Mission Statement of the Eastwood Local Schools

The mission of the Eastwood Local School District, a traditional, rural community dedicated to progressive educational leadership, is to produce individuals who are prepared to address the challenges that shape their destiny, through a combination of diversified curriculum, effective teaching, and positive community support.

Our Core Values

The Eagle Way 2.0 defines our core beliefs, and we feel learning and practicing the skills that go along with the Eagle Way will lead to positive behaviors and produce elite outcomes.

Our Core Beliefs	Lead to positive Behaviors	Therefore……I AM!
Do What's Right	Make good choice even when no one is watching Step up and Own It Be part of the solution	Accountable A Problem Solver
Do the Best You Can	Be the BEST VERSION of you Have GRIT, Never Quit Embrace productive discomfort	Adaptable Resilient Creative
Treat Others the Way You Want to Be Treated	Respect yourself and others Show kindness & compassion through words and actions Invest in each other	Empathetic An Effective Communicator Collaborative

We will provide unrivaled attention to the academic and social needs of our students to prepare them to have their best years ahead of them. We will provide superior customer service by establishing a culture where we create opportunities, not obstacles, for students, parents, staff, and community.

Eastwood Elementary School Mission Statement

Our mission, at student centered Eastwood Elementary School, is to equip all students with the necessary knowledge and skills to prepare them for the future and enhance their individual potential, by providing positive learning experiences.

No person in Eastwood Local Schools shall on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

Eastwood
Alma Mater

A loyalty forever,
A friendship long and true
These thoughts will be our memories
As we the years review
This pledge we make together

Eastwood
Fight Song

Fight, fight you Eagle brave,
Win this game tonight.
We will cheer you on and on
So fight you Eagles fight.
High spirit is our code,

Though time be fleeting by
May we inspire a lasting faith
In all that is Eastwood High.

Sportsmanship our law
So let our spirit shine so bright
And win this game tonight.

Forward

Welcome to Eastwood Elementary School! The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable, successful and rewarding as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. We hope to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their children also. Should you have any questions that are not addressed in this handbook, contact your Principal or Assistant Principal. The policies in this handbook are in effect until the board adopts the new policies.

Section I - General Information

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the principal or his/her designee.

Awards

An assembly will be held near the end of the school year to provide various awards to students. These will include recognition for academics, attendance, scholarship, citizenship, and any other areas of recognition that staff feels the students have earned. The ceremonies vary between grade levels.

Backpacks

Backpacks are permitted to be brought to school, but can be very cumbersome and take up a great deal of space, therefore, students are required to leave their backpacks in their lockers during the school day.

Building Use by the Student

Students in the building before or after school must be with the person who has requested them to stay. Students are responsible for the guidelines established in the handbook, and they should remember that staying after school is a privilege and is available to students at the discretion of the school administration.

Closings & Delays

When the weather or other circumstances dictate that it would be inadvisable to conduct classes, students and their parents will be notified through local radio and television stations, and through the Parent Square app. All attempts are made to notify the public as soon as possible so individual arrangements can be made at home.

Emergency Procedures

Bomb Threats

Any threat, whether it is verbal or written, will be considered serious and immediate action will be taken. Local law enforcement officers and emergency squads will be contacted. Upon advice of the local law enforcement and emergency personnel, the administration will make the decision to evacuate the building. The building will be thoroughly searched and determined to be safe prior to students being allowed to re-enter. Full prosecution by the Wood County Prosecutors Office of any students or individuals involved will take place, along with appropriate action taken by the school.

Fire Drills

We follow the state requirements for fire drill practices. When the fire alarm sounds, follow these directions:

1. Follow directions to the nearest exit as posted in each room.
2. Leave work materials in the classroom.
3. WALK out of the building quickly, quietly and in an orderly fashion.
4. Move at least 150 feet from the building.
5. Students will remain outside until the all-clear signal is given.
6. If you are out of a classroom when the fire alarm is sounded, move outside through the nearest exit and report to your classroom teacher.
7. WINDOWS SHOULD BE CLOSED AND LIGHTS TURNED OFF.
8. Teachers will check to see that no students are left in the building.

