

Dear Parents and Guardians,

Welcome to the Boardman Local Schools and to our elementary school program. We are proud of our great teaching staff and the extraordinary efforts they make to meet the needs of each child. The Boardman Schools have been highly effective for many years due to the strong foundation of knowledge that is established in our students during their elementary years. This foundation enables them to flourish in middle and high school and ultimately as adults.

We as educators cannot do the most important job of educating children alone. I am asking all families to get involved and stay involved throughout this important time. Volunteer in your child's school, attend school events, check your child's book bag each day, and communicate regularly with your child's teacher. By these actions, your child will know that school is important and he/she will meet your high expectations for learning. With this partnership in place, we all will reap great rewards in the future.

This handbook is a fairly comprehensive guide that will answer most questions you might have regarding your child's school. Please review this booklet with your child as soon as you receive it to reinforce the importance of following school rules regarding conduct and dress. The handbook also contains important information for parents regarding bus transportation, immunization, attendance, and various other important policies. I urge all parents to contact their child's teacher and/or principal when questions arise.

Have a great year!

Sincerely,

Christopher Neifer  
Superintendent

Robinwood Lane School, Ms. Billie Jo Johnson, Principal  
Stadium Drive School, Mr. Zoccali, Principal  
West Boulevard School, Mr. Cervello, Principal

(330) 782-3164  
(330) 726-3428  
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## **THE PHILOSOPHY OF BOARDMAN SCHOOLS**

The Board of Education of the Boardman Local School District believes that all children have a right to educational opportunities of a quality and caliber which would develop their potential as individuals and citizens in a democratic society. This education must be efficient, effective, conducted in a humane and disciplined environment, and accomplished at a cost in keeping with the best principles of fiscal management and responsibility to the taxpayers.

Our philosophy encompasses these goals:

1. To master the basic intellectual skills of reading, writing, computation, speaking, and listening.
2. To acquire the knowledge and habits of thought necessary to understand both our cultural and scientific heritage and contemporary world.
3. To foster individual attitudes and to develop skills and attitudes that will promote success in post-secondary education and/or in the world of work.
4. To foster the development of creative abilities and cultural interests and to promote the wise and productive use of leisure time.
5. To develop and promote those habits of good health and physical activity that are conducive to a long and productive life.
6. To foster in each student a strong sense of self-respect and commitment to respect and protect the rights of others.
7. To promote and encourage a high value of education.

8. To encourage children to set and meet higher performance and personal standards.

## **SCHOOL HOURS**

**Grades K-3: 8:00 a.m. - 2:05 p.m.**



## **PUPIL TRANSPORTATION**

1. Pupil transportation is available to all students residing in the Boardman School District. Parents are to go to the school in which their child attends prior to the start of school to look at the bus schedule which will be posted on the front door. Parents are encouraged to have pupils ride our school buses to and from school. Research has shown that riding to and from school in a school bus is the safest mode of transportation for children. Students are to be outside in the driveway five minutes prior to their bus stop time. Your child will not be dropped off if a parent is not home. There must be someone at your residence to receive your child or they will be put in after school and charged the after school fee. Rules posted on our buses are to be followed by our students. Busing in our school district is a privilege and students who do not follow the rules have the possibility of being permanently suspended from the bus. We appreciate your cooperation.

2. **School bus transportation is the safest mode of transportation in our United States of America.** Parents are encouraged to have pupils ride our school buses to and from school. Research has shown that riding to and from school in a school bus is the safest mode of transportation for children. The number of children riding our school buses also benefits our school district through state funding.
3. Students will be permitted to ride only the school buses to which they are assigned.
4. If your child is not dropped off due to a parent not being home, he/she will be put in after school and charged the after school fee. The cost of daycare will be the responsibility of the parent/guardian. Please make sure alternate supervision has been arranged in the event you're not home at the time of your child's arrival home.
5. Parents requesting students to be transported on school buses to or from alternate locations must complete an Alternative Transportation Request form. The request shall be consistent and remain in place for the entire school year. Parental requests for alternate student transportation that change school bus pick-up and drop-off locations or days of the week from the initial request will **not** be permitted. Parental requests for alternate student transportation to and from places of employment or daycare facilities will **not** be permitted. Parental requests for alternate student transportation involving shared parenting must be signed by **both parents**. All written parental

requests for alternate student transportation must contain all involved student names and addresses, parent names and addresses, phone numbers, requested days of the week for transportation, and school of attendance. All parental requests for alternate student transportation must be submitted to the Boardman School Pupil Transportation Office one (1) week in advance of the requested change (Fax: 330-726-3416). In the event of an extreme family crisis or medical emergency, the Pupil Transportation Office may honor a written request for alternate student transportation that does not meet the one (1) week advance notification guideline. Pupil Transportation staff members will not be permitted to transport any student to or from an alternate location without written approval from the Supervisor of Pupil Transportation.

