall be authorized to use any hardware or software.
2. It is the user's responsibility not to introduce programs of a viral nature into any school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.

3. It is the user's responsibility to keep hardware and software from being removed from designated school areas.
4. It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way.
5. The user is responsible for not bringing food and drinks into any room containing computers or other electronic equipment.
6. It is the user's responsibility to abide by copyright laws.
7. The user is responsible for adhering to the Technology Code of Conduct and following the appropriate guidelines while using school hardware and software.
8. Personal files may not be stored on school computers. Personal software programs may not be used.
9. The user is responsible for pursuing legitimate educational activity. The user may not attempt to nor establish contact with restricted resources or unauthorized databases.
10. **District Owned Equipment:** Students utilizing devices ie. iPads are subject to insurance costs. The insurance premium of \$25.00 is paid each year. An additional \$25.00 deductible will be charged at the time of the first repair. After the first repair, an additional \$50.00 deductible will be charged for each repair.

### **Telecommunications and Internet Usage Guidelines**

The Internet is an unregulated network of millions of computers, which changes and grows constantly. Fairview Park City Schools' students will only be using the Internet in staff supervised educational experiences.

1. The user, exercising his/her right to use the Internet as an educational resource, shall also accept the responsibility for all material received. Only those users who have received training or can demonstrate proficient use shall be authorized to use the Internet.
2. Users have the responsibility to use email appropriately, to not give out personal identification information, and be aware that school personnel may monitor all email activity. Users are responsible for all mail sent and/or received under this account.

#### **Students are not permitted to use email unless instructed by their teacher.**

3. Users have the responsibility to make only those contacts leading to some justifiable educational purpose on the Internet. Users are not to attempt to establish nor in fact establish contact with restricted resources or unauthorized databases.
4. The user is responsible for not sharing passwords or allowing use by non-authorized students.
5. Users have the responsibility to report inappropriate material received via the Internet.
6. Users will accept the responsibility for keeping all obscene material; inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.
7. Users will accept the responsibility of keeping copyrighted software of any kind from entering the school via the Internet.
8. The student is responsible for adhering to the Student Technology Code of Conduct and using the appropriate guidelines while on-line with the Internet.

#### **Violation of these guidelines may result in one or more of the following:**

1. School disciplinary action.
2. Full financial restitution.
3. Banned from access to the equipment, network/Internet.
4. Repeated violations may warrant permanent removal of user privileges on the school's equipment, local area network, and the Internet.

## **User Agreement**

The Student Technology Code of Conduct policy is located in the Student Handbook, found online and in InfoSnap. By signing off electronically through InfoSnap, you have agreed to the Student Technology Code of Conduct Policy.

## **TELEPHONE USE**

The office phones are not to be used by students except for school business or for an emergency. In case of illness or emergency, office personnel will make the necessary calls. Children are discouraged from calling home for forgotten items, unless directed to do so by a teacher. We appreciate your support in helping your child accept responsibility for their work and supplies.

## **VISITING ANOTHER STUDENT'S HOME**

If a student is not going directly to their home after school, but intends to visit another student, two (2) notes are required to be sent to the office, one note from each of the parents of the students involved. Please forward these notes to the office no later than 12:00 noon. In the absence of these notes, students will be expected to follow their usual dismissal routine. No bus passes will be issued to students visiting friends after school unless issued by the transportation department.

## **VISITORS**

During the school day visitors to Gilles-Sweet Elementary School may enter the building through our main entrance door on West 220 Street. **All visitors are required to report to the office, have a photo identification, sign in and obtain a visitor's pass before entering the building.** In accordance with **Article 9.03**, of the Fairview Park City School District board policy, all school visitors will be required to adhere to the following rules:

- A. No person shall trespass or loiter on the school grounds
- B. All persons entering a school building shall immediately report their presence to the building office. The principal shall require all visitors to properly identify themselves.
- C. Any parent wishing to visit a school/classroom which his or her child attends may do so **ONLY** by making prior arrangements with the building principal. Arrangements must be made at least one school day in advance. A class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
- D. While visiting in a classroom under the aforementioned conditions, a visitor shall not interrupt the class in any way, nor speak to or disturb the children. Use of audio or visual equipment to record class activities is prohibited unless approved by the principal. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
- E. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he or she will return directly to the main office, and promptly leave the building.