Lock Down Drills

Lockdown drills will be held periodically throughout the school year. Teachers will instruct all students in each class period of the procedures that exist during a lockdown. A school official will notify students and staff of a lockdown and the level of lockdown.

Tornado Drills

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. Maps in each room identify tornado safety stations. TORNADO DRILLS WILL BE ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM. Should this fail, a horn will sound, or the administrators and office personnel will move about the building to notify students and teachers. All students should proceed to the designated area (directions are posted in each classroom). When the drill begins, the following procedures will be in effect:

1. ALL WINDOWS SHOULD BE LEFT OPEN IN THE ROOM, IF POSSIBLE.
2. Students and teachers will proceed to the SAFE areas and maintain ABSOLUTE SILENCE!
3. CLASSROOM AND EXIT DOORS SHOULD BE KEPT OPEN.
4. Students should sit on the floors with their backs against the wall.
5. ATTENDANCE SHOULD BE TAKEN BY EACH CLASSROOM TEACHER AND REPORT ANY ABSENCES.

6. NO STUDENT WILL LEAVE THE BUILDING FOR ANY REASON UNTIL THE ALL CLEAR.

All students and staff members are to take each drill seriously, performing the procedure quickly, quietly, and efficiently. It is important to the safety of our students.

ENTERING THE SCHOOL BUILDING

Only the front doors to the elementary school will be open before school begins, and all doors to the elementary school will be locked after the students arrive. Parents and other visitors may only gain entry after using buzzers to alert the staff and stating the purpose of their visit. All visitors must then report DIRECTLY TO THE OFFICE. Please see the "Visitors" section in the following pages of the handbook for more information.

Fees, Fines, & Charges

Eastwood Elementary School charges specific fees for various courses and activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship. Families are to contact the elementary school office for more information on waivers. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Failure to pay fines, fees or charges may result in the withholding of grades, credits, or diplomas.

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Eastwood Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Act.

A student can access Special Education services through the proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the school wants the parents to be an active participant. To inquire about the procedure or programs, a parent should contact the assistant principal or classroom teacher.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the Special Education Director /School Psychologist at 833-6411. The Eastwood Local School District receives notification of their entitlement of federal funds allocated in accordance with the Title I/Individuals with Disabilities Act (IDEA), Public Law 92-142. Utilization of the funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated funds are welcome and encouraged to contact Melissa Wagoner, Director of Student Services, at 419-833-6411 ext. 1172

Leaving School Grounds

Students are not to leave school grounds after their arrival without permission of the school and/or parent/guardian. If it is necessary for a student to leave they must sign out in the office. The student must also have a note or a phone call from a parent/guardian to be excused. Students riding a school bus must remain on school grounds after arrival and prior to departure. Failure to do so may result in the student being denied bus privileges.

Library

The school library enriches and supports the educational goals of the Eastwood School District by helping students take full advantage of available resources including print, and media. Please ask the library staff for help with research and/or class assignments.

Library rules and procedures are explained to students during orientation at the beginning of the school year. Students must behave appropriately to enjoy library privileges. Fees are incurred for lost or damaged materials.

Lockers

At the beginning of the school year, each student will be assigned to a locker. ***Students are not permitted to switch lockers***. Lockers are provided for storage of books and personal items. If damage occurs to the locker, assignment to repaint or repair the locker and/or fines may be incurred.

All lockers assigned to students remain the property of the Eastwood Board of Education and the lockers and the contents thereof are subject to random searches at any time.

Lost and Found

All items found in the building should be turned in to the office, where they will be kept until the end of the quarter. Any student who loses some personal possession during the year may claim it in the on the shelves outside of the cafeteria. The student may be asked to describe the item prior to claiming it. At the end of each nine weeks, all items will be disposed of or given to charity.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Telephone Use

Students may use the office telephone with permission for essential calls related to school. Students are not to be dismissed from class to use the phone.