6. While on the bus, the pupils are under the authority of and directly responsible to the bus driver. Pupils are expected to obey the following rules:
  - a. Pupils shall be outside at the bus stop before the bus is scheduled to arrive.
  - b. Immediately upon entering the bus, pupils shall take their seats keeping aisles and exits clear.
  - c. Pupils shall obey instructions and requests of driver without question.
  - d. Pupils shall remain in their seats until time to leave the bus.
  - e. Pupils shall conduct themselves in an orderly manner while on the bus.
  - f. Pupils shall not be loud or use improper language at any time.
  - g. Windows shall not be adjusted without permission of

- the bus driver, and pupils must not put heads or arms out of the bus window.
- h. No pupil shall attempt to get off or on the bus until it has come to a full stop.
  - I. Waste paper and rubbish must not be dropped on the floor of the bus.
  - j. Pupils shall not stand in the road while waiting for the bus.
  - k. Pupils shall never throw anything within or from the bus.
  - l. Pupils shall not eat, drink, or chew gum while on the bus.
  - m. Pupils may carry only objects that can be held in their laps on the bus.
  - n. Students are not to use cell phones on the bus.

A uniform disciplinary code for misconduct on the school bus will be strictly enforced at all grade levels. Incidents of student misconduct on the school bus may result in a three (3), five (5), or ten (10) day suspension. The only exception to this policy will be immediate suspension for severe discipline violations or acts of violence that are extreme.

## **CAR TRANSPORTATION**

**Children should not be dropped off at school before 7:40 a.m.** Since teachers are not available for supervision before this hour, school personnel cannot provide supervision nor can they be liable for child safety prior to this time. Parents/Guardians are expected to be prompt when picking their child up from school. If a parent/guardian is late, and supervision of that child is necessary, the child will be placed in the After School Care Program. The expense for this supervision will be incurred by the parent/guardian of the child. Please refer to the After School Program Handbook to determine the cost of this supervision program. If your child normally rides the bus and he/she is being



picked up, please send a note. No changes to students' after school scenario will be accepted after 1:00pm.

### **Two Hour Delayed Start of School**

The safety of students and employees is our primary concern. When a delayed opening is broadcast, the adjusted school opening and all transportation schedules will be delayed as announced. A two hour delay means that the buses will pick up students two hours late and school will start two hours late. Therefore, parents should not drop off students prior to **9:45 a.m.** An adjusted daily schedule will be followed at each school. Students will arrive home at their normal time. Breakfast will not be served, and there is no before-school care.

### **TARDINESS**

1. Pupils who are tardy must report to the office with a parent and/or guardian so that attendance sheets can be corrected, and pupils can receive an **admit pass** to class.

### **EARLY DISMISSAL**

1. If a child is to be dismissed early, a written excuse is necessary. **No changes to student dismissal routine will be honored after 1:00 p.m.**
2. For the safety of each child, the parent/guardian **must** come to the office when picking him/her up early and sign the Early Dismissal Register.

### **STUDENT SAFETY**

Safety is important. Rules and regulations at school are established to express a caring concern for the safety of each student. Safety instruction occurs throughout the year and we ask

parents to support our efforts at home.

## ATTENDANCE POLICY

<i>Attendance Office* Numbers:</i>	
<u>Robinwood:</u>	<u>330-259-7165</u>
<u>Stadium:</u>	<u>330-259-7169</u>
<u>West:</u>	<u>330-726-3427</u>

The attendance procedures described below are designed to encourage regular attendance by all students to promote good academic performance. Students and parents are accountable for all matters pertaining to regular attendance.

1. Parents are asked to call the school attendance office\* if their son/daughter is absent or will be tardy. If no contact is made, an attendance secretary will contact the home. Our attendance line is available 24 hours a day.
2. **Excused Absence** - An excused absence from school may be approved on the basis of any one or more of the following conditions: personal illness (a doctor's note will be required), quarantine of the home, death of a relative, observance of religious holidays, emergency or set circumstance which, in judgment of the principal or superintendent of schools, constitutes a good and sufficient cause for absence from school. Work, travel, and vacations are not considered excused.
3. **Attendance Information** - With the passing of Ohio House Bill (HB) 410, there are several changes that parents and guardians should note. Please review the following:
  - Students will be tracked by **hours** missed from school, not **school days**.