- F. The Superintendent or principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disruptive to the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, for whom the principal believes are on the premises for the purpose of committing an illegal act.

## **VOLUNTEERS**

Volunteers are a vital part of the Gilles-Sweet Elementary School Program. Volunteer support is used for various school-related activities. In most cases, the Gilles-Sweet Elementary School PTA coordinates volunteer support. Parents and friends are invited to become actively involved in our PTA program.

In accordance with **Article 9.83**, of the Fairview Park City School District board policy, all school volunteers will be required to adhere to the following rules:

- A. Volunteers will work with students under the immediate supervision and direction of a school employee.
- B. Volunteers are expected to comply with state and federal laws, as well as all Board policies and district guidelines while on duty as a volunteer.
- C. Volunteers will be covered under the district's liability policy but the district can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation
- D. Will be asked to sign a form releasing the district of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.
- E. Will be required by law to be fingerprinted and successfully pass a BCI criminal check.

## **WEB-SITE PUBLISHING REGULATIONS**

**The following guidelines will govern web-site publishing in the Fairview Park City Schools.**

**Subject Matter:** Faculty staff and students are encouraged to create electronic home pages, publications pages, or other pages that seek to carry out the official business and communication of the district's mission. All such pages must reside on an official Fairview Park City Schools web server. The District Webmaster or other authorized representative must specifically approve in advance any other web server used to house district work.

All subject matter on web pages should relate to curriculum, instruction, school authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District or the schools within the District.

**THEREFORE, NEITHER STAFF NOR STUDENTS MAY PUBLISH PERSONAL HOME PAGES AS PART OF THE DISTRICT WEB SITES OR PUBLISH HOME PAGES FOR OTHER INDIVIDUALS OR ORGANIZATIONS NOT DIRECTLY AFFILIATED WITH THE DISTRICT.** School related and authorized staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Web pages should contain information that is accurate and current. All communications via the District web pages will comply with the District Acceptable Use Policy & Code of Conduct.

Behavior and content prohibited by these policies include but are not limited to religious, racial, and sexual harassment, advocacy of violence, or obscene and/or pornographic material. Additionally, **posting any material that may be defamatory, libelous or slanderous is also prohibited.**

Individuals are not to use the Fairview Park City Schools District Web pages for personal gain or profit, the district will determine which entities, corporations, organizations, and causes will be permitted to establish links or presence upon the district's websites.

### **Ownership and Retention**

All Web pages on the District's server(s) are property of the School District.

Web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the district webmaster or when the webmaster has determined that the page does not satisfy the web-site publishing regulations.

**THE DISTRICT, THROUGH APPROPRIATE MEMBERS OF THE ADMINISTRATIVE STAFF, RETAIN THE RIGHT TO DETERMINE THE APPROPRIATENESS OF WEB PAGE CONTENT CONSISTENT WITH THE GUIDELINES AND STANDARDS CONTAINED IN BOARD POLICY.**

Content determined to be inappropriate shall be removed from District-sponsored web pages. Appeal of any decision to remove content by an affected staff member or student may be made in writing to the Superintendent's designee within five days of the removal of the content. The designee will review the appeal, conduct an appropriate hearing if he/she feels it appropriate, and render a written decision within ten days of receipt of the appeal. The decision shall be final.

Student work may not be published on a Web site unless both the student and the family have signed a release form. The student and the family retains copyright to the published work. Students 18 or older may sign the release on their own behalf. Teachers or the appropriate staff must verify that a release has been signed before publishing student work or student pictures.

### **Publishing Guidelines**

All web page developers and creators, individually or group, must adhere to the policies of the Fairview Park City School District and must comply with all Federal and State laws.



Copyright and trademark laws apply to electronic publishing as well as to print publishing. Developers must have permission to publish the information, graphics, or photographs on their pages if they are not the copyright owners unless the use falls within the "fair use" exceptions to copyright law.

The District recognizes that a student's creative, tangible work is intellectual property and deserves protection under copyright law. Therefore, before the work of any student is published on any District-sponsored web page, the person responsible for posting such work will obtain permission from the student and, in the case of a minor student (under eighteen years of age), permission from the student's parent or guardian, explicitly authorizing the posting of the student's work.