Textbooks

Books are the property of the Eastwood Board of Education and are loaned at the beginning of the school year. The condition of the book is recorded. Students are not charged for normal wear of textbooks. Fines are based on abuse to the cover or pages. Other fines vary according to damage.

Visitors/ VOLUNTEERS

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must first buzz in to the office from the front doors and state the intent of their business to school personnel. Then, upon entering, visitors must r**eport directly to the office** and **present a valid Ohio Driver's License** or State ID. Once the visitor's identity has been established and cleared a visitor's pass will be issued. This pass must be worn at all times on school property. Any visitor found in the building without permission shall be escorted to the office. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to prevent any inconvenience.

If the visitor is another student from another school, permission must be obtained from the principal at least one week prior to the visit. If the visit is approved, the student visitor must obtain a Visitor's Pass.

Section II - Academics

Grade Cards

Grade cards will be given out at the end of each quarter (9 weeks). The grades will be on a computer-generated sheet and will be sent home with the students after the first, second, and third nine weeks, with the final grade card will also be sent home on the last day of school.

A parent may also access his/her student's grades at any time on Schoology. Schoology can be found on the Eastwood website at www.eastwoodschools.org. The user name and password should have been assigned to your student in the elementary school, or, for new students, upon entering the middle school. If you need assistance, or have forgotten the password, please call the office. Schoology is used in grades 3-5. Our K-2nd grades do not use Schoology. Please contact your teacher if you have concerns.

Grading Scale

The teachers will use the following grading scale:

	100 - 98	A+	4.3		79 - 77	C+	2.3
A	97 - 93	A	4.0	C	76 - 73	C	2.0
	92 - 90	A-	3.7		70 - 72	C -	1.7
	89 - 87	B+	3.3		69 - 67	D+	1.3
B	86 - 83	B	3.0	D	66 - 63	D	1.0
	82 - 80	B-	2.7		62 - 60	D -	.7
				F	59 - 0	F	0

The grade levels may also use a 4-3-2-1 scale with 4 being above average and 1 being the most dependent on adult support.

Teachers have the discretion of grading tests or assignments on a weighted basis, but the grade must be reported as a letter grade and as a percentage. If only percentages are given, then the above scale must be used.

Homework

As stated in the Board of Education Policy, homework is an integral part of the education process. Homework will be assigned to reinforce classroom experiences, strengthen the application of skills, and expand the learning opportunities. We believe homework is a shared responsibility of the home and school. Students not completing homework may be assigned to do the work at recess until the homework is completed. Students completing homework late or missing numerous assignments may also be assigned to detention.

Homework - (Make-up work for an UNPLANNED absence)

Make up work due to an excused absence must be completed promptly. The time for make-up work shall not exceed one day more than the period of absence. **It is the responsibility of the pupil** to arrange for and to perform the necessary work. The teacher will designate the time and place for makeup tests to be administered. Parents may also set up and use a special feature of Schoology on their account that will notify parents of subpar work or missing assignments. Work missed due to truancy or unexcused absences may be made up at the discretion of the teacher. All work given to a student that has been approved for an Advanced Request for Absence is due the day of return. (See Advance Request for Absence below for a planned absence).

Homework - (Make-up work for a PLANNED absence or vacation)

If a student takes a vacation or will be out of school for many days, they will need an **ADVANCE REQUEST FOR ABSENCE** form. All

work for Advance Requests is due upon return. If the absence will be for a family vacation, the student should submit a note to the office at least one week prior to leaving. The student will then be given a form to have the teachers fill in the assignments. This form MUST be filled out and returned to the office **BEFORE** the absence, as vacation is not a valid excuse to miss school according to the State of Ohio. The principal or designee will sign the advance request form after the teachers have assigned all work. The vacation policy allows students to take five (5) days of excused absence for the school year. The administration reserves the right to deny Advance Request for Absence to any student who does not follow this procedure, has excessive absences, or has not demonstrated academic success. Email may be used as a form of delivery for assignments if approved by the receiving teacher.