- A student will be considered **habitually truant** if he/she is absent for:
  - 30 or more **consecutive** hours, OR
  - 42 or more hours in one school month, OR
  - 72 or more hours in a school year.
  
- Handwritten parent notes are required for absences. Once a student reaches 30 hours, a medical note will be required. However, all of these absences will count toward the limits as stated above.
  
- Early excusals and tardies to school are considered **hours** toward absences.
  - The amount of missed time due to tardiness and early excusals will contribute to total absence hours, which could potentially cause a student to be **habitually truant**
  
- 1 day equals 5.63 hours

#### 4. **Habitual and Excessive Absences/Tardiness**

Habitual Truancy:

- a. Absent 30 or more consecutive hours with or without a legitimate excuse.
- b. Absent 42 or more hours in one school month without a legitimate excuse.
- c. Absent 72 or more hours in one school year without a legitimate excuse.

Excessive Absences:

- a. Absent 38 or more hours in one school year **with or without** a legitimate excuse; or
- b. Absent 65 or more hours in one school year **with or without** a legitimate excuse.

**Make-Up Work** - Make-up work may be permitted for excused absences, but parents are responsible for requesting and students for completing make-up work. Students will have the total number of excused absence days plus one day to make up work.

5. **Juvenile Court Intervention** - Parents of a truant student may be referred to Juvenile Court for failing to comply with Ohio's compulsory attendance laws. A parent found guilty of non-compliance with Ohio's compulsory attendance laws may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

### **RELEASED TIME FOR VACATIONS**

Parents are strongly encouraged to schedule family vacations at such a time as not to interfere with the adopted school calendar. However, the Board recognizes that there are times when families cannot control the dates when vacations must be taken. Therefore, if there is no alternative to a family scheduled vacation during the time when school is in session, the school district may honor the request based on the following criteria:

1. The vacation will not require the student to miss more than five school days.
2. The vacation is a family vacation with at least one parent or guardian participating.
3. The student's record of prior absences for this school year is within the 10% or 20 day limit, and the student is not a habitual or chronic truant as defined by the district's attendance policy.
4. The vacation will **not** occur during the time statewide tests are administered.

The request to be excused from school because of family vacation

should be submitted by the parent or guardian at least ten (10) school days prior to the first day of absence. The principal may approve this request. If the request is approved, the student will make up the missed work in a manner and time frame outlined by the building principal. The school shall not be expected to re-teach any work missed by the student. Please be aware that these hours missed will be **unexcused** according to House Bill 410.

### **FIELD TRIP NOTIFICATION AND PERMISSION FORMS**

A notification letter will be sent home to parents for all field trips to other Boardman Schools or in the community of Boardman.

A permission form will be sent home for parents to sign for all field trips outside of Boardman.

### **RESIDENCE REQUIREMENTS**

Any child who is a resident of the Boardman School District and is of legal age (5-21) may attend the Boardman public schools. A student is considered a resident of the district if he/she resides with a parent or parents or a person or government agency with legal custody whose place of residence is within the boundaries of the Boardman Local School District.

### **PUPILS MOVING WITHIN THE DISTRICT**

A pupil changing residence within the Boardman School District during the second semester may complete the year at the school which he/she has been attending, subject to the approval of the Superintendent. In such a case, the parent of the student will be responsible for his transportation to and from school.

## **PARENT REQUESTS FOR SPECIFIC TEACHERS**

Boardman elementary school principals and teachers will NOT accept requests from parents for specific teachers. It has become increasingly difficult to meet the learning needs of our diverse student population each year while trying to honor parent requests. Imbalances occur when there are too many requests which make teaching/learning more difficult. Parents who have legitimate learning concerns about their child can write a letter to the principal explaining their concerns; however, letters requesting a specific teacher will not be accepted.

## **REPORTING TO PARENTS**

A vital part of Boardman Schools is our home-school communication concerning each child's progress in school. Each nine week grading period, parents are updated on progress through report cards or parent conferences.

We are very appreciative of concerned and supportive parents. If there is a need for additional parent-teacher communication, parents should feel free to set up an appointment with the child's teacher.

If it is necessary to contact the child's teacher, it should be done during the teacher's school day. If the teacher has a class when the parent calls, the call will be returned during the teacher's planning/conference period if possible.

## **HOMEWORK**

Homework is assigned at the elementary level. Homework assignments are used to make up work when the student is absent, to finish daily work not completed during the regular class time, and to develop study skills and responsibility. These assignments will increase in number, amount of work, and regularity as the

student becomes older.

