

Allen East Elementary School



**2024-2025
Student Handbook**

Allen East Elementary School
 9105 Harding Hwy
 Harrod, OH 45850
 419-648-3333 www.alleneastschools.org

2024 Board Of Education

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 Kyle Miller - Vice President
 Steve Emerick
 Brian Hershberger
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The Board of Education generally meets the
 p.m. in the Media Center. See the Allen East

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Mrs. Tiffini Flugga	
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Mrs. Amy Clouse	Elementary Social Worker
Mrs. Samantha Meyer	High School Secretary
Mrs. Joy McDorman	Middle School Secretary
Mrs. Ann Reese	Elementary Secretary
Mrs. Amanda Fetter	Special Education Director
Mr. Mel Rentschler	Superintendent
Mrs. Andrea Snyder	Treasurer

FIGHT SONG

Hail to the
 Blue and White;
 Let's Fight
 Mustangs, Win Tonight.
 So Hail, Hail to Allen East,
 The Leaders and the Best, Rah, Rah, F
 Honor and Glory to Fair Play and Determ
 Hail, Hail to Allen East and on to Vict

WELCOME

On behalf of the staff at Allen East Elementary School, welcome to our school. This handbook was created to answer questions at the elementary school. This handbook repeats written material on the same subjects. This is between the school and the student and/or parent. The status of the Board's policies and the school administrative guidelines referenced herein are current policy or administrative guideline provided to ensure the accuracy of the information provided. We make changes at any time without prior notice. Policies and administrative guidelines are available on the school website and should be kept for further reference throughout the school year. We hope you will take advantage of all that Allen East has to offer and that your activities will credit yourself, your family, and your community.

ALMA MATER SONG

We give to thee our loyalty,
Oh, Allen East, our school so dear;
All who pass through your great hall
Will always praise you gratefully.
Do not stray afar,
But always be our shining star;
Strive to hold her honor high.
All those who love you, Allen East

2024-2025 AE ELEMENTARY SCHOOL CALENDAR

AUGUST 26	NO SCHOOL- TEACHER PD DAY
AUGUST 27	NO SCHOOL- TEACHER PD DAY
AUGUST 28	NO SCHOOL- TEACHER PD DAY
AUGUST 29	NO SCHOOL- TEACHER PD DAY
AUGUST 30	NO SCHOOL- TEACHER PD DAY
SEPTEMBER 2	NO SCHOOL- LABOR DAY
SEPTEMBER 3	STUDENT FIRST DAY
NOVEMBER 5	NO SCHOOL- TEACHER PD DAY
NOVEMBER 11	NO SCHOOL- ELEMENTARY (PREK-4)- PARENT TEACHER CONFERENCES
NOVEMBER 12	PARENT TEACHER CONFERENCES 3:30-8:00 ELEMENTARY
NOVEMBER 27-29	NO SCHOOL- THANKSGIVING BREAK
DECEMBER 23- JANUARY 3	NO SCHOOL- CHRISTMAS BREAK
JANUARY 20	NO SCHOOL- MLK
FEBRUARY 17	NO SCHOOL- PRESIDENTS DAY
MARCH 17	NO SCHOOL ELEMENTARY (PREK-4) TEACHER PD DAY
APRIL 14-18	NO SCHOOL- SPRING BREAK
MAY 26	NO SCHOOL- MEMORIAL DAY
MAY 30	STUDENT LAST DAY

Daily Schedule :

Warning Bell	8:10
Tardy Bell	8:15
School Ends	2:50

Registration

Children entering kindergarten must be 5 years old before August 1st. According to state law, children must successfully complete kindergarten prior to entering first grade. The following documents must be presented to the office before a student may be registered:

1. Birth Certificate
2. Health Record (Immunization Shots)
3. Custody Papers (in case of separation, divorce, or guardianship)
4. Social Security Number and/or card
5. Emergency Medical/Student Information Forms
6. Two proofs of residence in the district.

These records are mandated by state regulations and are used for the protection of your child.

Immunizations

CHILDREN WILL NOT BE ALLOWED TO ENTER SCHOOL IF THEY DO NOT HAVE ALL THE SHOTS REQUIRED BY STATE LAW. The only children who are exempted are those with medical or religious/philosophy exemption on file at the school. Under the Ohio Revised Code (3313.67), children may be admitted to school if they are "in process" of completing the required immunizations. "In process" means they have already had a minimum of 1 DTP, 1 Polio vaccine, and immunization against measles and rubella. Children who are not exempt and who are not "in process" will not be admitted into school until they qualify. Additionally, those who are "in process" must complete their series in a medically sound but timely manner or they lose their temporary waiver and are subject to exclusion from school. Full details are available in [Board policy 5320](#).