****** All work is expected to be completed upon the date of return or agreed upon date.***

Plagiarism and Cheating

At Eastwood Elementary School we value the concept of intellectual property and innovation of ideas. Therefore, we expect the ethical use of ideas and words of others, and hold our students accountable for their own work. Plagiarism can be defined as 1). quoting verbatim (word for word) or almost verbatim from a source (including, but not limited to, copyrighted material, notes, letters, computer materials, web sites, etc) without proper acknowledgment, 2) adopting someone else's line of thought, argument, arrangement, or supporting evidence (for example, statistics, bibliographies, etc) without telling where it came from, 3) submitting someone else's work, in any form (workbook, art, film, computer materials, etc, and 4) knowingly representing as one's own work any idea of another. If you copy, paraphrase, or use another person's words or ideas without giving them credit by properly citing the source, you are plagiarizing – whether you had intended to or not. Likewise, all forms of cheating or copying homework are unacceptable. Please see the Code of Conduct for consequences.

Promotion and Retention of Students

In accordance with Board of Education policy, students will be promoted based on their ability to master the content standards as established by the Ohio Department of Education (ODE). The principal, with input from parents, the teaching team, and school professionals, will determine whether a student has attained a level of achievement necessary to be Promoted. Students Placed in the next grade level, in the opinion of the educational team, has the ability to be successful, even though the student may not have indicated this ability by their current academic performance. The decision to place the student is based on the professional judgment of educators, weighing all factors affecting the decision. Students not successfully completing two (2) core academic classes may be Retained. Successful completion of a class means that a student may not have more than one F in any of the four grading periods. Any reassignment will occur with the knowledge of the parent/guardian. Should there be a disagreement in the placement of any child, the matter may be appealed to the Superintendent who has the legal right to assign students.

Request for Homework Assignments

In case of extended illness, class assignments may be obtained by calling the school office after 8:00 a.m. This request may be placed when the parent/guardian calls to report the absence. Parents/guardians may pick the collected assignments up in the office after 3:45pm and prior to the office closing. Missed work not completed within the allotted time will fall under the grade level rules for missing work. Assignments will also be posted on Schoology/ teacher websites for the convenience of the students and parents.

Testing Program

Students in grades 3 and 4 will be taking Ohio State Tests in reading and math.. For any questions concerning testing, please contact the classroom teacher or the principal. The Third Grade Guarantee, which is a state requirement, is in place for all third-grade

students.

Section III - Student Activities

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should enrich the classroom, arouse new interest among students, help students relate school to real world experiences, afford students the opportunity to study real things an real processes in their actual environment, and bring the resources of the community within the student's learning experience.

Party Invitations

Parents are not to send party invitations with their children unless they are inviting the entire class.

Section IV - Attendance Policy

Attending school is both necessary and the law (ORC 3321.04). Students who do not maintain good attendance may fail, lose certain privileges, and/or have themselves and/or parents taken to court.

When a student is absent the parent must notify the school - **please email esattendance@eastwoodschools.org or call the elementary school office (419-833-2821 or 419-287-3200)** prior to 8:30am that morning to report the absence. The elementary school office is open at 8:15 a.m. If you call before 8:15, you can leave a detailed message for the secretaries. Students must bring a written statement of the cause of the absence with them upon their return to school. If a physician has seen a student, they should bring a note from the physician's office. The Ohio Revised Code mandates the contact be made with the parent or legal guardian of the absent student within 120 minutes after the start of the school day.

Absences - Excused - A student may have up to 5 medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

The ORC lists the following as the only legal excuses for absence from school:

1. Personal illness: the school may require a certificate from a physician upon return to school after four (4) consecutive days.
2. Illness in the immediate family.
3. Quarantine in the home: absences arising from this condition are limited to three days, unless reasonable cause is shown by the parent/guardian as recommended by the appropriate health officials.
4. Death of a relative: absences arising from this condition are limited to three days, unless the parent/guardian can show reasonable cause for a longer period.
5. Observance of a religious holiday: a student may be excused for observance of a religious holiday consistent with their creed.
6. Farm work at home - Must be excused by the principal prior to the absence (limited to 3 days per year).
7. Any other absence approved by the school prior to the absence.