It is our desire to have students and parents understand in proper perspective the value of homework. If we accomplish this, the grade four students will have a good foundation for homework in preparation for the middle school.

## **RESPONSIBILITY FOR TEXTBOOKS AND WORKBOOKS**

At the beginning and the end of the school year, each student's books are evaluated as to their condition. Where it is evident that irresponsible care and accidents have caused excessive damage, a pro-rated fine is levied based on the number of years the items are expected to last with reasonable care. In no case will the book be depreciated to less than 40% of its replacement cost.



## **LIBRARY**

Students have the opportunity to visit the school library with their classes. They are allowed to check out books at this time with return dates stamped on the inside cover of each book. If a book is overdue, the child is fined one cent for each overdue day, excluding holidays, weekends or absences. If a book is lost, the child will be charged for the cost of the book.

## **TELEPHONE USE**

Children are not permitted to use the phone except in case of an emergency. No calls will be permitted for forgotten items.

## SCHOOL MEALS

1. Students are encouraged to participate in the breakfast program. The breakfast program meets the dietary guidelines as outlined by the United States Department of Agriculture. Elementary meal price is \$1.50 for breakfast. If your child has been approved for free or reduced lunches, he or she will qualify for free or reduced price breakfast. This year Ohio is in a pilot program with the USDA and reduced status children will receive meals at no cost. You may apply online @ [www.boardman.payschools.com](http://www.boardman.payschools.com)
2. Pupils who bring their lunches may purchase milk or juice, for \$.50. Each bottled water is available for \$1.00 each. Children who do not purchase the full lunch will not be permitted to buy a la carte food items.
3. If a child has a life-threatening allergy/disability related to consuming milk, the parent must supply a medical note from a licensed physician that describes the child's condition. The physician must prescribe a substitution for milk. This note must be on file in the Food Service Supervisor's office. If a child does not have a life-threatening allergy/disability related to consuming milk, no substitution will be made for that child.
4. Elementary meal price for lunch is \$2.75. Cost for extra milk is \$.50. Free or reduced price lunches are available for those who qualify under federal guidelines. This year Ohio is in a pilot program with the USDA and reduced status children will receive meals at no cost. Application should be sent to the building secretary or the Food Service Supervisor's Office.



5. Monthly menus are available on the schools' website at <http://www.boardman.k12.oh.us>
6. Parents may pre-pay for lunches on-line at [www.payschoolscentral.com](http://www.payschoolscentral.com)

Another convenient option to pay for school lunches is to pre-pay by utilizing the school's computerized lunch system. In doing so, parents write checks in an amount of their choice which are then deposited into a computerized lunch account. As the student passes through the lunch line, a code is entered and the amount *is deducted from the current balance*.

*Students are permitted to charge up to **three** lunches once their account has reached a balance of zero. The next monies sent in will absorb those charges. Please note that an alternative lunch will be provided for a student who is past the three lunch charge limit and/or for students who do not have lunch money for the day. If payment for lunch is made by check, the student's name and lunch ID must be listed on the check. If a check must be returned due to insufficient funds, checks will no longer be accepted for that student, and parents are responsible for any bank fees*

7. Good eating habits are important to health and health education. We attempt to give each student portions suitable to his or her desires. Students are no longer required to take a full lunch. They must take only three or more of the basic items offered: meat/meat alternatives, grains, vegetable, fruit, milk. Parental support is appreciated.

## PLAYGROUND

Whenever weather permits there is outdoor recess during the

school day. **All children are expected to be outside unless a parental excuse is presented. After five (5) days a medical excuse is needed.**

## **PHYSICAL EDUCATION**

All pupils are required to wear tennis shoes.

## **ROOM TREATS**

Holiday treats are coordinated by the staff and the PTA.

## **BIRTHDAY PARTIES AND TREATS**

Birthday celebrations are handled differently by each school and should take a minimum of instructional time. We ask that parents observe the following with regard to student birthdays:

1. Do not have balloons, flowers or other things sent to school to be delivered to the child during school time. These will not be delivered to the classroom and balloons are not permitted on the school bus.
2. Do not send performers, such as clowns, etc. to school to deliver messages during school time.
3. Invitations to parties outside school should not be sent to school to be distributed unless received by all classmates.
4. Birthday treats should be sent to school only with teacher approval and follow the Healthy Food Guidelines.