If you are notified that your child needs to have additional immunization shots, please contact your doctor or Health Dept. and plan for the immunizations. Once

your child has received the necessary shots, please contact the school office or school nurse.

Administering Medicines to Students:

It is the policy of the Allen East Local School District that a parent at home must administer all children's medication. Under other circumstances, school personnel, under the appropriate administrative regulations, may administer medication. The school nurse will be able to administer over-the-counter Tylenol, Motrin, and Tums to students with written permission from the parent, or if the nurse receives verbal permission over the phone.

If under other circumstances a child is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse will administer the medication in compliance with the regulations that follow:

1. Any prescription medication must be in the original prescription bottle and be accompanied by a **signed order** from the doctor.
2. The school nurse will:
 - a) Inform the appropriate school personnel of the medication
 - b) Keep a record of the administration of medication
 - c) Keep medication in a locked cabinet
 - d) Return unused medication to the parent only
3. The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation is attached or will be provided to parents upon their request.

Full details are available in [Board Policy 5330](#).

Custody Orders/ Protection Orders

There must be custody papers on file if this applies to your family situation. Also, protection orders must be on file in order to be enforced. Should the protection order be violated by the respondent or petitioner here at school you will be subject to notification of the Clerk of Court.

School Volunteers

All school volunteers must have a criminal record check on file in the superintendent's office to be eligible to volunteer.

Birthday Treats

Birthday treats are allowed but must have prior approval by the teacher. Please drop them off at the front office and we will have someone deliver them to the classroom.

Field Trips

A permission slip for all field trips appears on the Emergency Medical portion of the student portal that is to be updated every year. Parents will be provided information prior to each trip. All students are encouraged to participate whenever these opportunities are made possible. Students may not be permitted to attend field trips pending previous academic or behavior issues. In such an event, the student is still expected to attend school and do work. Parents may sign the "Transportation Waiver Release Form" if they would like to take their child home from the field trip rather than having them ride the bus back to the school.

Playground and Recess

Students should dress properly for outside recess, according to weather conditions. Students are not to wear open toe shoes for inside or outside recess. ***Children DO go out to recess during the winter months, with the windchill 20 degrees and higher so please make sure your child has a hat, winter coat, and gloves to protect them.*** Only with a doctor's note will your child be allowed to stay inside during recess. (This note must give specific dates and reasons.)

Playground Rules and Student Responsibilities:

- Students should play away from the building exit.
- Students should refrain from tackling or playing games with physical contact.
- Students should play games with balls on the grass area of the playground unless instructed otherwise by the recess supervisor.
- Students should refrain from damaging and/or taking of another student's wearing apparel.
- Students should remain on the assigned playground.
- Students should refrain from taking of another group's playground equipment.
- Students should end all playground activities upon the bell signaling an end of recess.
- Students should refrain from throwing dangerous objects, fighting, and harassing other students and misuse of the equipment.

- Students should obey the requests of the supervisor on duty when directions are given regulating individual activities.
- Students should refrain from pushing or spinning swings with other students on them. Standing on swings is not permitted.
- Students should assume responsibility for any ball or other playground item he/she brings to the playground area.
- Students should refrain from playing tag.
- Students should refrain from jumping or flipping from playground structures.
- Student should refrain from throwing or tossing of stones, mulch, or rubber pieces.
- Students should refrain from throwing snowballs or fighting with snow.
- Students should go down sliding boards sitting upright and feet first. There should be no climbing or walking up the sliding part of the board.
- Students must have permission to leave their assigned playground to enter the building, or leave the playground for any reason.
- Students should use the playground equipment properly.

After School Expectations

Students are expected to exit the building and grounds at 3:05 pm in a safe and orderly manner, whether they drive, ride the bus, and/or get picked up by an adult. Students who stay at school after 3:05 pm are expected to be in one of the following areas: detention; practice, rehearsal, or meeting; classroom (for academic makeup, tutoring, and/or support); the Library (for academic study and/or support); the Main Doors (waiting on rides); or the Commons (waiting on practice to begin or waiting on rides after practice). Students are expected to be in the designated areas where they will be under staff supervision.

Attendance Policy & Procedure

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The district's educational program is based upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Chronic absences, tardiness, or early release disrupts the learning process. Make-up work is not a sufficient substitute for physical attendance in school. It is critical that the school and home

come together to ensure students achieve a high attendance rate. Allen East Local Schools is required to follow the State of Ohio law - House Bill 410.

The following is a brief description of the requirements of the law and the guidelines that Allen East Local Schools will follow when communicating with families concerning student absences.