Any links to District Web pages that are not specifically curriculum related must meet the District Internet Acceptable Use Policy (IIDA). Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose purpose is commercial or political advertising. The Fairview Park City

School District retains the right to audit and/or adjust materials and activity on any Internet/Internet server publishing content sponsored by a Fairview Park City District organization or other approved entity. An individual posting any link will be required to get written/electronic permission to link to that site. Any input forms must be prior approved by the District Webmaster.

The District Webmaster will issue guidelines to provide for general consistency for District Web pages. Developers must follow these guidelines in order for their pages to be included on the District Web server.

Individual schools/departments within the District may define additional "conditions of use" for home pages under their supervision. These regulations or guidelines must be consistent with the District Web publishing guidelines but may provide additional detail, guidelines, and /or restrictions.

### **Student Safeguards**

Web page documents may include only the first name and the initial of the student's last name.

To assure student safety, a student's picture and name shall not appear on the same page.

At no time shall any student's personal information (home address, email address, family member names, or phone number) appear on Fairview Park City Schools Internet/Intranet published materials.

All contact information should identify the Webmaster or content sponsor. Published email addresses are restricted to staff members or to a general group email address where arriving e-mail is forwarded to a staff member.

Web page documents may not include any information, which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.

### **Policy Violations**

Appropriate disciplinary action will ensue should either staff or student violations of these guidelines occur. **IT IS IMPORTANT TO NOTE THAT CRIMINAL AND CIVIL PENALTIES MAY ATTACH TO VIOLATIONS IN CERTAIN CIRCUMSTANCES.**

#### **Disclaimer**

The district disclaims any responsibility for violations of this policy. The individual will bear liability for any damage caused as a result of failing to adhere to the policy provisions.

### **WITHDRAWAL or TRANSFER OF STUDENTS WHEN MOVING**

It is important that you notify the school as soon as possible when you decide to move. A two-week notice is requested and appreciated.

You should be sure upon leaving for your new school that you have taken care of all obligations with your present school. **You need to return all school books, pay any fees or charges due and pick up personal belongings of your child.** If possible, we need to know your new address and the location of your new school. The school, in which your child enrolls, will send a request for his/her records. As soon as we receive this request, we will forward them immediately. According to board policy, all fee obligations must be taken care of BEFORE release of grades. This would include classroom fees.

**LEGAL REFS: ORC 3313.642C**

## **CODE OF CONDUCT FOR PUPILS**

Pursuant to [article 6.21](#) of the Fairview Park City School District board policy, the items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Fairview Park City Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property owned or controlled by the District, while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, clerks, substitute teachers, paraprofessionals, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Saturday school, alternative school, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

### **A. Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

### **B. Arson/Attempted Arson**

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

### **C. Assault, Assault and Battery**

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

### **D. Complicity**

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

### **E. Damage to Property**

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.

### **F. Disrespect/Disobedience**

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

### **G. Disruption of School/Disorderly Conduct**

A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

### **H. Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property.

### **I. Dress or Appearance**

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, or attracts undue attention.

### **J. Failure to Pay Tuition**

A student shall promptly pay any necessary tuition for school attendance and other approved charges.

### **K. Failure to Serve School Discipline**

Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

### **L. False Alarms/Bomb Threats**

A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner.

### **M. False Reports/Forgery**

Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.

### **N. Fighting**

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

### **O. Gambling**

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

### **P. Hazing**

A student shall not participate in hazing or other degrading or disgraceful acts.

### **Q. Illegal Possession of Building Keys and Unauthorized Entry**

A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.

### **R. Insubordination/Defiance**

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, paraprofessionals, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- Disobedience or disrespect toward any staff member
- Not serving assigned detentions
- Not following school rules or proper procedures
- Not following assigned schedule/being in an unauthorized area
- Chronically tardy to school or class
- Repeated misbehavior after warning

### **S. Intimidation/Harassment/Menacing**

A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.

### **T. Loitering/Trespassing/Leaving School Property**

A student shall not loiter or delay in any way that may cause disruption of some activity or function. A student shall not trespass on the property of another or leave school property or assigned area prior to specified dismissal time without official permission.

### **U. Misuse of a Computer/Cell Phone**

Students shall not use a computer or cell phone to obtain access to or transmit lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer, a computer program, or a cell phone.