## **CLASSROOM VISITATIONS**

Classroom visitations by parents or guardians of current or prospective students will not be honored. However, a mutually

agreed upon visitation time may be scheduled with an instructor before, during, or after school when students are not receiving instruction.

## **TOYS/CELL PHONES/ELECTRONIC DEVICES**

Personal toys, cell phones, electronic devices, or playthings are not to be brought to school unless requested by the teacher as part of a learning activity.

## **HEALTH SERVICES**

Each of our elementary schools has a part-time school nurse who provides services daily. The nurse screens for vision, hearing, and head lice. She provides other routine care on a systematic basis and/or parental request.

A child who becomes ill or injured at school will receive attention from regular school personnel if the nurse is not there. If the situation is serious, parents will be contacted. In some cases, the nurse is called from another building to look at a child before proceeding further.

In cases determined to be serious, the instructions given by the parents on the emergency medical form will be carried out. Parents will be notified as soon as possible by calling home, work, friends, or relatives listed for emergency. The fire department will be called if necessary.

Where there is vomiting or a fever registering a temperature of 100° or higher, parents will be called to pick up the child. Parents will be called in cases of bumps or cuts on the face or head.

In cases determined by school personnel to be non-serious illnesses, the child may be permitted to rest in the health room or sent back to class. Non-serious injuries will receive basic first aid

and the child will be sent back to class.

***Please complete and return IMMEDIATELY the Emergency Medical Authorization Form sent home the first week of school.***

To ensure the safety of your child, please inform the school office of any changes during the school year.

## **ADMINISTERING MEDICINE TO STUDENTS**

Medication should be given by the parent at home. If this is not possible, at the request of the parent and physician, the nurse or designee will dispense prescription/non prescription (over the counter) medication to the student in accordance with the following:

1. **A Parent or Guardian Request to Administer Medication Form** has been completed, signed by both the physician and the parent/guardian, and returned to the school office by the parent/guardian.
2. Medication must be brought directly to the school office by the parent or guardian. Parents must assume responsibility to supply the school with enough medication needed by their child. Anytime there is a change of medication, dosage, or administration time, the school must be notified immediately.
3. Medication must be received in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Medication will be safely stored in the school during the entire administration period.
4. Medication must not be transported to and from school by a child except when the doctor orders the medication to be carried on the child's person for emergency use.

5. It will be the responsibility of the child to notify the classroom teacher when it is time to report to the office for medication.
6. Emergency medication, such as instant liquid glucose for diabetic children or “bee sting” kits for the severely allergic child, may be necessary. Parents must notify the school office if a child will need special emergency medication at school.

Nonprescription medication (over the counter) will ONLY be administered within the schools by school personnel, with the previous steps taken.

Cough drops will not be dispensed from the school clinic.

It is essential to have correct information in order to assist a child at times of illness or injury.

## **IMMUNIZATION REQUIREMENTS**

The Ohio Department of Health, under the authority granted in Section 3313.67, Ohio Revised Code, has established the following minimum immunization requirements for school children.

1. Diphtheria/Tetanus/Pertussis (DTaP/DT Tdap/Td): K-12: Four or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is required. Grades 1-12: Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between

- doses 2 and 3. Grade 7: One booster dose of Tdap must be administered on or after the 10th birthday. All students in grades 8-12 must have one documented Tdap dose.
2. Poliomyelitis (IPV): K-12: Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses and there must be six months' spacing between doses 2 and 3. If a combination of OPV and IPV was received, four doses of either vaccine are required.
  3. MMR (Measles, Mumps, Rubella): K-12: Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
  4. Hepatitis B Vaccine: K-12: Three doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series must not be administered before age 24 weeks.
  5. Varicella (Chickenpox): K-12: Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose. If the child has had natural chickenpox and presents a signed statement to that effect, he/she is not required to be immunized.
  6. Meningococcal (MCV4): Grade 7: One dose of meningococcal vaccine must be administered prior to seventh grade entry. All students grades 8-11 must have one documented dose of MCV4. Grade 12: Two doses of MCV4 by age 16 years, with a minimum interval of eight

weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required.

A record of each student's immunization status must be kept on file at the school. Parents must present written evidence of the child's immunization record during school registration. The record must be an official record from the physician's office or health clinic.

ORC Section 3313.67 provides that pupils be given fourteen (14) days (beginning with the first day of school) to comply with immunization requirements before they are excluded from school. Unless a satisfactory waiver is on file, pupils who are to be excluded include those who have no record on file, those who were vaccinated against measles, mumps, or rubella prior to their first birthday, those who have not started their DPT/TD, polio series, MMR #2 vaccinations, and Varicella requirements, those who have not completed their Hepatitis B series, and those who have not received a Tdap/Td booster by grades 7 - 12.