Full details are in [Board Policy 5200](#)

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without legitimate excuse</i>	42 <i>without legitimate excuse</i>	72 <i>without legitimate excuse</i>
Excessive Absences	---	38 <i>with or without legitimate excuse</i>	65 <i>with or without legitimate excuse</i>
Chronic Absenteeism	---	---	10% <i>with or without legitimate excuse</i>

Allen East Local Schools will take several steps to engage the student and family. As a last resort, a complaint with the juvenile court will be filed.

When a student is excessively absent or habitually truant, the following will occur:

- The parent/guardian will be notified within 7 days of the triggering absence.
- The school will attempt to secure the participation of the student's parent/guardian on an intervention attendance team.
- The Attendance Team will select interventions at a hearing held at the school.
- The student will follow the plan for the absence intervention.
- The student/family may be referred to community resources.

Examples of legitimate excuses (including but not limited to)

- Medical excuse (a written physician's statement will be required for the student)
- Death in the family
- Court Proceedings
- Good cause as may be acceptable to the Superintendent

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused and unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Absence Procedure

Attendance and promptness to school/class is the responsibility of each individual student and his/her parents or guardian. It is the Parent/Guardian responsibility to call **419-648-3333** each day to explain a student's absence, or the student must present an absentee note from their parent/guardian to the elementary school office on the day the student returns to school. A student will be considered unexcused until documentation is on file in the office. It is the school, not the parent or guardian, that may determine whether an absence is excused or unexcused.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extra-curricular activities on that day.

In accordance with the "Missing Child Act," parents should notify the school the day a student is absent. If no communication is had by the end of the school day, we will send a card in the mail. The parents or guardian will be required to provide a written note verifying their student's absence. No contact from the parent or guardian will result in an unexcused absence.

Students who have been absent for two days or more may obtain assignments by contacting the office at 648-3333. **Parents must call before 9:00 so as to pick up that day's assignments after 2:30 p.m.** For assignments over an extended time

period, please allow 2 days. For the Elementary, as a guideline, the student will have the same number of days to make-up work, as they were absent.

Tardy To School / Unexcused Absence

All students entering school after 8:15 a.m. will be considered tardy/unexcused and must report to the office to sign in, and receive a class admission slip. The teacher will not admit the student to class without a valid admission slip. Any unexcused absence not accompanied by a note or parent/guardian phone call will be considered unexcused.

Tardy To Class

For the purpose of consistency, classroom tardiness is defined as a student not being in their “assigned location” at the conclusion of the tardy bell. A teacher may define “assigned location” in her/his classroom rules. Students have the responsibility to be familiar with individual teacher expectations and teacher-imposed penalties for classroom tardiness.

Americans With Disabilities Act

The District’s 504/ADA Compliance Officers are the Superintendent and Treasurer. Any ADA compliance issues or concerns can be heard in the board office at (419) 648-3333.

Alert Notifications /Delays/Closings

We have an automated alert messenger system. In the event that we delay school, have an early dismissal and/or cancellation, you can receive an up-to-the minute notification Visit <https://www.alleneastschools.org> → Alert Notifications → Following the instructions on the page.

Announcements

Announcements will take place daily after the pledge of allegiance.

Assemblies

Periodically, assemblies will be held to benefit the students. Students are expected to behave properly and give the presenters your attention.

Bullying Policy

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. See full details for Anti-Harassment in [Board Policy 5517](#) and Bullying and Other Forms of Aggressive Behavior in [Board Policy 5517.01](#).

Civil Rights

The Civil Rights Compliance Officers are the Superintendent and Treasurer. Any Civil Rights compliance issues or concerns can be heard in the board office at (419) 648-3333.

Code Of Student Conduct

The items in the 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 Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act 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, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel, wherever the student's conduct may occur.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), including but not limited to student conference, warning, parental contact, Administrative Detention, After School Detention, Lunch Detention, In-School assignment, community service, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. The administration reserves the right to exercise flexibility in the assignment of all disciplinary action and **any step found in the student code of conduct may be waived by the administration.** A copy of the student discipline code is posted in the main office, the guidance office, and the library for students to review and read.

Each student must complete a yearly verification. The verification indicates the student has received, read and understands all of the contents in the student agenda/handbook. A parent signature is also required prior to submission and this will be completed on FinalForms.