### **V. Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

### **W. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia**

A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, any substance containing betel nut, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

### **X. Participation in Extracurricular Activities**

A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

### **Y. Prescription or Non-prescription Drugs**

A student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.

### **Z. Profane, Obscene or Vulgar Language/Gestures**

A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

**AA. Public Display of Affection**

Students shall not engage in public displays of affection on school property.

**BB. Prohibited Articles**

Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape players, personal pagers and TV sets, telephones, cell phones, handheld gaming systems, iPods, and other electronic communication devices, and laser pointers. An exception to this prohibition includes students who are active members of a volunteer fire fighting organization or a volunteer emergency medical service organization.

**CC. Punctuality and Tardiness**

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school.

**DD. Repeat Offenses**

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**EE. School Buses**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

**FF. Sexual Harassment**

A student shall not sexually harass another student, staff member, or any other person.

Sexual harassment may include, but is not limited to:

- Sexual flirtation, touching, advances, or propositions
- Verbal or physical abuse of a sexual nature
- Graphic or suggestive comments about an individual's dress or body
- The use of sexually degrading words to describe an individual
- Displaying sexually aggressive objects or photographs
- Sexually explicit or obscene jokes

**GG. Shakedown/Strong Arm/Extortion**

A student shall not force another person to give him/her money or articles of value.

**HH. Theft**

A student shall not take or attempt to take the property of others without their consent.

**II. Throwing of Objects**

A student shall not throw any object without authorization, including, but not limited to snowballs.

**JJ. Tobacco/Nicotine**

A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco products, any alternative nicotine products, including electronic vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products in the school building, on school buses, at school sponsored activities, or on school

property at any time.

**KK. Truancy**

A student shall not be absent from school without parental and school approval.

**LL. Vandalism**

A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

**MM. Violation of Federal or State Statutes**

Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.

**NN. Weapons and Dangerous Instruments**

A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

**OO.** Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent Handbook for the building in which the student is enrolled.

**MAJOR INFRACTIONS VS. MINOR INFRACTIONS**

A major infraction of school rules/behavior expectations are more severe and managed by the principals. A minor infraction of school rules/behavior expectations are less severe and managed by school staff. Both major and minor infractions consequences increase with infraction frequency. The following chart shows the progression of minor and major infractions.

<b>Minor Infraction</b>	<b>Major Infraction</b>
<b>First Infraction:</b> Student receives a verbal reminder by staff of school wide behavior expectations	<b>First Infraction:</b> Conduct report is submitted and the student is sent to the office. Students complete a behavior reflection assignment "Think About It" and will lose recess privileges and/or lunch in the office. Office staff will contact the parent(s)/guardian.
<b>Minor Infraction</b>	<b>Major Infraction</b>
<b>Second Infraction:</b> Students receive a verbal reminder by staff of school wide behavior expectations and complete a behavior reflection assignment "Think About It" form.	<b>Second Infraction:</b> Conduct report is submitted and the student is sent to the office. Students complete a behavior reflection assignment "Think About It" and will be removed from class for a period not to exceed one school day. Office staff will contact the

	parent(s) or guardian.
<p><b>Third Infraction:</b>  Student receives a verbal reminder by staff of school wide behavior expectations and completes a behavior reflection assignment "Think About It." <b>AND</b> the student will eat lunch in the office and/or lose their recess privileges. Staff will contact parent(s) or guardians.</p>	<p><b>Third Infraction:</b>  Conduct report is submitted and the student is sent to the office. Students complete a behavior reflection assignment called "Think About It." Students will be removed from class for a period not to exceed one school day OR school suspension. Office staff will contact parent(s) or guardian to schedule a behavior IAT meeting to begin Tier II behavior interventions and supports.</p>
<p><b>Fourth Infraction:</b> Becomes first major.</p>	

**Major Infractions:**

1. When a student has received three infractions within a quarter or nine week period.
2. Fighting, threatening or abusive language, and/or derogatory remarks based on race, religion, disability, physical features, or sexual identity
3. Possession of any type of weapon.
4. Any type of physical, sexual, or verbal harassment.
5. Vandalism, theft, or destruction of school or personal property.
6. Repeated refusal to follow staff directions
7. Leaving the classroom without permission
8. Bullying
9. Other behaviors considered extremely inappropriate by staff or a violation of the Code of Conduct for students.