## COMMUNICABLE DISEASES

### CHICKEN POX

Period of Communicability: communicable for at least five days before blisters appear and until all scabs are crusted.

Control: exclude from school until all scabs are crusted.

### COMMON COLD

Period of Communicability: twenty-four hours before onset of symptoms until five days after onset. (However, period may vary.)

Control: A child with a fever and/or feels unwell should be excluded. Otherwise exclusion is not generally practical.

### CONJUNCTIVITIS (Pink Eye)

Period of Communicability: During course of active infection (varies with causative agent)

Control: exclude from school until diagnosed by doctor. May re-enter twenty-four hours after antibiotic treatment is started.

**FLU (Influenza)**

Period of Communicability: shortly before onset of symptoms and at least three days after onset of symptoms.

Control: exclude from school until symptoms are gone.

**GERMAN MEASLES (Rubella)**

Period of Communicability: most highly communicable from seven days before and seven days after the onset of rash.

Control: exclude from school for at least five days after onset of symptoms.

**HEAD LICE (Pediculosis)**

Period of Communicability: while lice remain alive on the infested person or in his clothing and until eggs (nits) have been destroyed.

Control: exclude from school until disinfestation is accomplished and is not free. The student **must** be re-admitted to school by the school nurse.

**HEPATITIS A (Infectious)**

Period of Communicability: most highly communicable during the last half of the incubation period and continuing for approximately one week after jaundice.

Control: exclude from school until at least seven days after onset of jaundice. Student should be under physician's care. Doctor's note needed for re-admission to school.

**HEPATITIS B (Serum)**

Period of Communicability: most highly communicable during latter part of incubation period and during acute illness.

Control: exclude from school until symptoms are gone. Student should be under a physician's care. Doctor's note needed for re-admission to school.



## **IMPETIGO**

Period of Communicability: from onset of symptoms until sores are healed.

Control: exclude from school for twenty-four hours after treatment is initiated. Doctor's note needed for re-admission to school.

## **MEASLES (Rubella)**

Period of Communicability: from onset of symptoms until at least four days after rash appears.

Control: exclude from school until at least five days after rash appears.

## **MENINGITIS (Bacterial)**

Period of Communicability: no longer than twenty-four hours after initiation of antibiotic therapy.

Control: exclude from school until adequately treated. Student must be under physician's care.

## **MENINGITIS (Aseptic-Viral)**

Period of Communicability: varies with causative agent.

Control: exclude from school during fever period. Student must be under a physician's care.

## **MONONUCLEOSIS**

Need not be excluded from school under ordinary circumstances.

## **MUMPS**

Period of Communicability: seven days before onset of swelling and up to nine days after swelling occurs.

Control: exclude from school for at least nine days after swelling occurs.

## **RINGWORM (Scalp, skin or feet)**

Period of Communicability: as long as sores are present.

Control: exclusion from school is not necessary for ringworm. However, exclude from activities which involve mode of spread (contact sports, such as wrestling), until the lesions have been

treated for 24 hours. Lesions should be completely covered; i.e. clothing or band aide.

### **SCABIES**

Period of Communicability: until student and household contacts have been adequately treated (usually require retreatment in seven to ten days.)

Control: exclude from school until student and household contacts have been treated adequately. Diagnosis of scabies should be confirmed by a physician. (Single infections in a family are uncommon.)

### **SCARLET FEVER AND STREP THROAT (Streptococcal)**

Period of Communicability: with adequate treatment, communicability is eliminated within twenty-four hours.

Control: exclude from school until twenty-four hours after treatment is started.

### **WHOOPING COUGH (Pertussis)**

Period of Communicability: from seven days after exposure to three to four weeks after onset of “whooping” in untreated children, or five-ten days after treatment is started.

Control: exclude from school until five days after start of antibiotic therapy or until symptoms have cleared.

Note: Any illness with a fever of 100° or above: the child must be excluded from school until he/she is fever free for 24 hours without medication.



### **STUDENT DRESS CODE**

1. All students are expected to dress in a fashion that will be non-interruptive of the established educational objectives so stated by the school system. Hair styles (only natural color of hair), personal grooming and clothing should not

handicap the learning opportunities of the individual or his classmates, nor should they attract undue attention.