1. **THREAT OR AGGRESSION TOWARDS SCHOOL PERSONNEL:** No student shall threaten or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any school employee. A student shall neither make what may reasonably be interpreted as a threat to do bodily harm to a school employee or his/her family, nor threaten to damage personal property of an employee in or out of the school setting.
2. **THREATENING BEHAVIOR / INTIMIDATING ACTS:** No student shall verbally or virtually threaten, or behave in such a way as to attempt to threaten to cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. An individual whose deliberate behavior directly leads to a fight or physical aggression between other parties may be considered a participant.
3. **PHYSICAL AGGRESSION:** No student shall be physically aggressive towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. Physical aggression is considered the act of touching, hitting or making a physical threat towards another individual while on school property or under the jurisdiction of the school.
4. **FIGHTING:** Fighting is considered mutual combat in which both parties have contributed to the conflict by provocation or physical action. No two or more students on school property, (including buses) or at any school sponsored activity shall engage in fighting. This shall include inciting and/or encouraging others to fight.
5. **USE/POSSESSION OF ALCOHOL:** No student shall use, possess, conceal, transmit, sell, be a spotter for others, or show evidence of consumption of alcoholic beverages. No student shall come to school, remain at school, or attend any School sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed. Students found in violation of this policy, may be suspended or expelled from school.
6. **USE/POSSESSION OF NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE:** No student shall use, possess, conceal, transmit, sell, be a spotter for others, or show evidence of consumption of any narcotic drug or other controlled substance, drug-of-abuse instrument/paraphernalia, any intoxicant, or any look-a-like substance of abuse. Including, but not limited to marijuana, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Students found in violation of this policy may be

suspended and/or expelled from school. Additionally, depending upon the nature of the offense, the student may be referred to law enforcement where any potential criminal charges may be filed.

7. **USE POSSESSION OF TOBACCO/NICOTINE:** No student shall possess, use, transmit, sell, be a spotter for others, or conceal any tobacco/nicotine products, vapor devices, e-cigarettes, or other substitute forms of cigarettes whether they contain tobacco/nicotine or not on school premises, during school activities, or events off school grounds. Holding a lit or unlit tobacco/nicotine product may be interpreted as smoking. A tobacco/nicotine product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes, or hand-rolled cigarettes, e-cigarettes, vaporizers.
8. **DISRUPTION OF SCHOOL:** No student shall by use of violence, force, coercion, horseplay, fear, threat, harassment, noise, disorderly conduct, induce-panic, or prevent or attempt to prevent any school class, activity or function. This shall include use of same to incite others toward acts of disruption.
9. **DISRESPECTFUL BEHAVIOR:** No student shall behave in a disrespectful, belligerent, disruptive, or in an otherwise inappropriate manner towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. No student shall behave in any way that is indecent, profane, unreasonably loud, or other conduct that tends to cause or provoke a disturbance.
10. **DISOBEDIENCE/INSUBORDINATION/NON-COMPLIANCE:** A student shall comply with directives and reasonable requests of district staff and other appropriate school personnel, such as aides and substitute staff.
11. **DISHONESTY:** Any forms of dishonesty including but not limited to lying, forgery, plagiarism, cheating, altering or using school documents with the intent to defraud, or providing false information to school personnel may result in disciplinary action.
 - a) **Lying** – No student shall lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees.
 - b) **Forgery** - No student shall forge the writing of another or falsely use the name of another person. A student shall not falsify times, dates or their data on school forms or school related correspondence.
 - c) **Plagiarism** – No student shall deliberately or unknowingly use another's work (author, critic, or peer) and pass it off as one's own work.
 - d) **Cheating** – No student shall obtain or attempt to obtain, or aid another in obtaining credit for work, by any dishonest or deceptive means. Providing one's own work to another student to copy is also plagiarism/cheating.

- e) Falsely Reporting Incidents- No student shall falsely report, make accusations, or give false testimony to school personnel.
12. **DAMAGE, DESTRUCTION, DEFACEMENT OR MISUSE**: No student shall damage, cause destruction, deface, or misuse school property, or any other property, either on the school grounds (including buses) or during a school activity, function, or event off school grounds. A student who accidentally defaces or damages school property or the property of another is obligated to notify the office of this damage and is liable to pay expenses. Failure to report such damage could be grounds for disciplinary action.
13. **DISPLAY OF AFFECTION VIOLATION**: No student shall violate the established expectations as detailed in the display of affection section of the handbook.
14. **DRESS CODE VIOLATION**: No student shall violate the established expectations as detailed in the dress code section of the handbook.
15. **FAILURE TO ATTEND OR SERVE ASSIGNED DISCIPLINE**: Failure to attend a detention on the assigned date(s), except in extreme emergency approved by a building administrator, may result in further disciplinary action. Failure to serve the entire session of a detention may result in further disciplinary action. If a student is in violation of the rules of the detention room, that student may be removed from the detention resulting in further disciplinary action.
16. **PROFANITY AND/OR OBSCENE LANGUAGE OR GESTURE**: No student shall use profane, indecent, or obscene language, either written or verbal, in communicating with any other person. This shall include use of obscene gestures, pictures, videos, publications, or signs.
17. **ARSON OR ATTEMPTED ARSON**: No student shall cause intentional or purposeful destruction or damage to school or district buildings or property by means of fire. This includes but is not limited to the striking of matches and/or the lighting of lighters on school premises, during school activities, functions, or events off the school grounds. Anything, such as fire, that endangers school property and its occupants.
18. **POSSESSING, USING, TRANSMITTING, CONCEALING, OR THREATENING TO USE WEAPONS**:
A student who brings a knife or firearm to a school operated by the Board of Education or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity regardless of its location or who possesses a knife or a firearm at a school, on any other property owned or controlled by the Board of