We, at Gilles-Sweet Elementary School, appreciate the parent support of our PBIS staff-developed plan, which enables us to allow our school environment to be a safe and enjoyable learning environment for all students to be successful.

**VIOLATION OF SCHOOL RULES**

Failure to comply with school rules listed in the Code of Conduct or the Student Handbook may be cause for suspension or expulsion. District Code of Conduct for Pupils per BOE POLICY 10.0

**APPEAL PROCEDURE FOR SUSPENSION**

The decision of the principal to suspend a student can be appealed to the Superintendent of Schools within 10 days notice of the suspension. The process and procedures to file an appeal are available in the school office.

You have the right to be accompanied by anyone you choose and/or have legal representation of your choice at this hearing. If you deem it necessary to appeal the Superintendent's decision, you may do so to the Board of Education. A letter must be sent to the Treasurer making this request within 10 days notice of the suspension. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing.

The Board of Education's decision can be appealed to the Court of Common Pleas within 10 days notice

of the suspension. The process and procedures to file an appeal at this level will be delineated in the board's response to your appeal. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing. LEGAL REFS: FPCS Policy JGD ORC 3313.66; 3313.661; 3313.662

## **APPEAL PROCEDURE FOR EXPULSION**

The decision of the Superintendent to expel a student can be appealed to the Board of Education within 10 days notice of the expulsion. The process and procedures to file an appeal will be delineated in the Superintendent's response to your appeal. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing.

If you deem it necessary to appeal the Board of Education's decision to the Court of Common Pleas, you may do so within 10 days of notification of the expulsion. The process and procedures to file an appeal at this level will be delineated in the board's response to your appeal. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing. LEGAL REFS: FPCS POLICY JGE

## **REGULAR TRANSPORTATION**

Transportation will be provided to all kindergarten through fifth-grade students (K-5), both public and nonpublic, who reside one (1) mile or more from the school of attendance. Transportation will also be provided to all middle school students, grades six, seven, and eight, both public and nonpublic, who reside two (2) miles or more from the school of attendance and to qualified students with physical disabilities except when declared impractical.



## **RULES AND REGULATIONS FOR BUS RIDERS**

All the rules and regulations of the Fairview Park City Schools are in effect while waiting for, riding, or departing from the bus. The rules and regulations below are listed so that students are aware of specific items that pertain to transportation to and from school.

These rules also apply to students on field trips and as members of teams participating in away athletic events. It is our intention to provide a safe system of transporting students. Behavior, which will in any way lessen the safety of the riders, will not be tolerated. Students on the bus are under the authority of and directly responsible to the bus driver.

## **WAITING FOR THE BUS**

1. Leave home early enough to reach the bus stop five minutes before regular pick-up time.
2. Wait clear of traffic, on a sidewalk if possible and back away from the actual bus stop.
3. Stay off lawns.
4. At the bus stop avoid running, pushing, fighting, yelling and any other behavior that might threaten the life, limb or property of any individual.
5. Students must board the bus at their assigned stop unless they have parental and administrative authorization to do otherwise.

## **BOARDING THE BUS**

1. Wait for the bus to come to a full stop before approaching the bus.
2. Be sure all traffic has stopped, and the driver has signaled before crossing the street.
3. Be polite and take your turn getting on the bus.