2. Acceptable items for girls include, but are not limited to, jeans, slacks, shorts, skirts, split skirts, dresses, culottes, blouses, shirts, dress sweatshirts, socks, necklaces and earrings. Acceptable items for boys include, but are not limited to, jeans, slacks, shorts, shirts, dress sweatshirts, socks and necklaces. The building administrator will set the guidelines on when shorts are permitted to be worn and the types of shorts that are acceptable.
3. Unacceptable items for boys and/or girls include, but are not limited to, halters, sundresses, clogs, flip-flops, dangling suspenders, shoes with untied laces, muscle shirts, tank tops, and shirts with inappropriate or obscene words or pictures. Body piercing in the tongue or around the facial area is not permitted for any student. Socks must be worn with shoes at all times.
4. During any type of inclement weather, we expect children to wear appropriate waterproof clothing, including shoes, or boots. Students go outside for recess if at all possible.
5. Students should be neat and clean in all respects. We encourage your child to develop lasting habits of dress and grooming.
6. Jackets, sweaters, lunch boxes, hats, scarves, gloves, and boots should be marked with the child's name.
7. As a final point of determination, the building principal has the right to determine what may be appropriate for school.

## CODE OF STUDENT CONDUCT

The rules and standards set forth apply to conduct on school premises or on the school buses involving school property, to conduct off school premises which directly affect other students, the school, or its staff, and to conduct at school functions of any kind. Conduct while on a field trip approved by the Board or its designee is also subject to the rules and standards defined in this policy. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity, or purpose, or creates a likelihood that it will interfere with the health, safety, well being, or the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is a list of some of the main areas of misconduct which will lead to disciplinary action.

- a. Stealing, causing damage to or destroying school or private property.
- b. Hazing, threatening, intimidating, assaulting, causing or attempting to cause mental or physical injury or harm to any student, employee, or any other person.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a

student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. These can be gestures, comments, or actions which tend to demean another person on the basis of age, color, creed, national origin, disability, or gender. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated, or bullied in any way should report it immediately to the building principal.

Sexual harassment is defined as “unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or an offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.”

- c. Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.

- d. Possessing, using, or transmitting any object that in fact or under the circumstances can be considered a weapon to include firearms, knives, destructive devices, as well as, metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, drugs or other harmful items.
- Firearms include any weapon (including a starter's gun) which will, are designed to, or may readily be converted to expel a projectile by the action of any explosive.
  - The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or similar device. A knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle.
- e. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher or any other person. Included in this prohibition would be the use of indecent or obscene gestures, signs, pictures, or publications.
- f. Gambling on school premises or at school events.
- g. Failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized personnel. All school personnel are authorized to make rules to apply to their classrooms, study halls, buses, bus stops, cafeterias, playgrounds, etc., which will aid in the efficient and positive operation of the school system. Any request made by school personnel must be promptly complied with by pupils in a spirit of cooperation and courtesy.

- h. Failure to comply with the minimum personal grooming guidelines as established by students, teachers, and administrators.
  
- i. No student shall possess, consume or show evidence of having consumed, offer for sale, or provide any alcoholic beverages, illegal or non-prescribed drugs, while in the school building, on the school grounds, or at any school activity. This policy includes counterfeit substances which are thought to be drugs, sold as drugs, or inferred by the seller or buyer to be mind altering substances of illegal drugs. Also included is the possession or use of drug apparatus. The penalty for violation of this policy on the first offense shall be immediate suspension for a minimum of five (5) days to a maximum of ten (10) days. The second offense will be a ten (10) day suspension with a recommendation to the Superintendent that said student be expelled from school and a referral be made to the

Boardman Police Department. Suspension of a temporary instruction permit or a driver's license or denial of an opportunity to obtain a permit or a license may also result.

- j. Smoking or use of smokeless tobacco on school buses, in school buildings, on or near school grounds, or at any school sponsored activities is strictly prohibited. Violation of this rule will result in suspension. Students will not be permitted to have tobacco in their possession while in the school building. Students having tobacco in their possession (in pockets, purses, etc.) even though they are not using it, will be given five hours detention for the first violation. The second violation will result in suspension and will be treated as though the tobacco was being used. A cigarette in the student's hand, whether lit or not, will result in suspension and will be treated as though the

cigarette was being used.

- k. Loitering at any time on school grounds, in the building (restrooms, hallways, etc.) or adjacent properties.
- l. Failure to comply with attendance procedures will result in suspension, referral to the Mahoning County Juvenile Court, and/or the recommendation that the student is processed for expulsion.
- m. Truancy from classes and study halls will result in detention and/or suspension. Repeated class cuts can result in removal from the class and loss of credit.
- n. Falsifying the name of another person, falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or to authorized school personnel.
- o. Persistent disobedience or gross misconduct not otherwise defined.