Education, any interscholastic competition, extracurricular event, or any other school program or activity regardless of its location may be expelled by the superintendent for a period not to exceed one year.

The expulsion may be extended into the next school year. The superintendent may reduce, on a case-by-case basis, any expulsion imposed pursuant to the firearm provision based upon either:

- (a) Any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et. seq. and/or R.C. Chapter 3323 in which the student is disabled and the incident giving rise to the one-year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or
- (b) The superintendent's determination is his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

“Firearm” is defined as in 18 U.S.C. 921. “Knife” is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

19. **BOMB THREATS:** A student who makes a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled by the superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.

20. **HARASSMENT:** No student shall harass, intimidate, bully, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. Sexual harassment includes but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark.

Harassment or intimidation includes slurs; profanity; written information (includes cyber bullying); denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:

1. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety.
2. Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee.
3. Causing or intending to cause material disruption of the educational process.
4. Unreasonable interfering with a student's co-curricular or extra-curricular performance, otherwise unreasonable impacting upon a student's educational opportunities.

*Allen East Local Schools and the Board of Education has adopted the Bullying Policy in accordance to the 3313 section of the Ohio Revised Code. This policy is located on the district website.

21. **CRIMINAL OFFENSE** A student may be expelled by the superintendent for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property as defined under R.C. 2901.01 while the student is at school, on any other property owned or controlled by the board, or at any interscholastic competition, an extracurricular event, or any other school program or activity. Such expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
22. **TRUANCY / UNEXCUSED ABSENCES / TARDINESS / LEAVING SCHOOL PROPERTY-** No student shall be truant, have an accumulation of unexcused absences from school that is not accompanied with parental/guardian notification, have an accumulation of tardies to school or classes, or leave school property without parental/guardian or administration approval.
 - (a) **Truancy/Unexcused Absence from school or class-** When a student is absent from school, or any portion of the day, without school authorization and parental/guardian consent. This includes skipping any part of a class but staying on school grounds.
 - (b) **Tardy-** All students entering school after 8:15 A.M will be considered tardy and classroom tardiness is defined as a student not being in their "assigned location" at the conclusion of the tardy bell.
 - (c) **Leaving school property:** While under the jurisdiction of school authorities, a student may not leave school premises without proper authorization of an administrator or the school nurse. When leaving school, students are **required to sign out in the Office with a Secretary.** Failure to do so may

result in an unexcused absence from school for the period of time that was missed.

23. VIOLATIONS OF TECHNOLOGY

- (a) No student shall abuse or damage the school district's hardware or software. Any non-compliance with the school's policies will result in disciplinary action that is in accordance with the offense up to and including expulsion from school. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using school district computer facilities for purposes unrelated to the instructional program of the district, unless written permission from a school official has been obtained. Equipment must be replaced or repaired at user's expense to include time and material costs.
- (b) **No student shall use the photography or video applications of their cell phones or other personal electronic devices during the school day** without permission from a supervising teacher or principal.
- (c) No student shall "Sext": Sexting is defined as Students who "send, share, view or possess pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device." Students may also be subject to criminal charges as defined by the law. If content could be a violation of any Federal/State law, then the device must be seized and turned over to law enforcement.

- 24. THEFT / ATTEMPTED THEFT / EXTORTION:** No student shall cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student may be required to make full restitution. Criminal charges may be filed. No student shall receive, retain, or dispose of property of another knowing it to have been, or having reasonable cause to believe that it had been obtained through theft. No student shall obtain money, items of value, or special favors from anyone by implied force.