4. Use the handrail.

## **CONDUCT ON THE BUS**

1. Pupils must observe classroom conduct and obey the driver promptly and respectfully. If a Bus Safety Patrol is appointed and on duty, you must follow his/her directions.
2. Go directly to your seat and remain there until your bus comes to the stop where you will get off. The driver may assign seats.
3. No one is permitted to save a seat.
4. Do not stand or leave your seat.
5. Do not talk to the driver unless it is an emergency. (Drivers must keep their minds on driving, and their eyes on the road.)
6. Talk quietly so the driver can hear traffic sounds. (Loud, profane language or yelling is not permitted.)
7. Keep arms, feet, books, musical instruments, and all other items out of the aisles.
8. Students on the bus may carry band instruments or other large objects if they can be held on their laps, do not deprive another student of a seat, and do not block the aisle.
9. No animals may be transported on the bus.
10. Do not open or close windows, except when approved by the bus driver.
11. Keep hands and head inside the bus.
12. Do not stick anything out of the windows or throw or pass objects on, from or onto the bus.
13. Impolite gestures or comments to passengers in other vehicles or pedestrians are not permitted.
14. No fighting or pushing is permitted.
15. Eating, drinking, or chewing gum is not permitted on the bus.
16. Smoking or other use of tobacco is not permitted on the bus.
17. Alcohol or drugs are not permitted on the bus except for prescription medications.
18. Do not deface, damage, or litter the bus.
19. Do not tamper with the safety devices or any other equipment.
20. If requested by the driver, a student must give his correct name, address, school, and homeroom.

## **BOARDING THE BUS AT SCHOOL AFTER DISMISSAL**

1. Never walk between buses.
2. Each school will have a dismissal procedure. Be sure you do not delay in school. The buses have a schedule to follow.
3. Never run after a bus, which has started to move. If the door is closed or the bus is moving, go to the school office.

## **LEAVING THE BUS**

1. Do not leave your seat until the bus comes to a full stop.
2. Get off only at your assigned stop and go directly home. Students may ride a different bus or get off at a different stop only if the space on the bus is available. A note from the parent must be presented to the principal who may grant his/her approval. The principal must indicate this approval in writing to the driver.
3. Take your turn when leaving the bus. Do not crowd in front of others or push.
4. Use the handrails and watch your step.
5. If you must cross the street after leaving the bus, cross at least ten steps in front of the bus. Look both ways and watch for turning cars. Cross after receiving a signal from the bus driver. Never cross behind the bus.

## **IN CASE OF EMERGENCY OR WHEN THE DRIVER MUST LEAVE THE BUS**

1. Stay seated and remain quiet.
2. Follow the directions of the driver or police officer.
3. If instructed, exit the bus in an orderly manner following the emergency exit procedure.

Violations of these rules and regulations may result in punishment, including suspension or expulsion from the bus, or suspension from school. Students will be granted their rights to "due process" in all matters pertaining to the bus regulations.

## **STUDENT DISCIPLINE**

There are three steps for minor infractions leading to suspension and/or expulsion from bus service. These violations will accumulate during a period of time equivalent to one semester (90 days). **The steps would be as follows:**

**Violation 1:** Warning by the driver.

**Violation 2:** Conference with the principal.

**Violation 3:** Notification of parents and conference with the principal.

**Violation 4:** Suspension up to 10 days or expulsion from the bus.

## **BUS RIDER RULES**

While the rules for bus riders are extensive, a list of six to eight major rules will be posted on each school bus and be in clear view of all riders. Drivers play an active role in reviewing rules with their students. Drivers participate in assemblies or have time at dismissal to review bus-riding rules. A copy of the rules will be sent home for parent/student signatures and returned to the school office.

## **Major and Minor Infractions Bus Behavior Infractions**

Although drivers will need to exercise their best judgment in determining the severity of an infraction, major offenses include but are not limited to: behavior which might endanger the safety of a student, including possession of a weapon, fighting on the bus, use of alcohol or drugs, smoking, deliberately damaging the bus or insubordination. Major infractions will result in immediate suspension from the bus from five days to expulsion and will also include payment of damages and suspension/expulsion from school if applicable.

## **PROCEDURES**

The school principal or Associate Principal will handle the discipline of students following the approved steps as listed above. The principals of non-public schools may elect not to be involved in the discipline procedure. If this option is chosen, the superintendent's designee will mail written notices to parents no later than Violation 3. The superintendent's designee will also handle suspension or expulsion from the bus in these cases.

Appeals of a principal's decision may be made to the superintendent's designee. In cases involving students of non-public schools in which the principal has elected not to be involved, appeals may be made to the Superintendent of Schools. The Superintendent of Schools has final authority regarding bus discipline.

## **Notice of Discrimination**

The Fairview Park City School District Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to

the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Position Title: Janice Price - Special Education Coordinator

Address: 21620 Mastick Road. Fairview Park, OH 44126

Telephone Number: 440-331-5500

Email address: [jprice@fairview.k12.oh.us](mailto:jprice@fairview.k12.oh.us)

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