The penalty for the violation of these policies will be decided upon by the administrative staff. Such penalties can come in the form of counseling, parent conferences, assignments of additional work, rearrangement of class schedules, detention, suspension to a maximum of ten (10) days, recommendation for expulsion from school and/or referral to the juvenile authorities, as well as permanent exclusion.

### **FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (P.L. 93-380)**

The Federal Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) provides for access by parents to permanent school records and an opportunity to challenge any contents



which they deem to be inaccurate, misleading, or inappropriate.

The following procedures concerning individual student records shall be followed in the Boardman Schools:

1. Building principals have the responsibility to notify parents and students of their right to review all school records pertaining to them or their child.
2. No parent or student review of these records shall occur without a certificated member of the staff being present to interpret the records to the student or his parents.
3. If a parent (or a student 18 years of age or older) challenges the contents of the records, he shall have the right to a hearing with the building principal or his designated representative.
4. School records will be released to other agencies or individual only with the written consent of the parent.  
The following are exceptions:
  - a. Boardman School officials, including teachers, who have legitimate educational interest.
  - b. Officials of other schools, including institutions of higher education, in which the student intends to enroll with the condition that the student's parents be notified of the transfer request, receive a copy of the records, if desired, and have an opportunity to challenge the contents. Compliance with the law in the issuance of school records will necessitate that school records of the transaction include both a release signed by the parent and the signed request indicated in item "5".
  - c. In connection with student's application for or

receipt of financial aid.

- d. In case of subpoena or court order, parents and student shall be notified of all such orders or subpoenas in advance of compliance.
5. All individuals, schools agencies, or organizations desiring access to records shall be required to sign a written form which shall be permanently kept with the student file only for inspection by that student or his parents. This form shall specify the legitimate interest the signer has in seeking the information and certify such data will not be released to a third party without the written consent of the parent.

## **GRIEVANCE PROCEDURES – STUDENTS**

Any student of the Boardman School System, or any student eligible by law to attend Boardman Schools, who believes he/she has a grievance in violation of this policy (Title IX-Section 504) is advised of the following procedures in seeking redress:

1. A student who feels that he/she has a grievance because of discrimination based on race, color, national origin, sex or handicap, may discuss it with his/her teacher or counselor to determine if the issue can be settled informally. If the grievant determines that said discussion does not affect a satisfactory resolution to the grievance, the grievance may be processed to Step 2 of the Grievance Procedure provided that it is filed within twenty (20) days after the grievant knew or should have known of the event giving rise to the grievance.
2. The student may present the grievance in writing to the building principal or designee who shall arrange for a meeting to take place within five days after receipt of the grievance. The principal, or designee, must provide the

student with a written answer to the grievance within five (5) days after the conclusion of the meeting.

3. If the grievance is not resolved at Step 2, or if the time limits are not met, the student may process the grievance to the Title IX-504 Coordinator within five (5) days of the receipt of the Step 2 answer or within eight (8) days of the meeting in Step 2, whichever is later.

The Title IX-504 Coordinator shall arrange for a meeting with the aggrieved student to take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Title IX-504 Coordinator shall have five (5) days in which to provide a written decision to the student.

4. If the grievance is not resolved at Step 3, or if the time limits are not met, the student may process the grievance to the Superintendent within five (5) days of the receipt of the Step 3 answer or within eight (8) days of the meeting in Step 3, whichever is later. The Superintendent shall arrange for a meeting with the student to take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have five (5) days in which to provide a written decision to the students. The Superintendent's decision shall be final.
5. **Definitions** - Days as used in this grievance procedure shall be interpreted to mean school days. Except that when a grievance is submitted on or after June 1, time limits shall consist of all week days so that the matter may be resolved as quickly as possible.

## **PROMOTION AND RETENTION**

Promotion for students in grades K-3 is based on school aptitude, the acquisition of knowledge and mastery of skills, general physical, social and emotional maturity, the total school records, the number of previous retentions, and the teacher's judgment. The guiding aim in promotion or retention should be the placement of the child in a learning situation from which he/she can profit the most. To retain a child for a second year would mean that such a procedure would have significantly more advantages than disadvantages for the general well-being of the pupil. Building principals will make the final determination on the retention of their students.

Throughout the year, the teacher will consult with the principal, as well as supervisors and guidance personnel concerning children whose progress is questionable.

Parents will be kept informed by periodic student progress reports and will be advised no later than April 30 if a child's progress has been so unsatisfactory that retention seems probable.