- 25. PORNOGRAPHIC PUBLICATIONS/PICTURES:** No student shall possess, conceal, sell, or transmit pornography including but not limited to publications, images, or videos, in lockers, personal bags, on personal electronic devices, in possession of student, on a school issued technology account, or on the internet

- 26. LOITERING, LITTERING, OR CAUSING A DISTURBANCE:** No student shall loiter, litter, or cause a disturbance on public or private property

adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

27. **PARKING LOT / MOTOR VEHICLE VIOLATION:** No student shall violate parking or motor vehicle guidelines as stated in the student handbook.
28. **SCHOOL BUS VIOLATION:** No student shall violate the School Bus Safety Guidelines as stated in the student handbook.
29. **REPEATED OR FLAGRANT VIOLATIONS:** No student shall have repeated or flagrant violations of any school rules or accepted standards of school behavior.
30. **INDECENCY:** No student shall knowingly or recklessly, under circumstances in which the person's conduct is likely to be viewed by and affront others engage in conduct that could be considered as indecent exposure or public indecency, Pursuant to R.C. 2907.09
31. **VIOLATIONS OF TERMS OF SUSPENSION:** No student shall violate the terms of suspension as stated in Board Policy 5610
32. **THOSE ACTS OR VIOLATIONS:** listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
33. **OTHER SITUATIONS** The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur. 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 may be grounds for disciplinary action. It should be noted that other possible student conduct, not mentioned specifically in the "Code of Student Conduct", but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also be grounds for disciplinary action. It is the responsibility of the building administration to take sensible and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the school building.

Cafeteria/Commons/Lunch

Breakfast will be offered for students to purchase each day. The breakfast will provide an entrée, fruit or juice and milk and qualifies for the National School Breakfast Program. Students may enter the Auditoria from 8:00 a.m. until 8:15 a.m. Breakfast will be offered every school day except on 2-hour delay days.

Allen East Elementary School has a closed lunch period, no outside visitors are allowed to visit during a student's lunch. No student may leave the school property for lunch. Food should **not be** taken out of the cafeteria/commons. Students are expected to use appropriate manners and leave the cafeteria/commons in neat condition. Food from outside sources cannot be brought in without prior administrative approval. Meal prices are available on the web site. Students may have their money put on their personal account or they may pay for their lunch daily (all change will be credited to their personal account). Forms are available online, at the beginning of the school year, allowing families to apply for partial or complete deferment of meal costs due to adverse economic circumstances. These applications are available throughout the year should the need arise.

Display Of Affection

Students are expected to refrain from any type of physical affection while on school property or in attendance at any school event, with the exceptions of holding of hands or short embraces such as a brief hug.

District Technology

Student use of the district's computers, E-mail, Network and Internet services ("Network") will be governed by the Acceptable Use Policy, the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users shall have no right or expectation to privacy or confidentiality when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network). Authorized Administrators, District Personnel, or the Director of Technology may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted. Authorized Administrators, District Personnel, or the Director of Technology will report any violation of state or federal law or of district policy or regulation to the district administration or law enforcement officials as appropriate

General Email Guidelines for Students

- Email is to be used for school-related communication. Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email at least once per day.
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.

- Students may send email to their teachers with questions or comments regarding class
- Students may send emails to other students to collaborate on group projects and assist with school classes.
- Students shall not send harassing email messages or content.
- Students shall not send offensive email messages or content.
- Students shall not send email containing a virus or other malicious content.
- Students shall not send email to share test answers or promote cheating in any way.
- Students shall not use the account of another person.

Student Emails to Staff

Students are encouraged to email staff concerning school-related content and questions. Teachers will not be expected to answer student emails outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Dress Code

Students are expected to dress and groom in a respectable manner that is not disruptive to the business of education. In general, dress should be such that it ensures the health, sanitation, welfare, and safety of the members of the student body and staff. Dress should promote positive images of the students and the school. Dress and grooming may be regulated when it is bizarre, offensive, disruptive, or distracting to the educational environment. **It shall be the responsibility of the building administration to determine the appropriateness and acceptability of apparel. Exceptions to these rules may be made on designated days by the administration (Hat Day, Spirit Day, etc.)**

1. Dress and grooming will be clean and keeping with health, sanitation, welfare, and safety requirements and will not be such as to disrupt or interfere in the educational process.
2. No student shall wear a hat or any other type of headgear during the regular school day in the building (hair bands are permitted).
3. No student shall wear any type of clothing that has logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, or include sexual innuendo, etc.
4. No student shall wear sunglasses or blankets inside the building.
5. Students must wear shoes of some type at all times.
6. Students must wear clothing that covers the midriff and lower back section of their body completely. Midriff is defined as the region of the body

between the chest and the waist. (Tops and Bottoms must be touching or overlapping)

7. No student shall wear clothing that is considered an undergarment as outer apparel (i.e. boxer shorts). Undergarments may not be visible.
8. Dog collars, leashes, spiked bracelets, waist chains, chains (non-jewelry), chain wallets, exposed chains, spikes and other articles judged to be potentially harmful to students or a distraction to learning are not permitted.

Violations of the dress code may result in a warning, administrative detention, after school detention assignment, Saturday School assignment, or suspension. A student may be asked to call home for a change of clothes or asked to wear other clothes that the school may provide. **A student who is sent home for a change in dress will be considered unexcused during his/her absence.**

Drug-Free Schools

In accordance with Federal Law, the Allen East Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Emergency Drills

Fire and tornado drills are required by state law. Instructions are posted in each room. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as directed by the staff.

Exterior Doors

The front entrance is the only entrance that is permitted to be used between the hours of 8:15 am and 2:50 pm. Once the front doors are locked at 8:15 am, all

visitors must push the security bell to be permitted entry and are required to report directly to the office.

Fees

All school fees must be paid in full on a yearly basis. A student must have all school fees paid in order to attend the Junior/Senior prom. Additionally, students will be denied participation in the Commencement ceremony and their diplomas will be held until the fees have been paid in full.

FERPA And Directory Information

Allen East Local Schools follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. The exception to disclosure of student information without consent is the release of “directory information.” The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the District on FinalForms each school year that he/she will not permit distribution of the following information. Under Ohio law directory information includes the following:

Student name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Dates of attendance
Date and place of birth	Date of graduation
Major field of study	Awards received

Fire Safety Equipment

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency.

First Aid/Illness

If a student becomes injured or ill, they will be sent to the office. If the student wishes to go home, **they must report to the office so school officials can contact the student’s parent/guardian to secure permission for the student to leave school.** No one may leave the building without permission from the office.

Library Services

Any material taken out of the library must first be checked out at the circulation desk. Circulation time for books is two weeks although there are some situations where they will be checked out for a longer or shorter period of time. Books may be renewed as many times as necessary unless someone else has requested a particular book. Books should be renewed rather than left to become overdue.

Cubbies

Students' right to privacy with regard to cubbies is limited to the concept that these cubbies provide a secure place for students to store articles of personal clothing and scholastic materials. Cubbies are owned by the school district and are provided to students for the aforementioned purposes. Students will be held responsible for the condition of their cubbies. The school expects students to maintain their cubbies in a manner befitting any school property. Graffiti, either inside or outside the cubby, is not allowed. Do not glue any objects to the cubbies. Valuables are not to be stored in cubbies. The school cannot be held responsible for loss of valuables stored in cubbies. Valuables should be checked into the main office. Students should not share cubbies. Such actions compromise the security of the student's cubbies. If you have problems with your cubby, see an administrator or the custodian. Student cubbies, desks, cabinets, and similar items are the property of the Allen East Board of Education provided to students as a convenience for their use. Cubbies and other such property carry no expectation of privacy for the student who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Lost And Found

All items found will be sent to the office. The school is not responsible for stolen personal belongings. Please check with the secretary for an item before you report it missing.

Medications

State law requires that schools have instructions on file when it is necessary for students to receive any prescribed or non-prescribed (over the counter) medication at school. A prescribed medication form must be completed and signed by the physician and the parent or guardian. A parent must sign the non-prescribed medication form. These forms are available in the office. The medication must be received in the original container in which it was dispensed/purchased by the

prescribing physician, licensed pharmacist or pharmacy. Medication must be given to the office staff on arrival at school.

Personal Belongings

Students are responsible for all belongings brought to school. The school is not responsible for stolen personal belongings. Valuable items should not be brought to school. In the event it is necessary to bring valuables to school, take them to the office for safekeeping.

Personal Electronic Devices & Headphones/Earbuds

Allen East Elementary School does not assume responsibility for any personal electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen. Students are not permitted to use the photography or video applications of their cell phones during the school day without permission from a supervising teacher or principal. Students are not permitted to use cell phones or other portable electronic devices as speakers for music in the building without permission from a supervising teacher or administrator. Students are not permitted to charge their devices unless they ask for and are granted permission by the classroom teacher.

Cell Phones in School

Students will be required to place their cell phone/device in a secure location prior to the start of class. If a teacher involves cell phone/device use within the lesson, students will have access to their device. Phones/devices may not be used by any elementary student in the hallway, commons area or restroom during school day.

Safety Equipment

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students are also not permitted to use or deploy the anchorman door jamb device unless an emergency warrants its use.

School Bus Expectations

Controlled and reasonably quiet behavior is required. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone on the bus. Remember, riding the bus is a privilege which can be denied. Misbehavior on the bus may result in a denial of bus privileges.

Responsibility of Parents and Pupils:

1. Parents are responsible for the safety and actions of students while going to and from pick-up points and while waiting for buses.
2. Parents are responsible for any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.
3. Students and parents must consider the school bus as an extension of the classroom. Therefore, students must conduct themselves in a manner consistent with established standards for classroom teachers.
4. Students should go directly from home to pick-up points and return directly home from drop-off points.

Regulations for Students:

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops. Students should respect the rights of property owners in the area.
3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Behavior at school bus stops must not threaten life, limb or property of an individual.
5. Students must go to their assigned seat so the bus may safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students must observe classroom conduct and obey the driver promptly and respectfully.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. Students must not use tobacco on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student while on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may not bring glass containers or balloons on the bus.
14. Students may carry on the bus only objects that can be held in their laps.
15. Students must exit or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Students must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.

18. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.

School Resource Officer (SRO)

When in use, the mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students' good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, deputies, school administrators, and the community in order to promote overall student achievement and success.

Search And Seizure

In order to ensure the safety and well-being of all students, teachers, other school employees and guests, it is the policy of Allen East Local School District to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all of the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably intrusive in light of the age and sex of the student, and the nature of the possible infraction that may have or may be occurring. Unannounced and random canine searches may also be conducted.

Notice Of Policy On Searching Lockers

Section 3313.20 O.R.C. authorizes a school board of education to adopt a policy, which authorizes the administrative staff to search any pupil's locker and the contents thereof. All lockers made available for pupil use are the property of Allen

East Local Schools. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. K-9 units from local law enforcement agency may be used in conducting searches.

Sign In/Sign Out Procedure

Students arriving late or leaving the building for any reason must go to the office and sign in or out. Students may only be excused during the day if they have a written excuse or phone call/contact from the parents. A note should be sent to school with the student the day of the scheduled early pick-up and turned into the homeroom teacher (grades K – 4) or brought to the office for signature. Please indicate on the note the date and who is picking up the child if not the parent. We realize a change of plans could occur once the child is in school for the day but **transportation changes can only be made during the school day BEFORE 2:00 PM.** Grades K – 4 car riders will be dismissed for pick-up out the L-1 doors. If you are picking your child up at the end of the day, please line up with the other cars, moving forward as you wait your turn to pull up curbside. Once your child has gotten into your car and buckled in, please pull out so that other cars behind you may pull up curbside.

The parent/guardian must come into the office and sign the student out at which time the student will be called from his/her class. Students will be dismissed only with proper permission from his/her parent or guardian. A student will not be released to anyone other than a parent/guardian without prior consent. Keep in mind if a student is picked up early before the 3:05 dismissal bell, it will go against the student's attendance record.

Smart Sensors

For students' safety and welfare, Smart Sensors are placed throughout the building. Actions recorded on these devices may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Substitute Teachers

Students are to show any substitute teacher the same respect shown to a regular staff member. This is a difficult task for the substitute, and your cooperation is expected.

Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Textbooks

Textbooks are the property of the school, and are furnished for student use. Reasonable wear is expected through daily use. Unreasonable wear or damage will result in the student making appropriate payment for damages. Lost books must be replaced at the student's expense.

Transportation

Due to bus capacity, regular resident students of an assigned route will have priority; babysitting stops and open enrollment ridership will only be authorized on a space available basis. If a student has a change in pick up or delivery sites, a written note from a parent or guardian must be received ahead of time by the Transportation Director.

Vacation Policy

Parents are encouraged to plan vacations in conjunction with school vacations. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by daily classroom instruction. Whenever a proposed absence for vacation is requested, a vacation form must be filled out. After the form is filled out, it must be returned to the office at least one day before the student leaves. Administrators will determine whether the absence will be excused or unexcused. The Board permits 10 vacation days and no more than 7 can be during one semester.

Visitors

A visitor must register at the office before visiting a student, teacher, the commons, or a classroom. Those who do not register will be asked to leave. Those who refuse to register or continually reappear will be charged with trespassing. Visitors for students must be prior approved. Teachers may have approved visitors during their individual conference time.

Grading System

Below is the grading scale to be used at Allen East Elementary School.

Elementary School	
A +	97-100
A	93-96
A -	90-92
B +	87-89
B	83-86
B-	80-82
C +	77-79
C	73-76
C-	70-72

D +	67-69
D	63-66
D -	60-62
F	0-59
S	Satisfactor y
U	Unsatisfact ory