**Parents are encouraged to schedule their child's appointments during non-school hours to the extent possible.

Absences - Unexcused

Unexcused absences are those not approved by the school or the state code. Unexcused absences usually consist of but are not

limited to; oversleeping, missing a ride, shopping, car trouble, non-medical appointments, non-approved vacations, trips with friends. Unexcused absences may result in disciplinary action, or a grade of zero for all missed schoolwork.

Attendance Policy - Frequent or Excessive Absences

Students and/or parents/guardians may be required to present verification or explanation if absences for a reason listed above become frequent or extended. Additionally, in order to assert the importance of regular, daily attendance - and as a matter of procedure - the following steps are taken when students begin to display a possible pattern of poor or questionable attendance.

Attendance Guidelines:

1. When a student reaches 20-21 hours/ 3 days during the course of the year, the school administration will send absence education to the parent/guardian explaining our attendance thresholds.
2. When a student reaches 35-38 hours/ 5 days during the course of the year, school administration will send a letter explaining our attendance policy.
3. A parent may be required to attend an attendance intervention meeting with school personnel if the student reaches an attendance threshold as defined in Ohio Revised Code Section 3321.191. Each school day is 6 hours and 28 minutes long (not including lunch), and the thresholds are as follows:

	Consecutive Hours	**Hours per school month**	**Hours per school year**
Habitual Truancy	30 hours ***without*** legitimate excuse	42 hours ***without*** legitimate excuse	72 hours ***without*** legitimate excuse
Chronic Absenteeism	--- -- ---	About 12 hours/ about 2 days per month	10% of total hours About 110 hours / about 17 school days **excused or unexcused**

4. Students with a history of excessive absences (more than 60 hours per year) may be notified in advance of an exception to the guidelines listed in this section.

Early Dismissal

Students may obtain permission to be released from school for doctor or dentist's appointments by presenting the appointment card to the office or by bringing a note from a parent/guardian. **It is required that the parents/guardians sign the student out before leaving.** This request must be presented before school starts at 8:47 a.m. Needed at home or personal business is not sufficient reasons for an early release. Parents are encouraged to make every effort to schedule appointments outside school hours. Students released are expected to return to school after the appointment whenever possible. A student leaving school more than three (3) hours before dismissal time will be credited with one-half (1/2) day of absence.

General Attendance Information

1. A student will be charged with 1/2 day of absence when they have missed 3 hours of school.
2. A student absent from school for 4 or more hours will be charged with one day of absence.
3. All attendance records will be kept in the elementary school office.
4. When a student of compulsory school age is absent from school in excess of thirty-eight (38) or more hours, the District or school shall notify the child's parent or guardian of the child's absence, in writing. Written notice will be sent within seven (7) school days

after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention strategy listed in this policy may be taken.

Make Up Work for Absences

When a student is absent from school, it is their responsibility to contact their teachers to get assignments they have missed. When a student is absent they will have the number of days absent to complete the assignments. Assignments should be turned into the teacher during the regular class period.

Students who do not turn in work on time may receive a "0" or an "F" for the assignments. Students are required to turn in all assignments, which were made prior to the absence, on their original due date or upon return to school, whichever is the latter.

Students should be familiar with each individual teacher's procedure for making up tests and quizzes, which were missed due to absence. In the case where a student is absent for one (1) or more days, a request can be made to the office to get assignments for the student. The request must be made before lunch.

In the case of an extended or recurring medical problem, the student and their parent/guardian are encouraged to make arrangements for turning in assignments with each individual teacher.

Phone Call/Note Policy

The Ohio Revised Code requires that contact must be made between the school and the parent/guardian whenever a student is absent. If the parent/guardian does not contact the school by telephone, the school will attempt to call the parent at home or at work.

Tardy Policy

Students must be in their assigned class by 8:47 a.m. Students arriving at school after 8:47 a.m. and up to the end of the first hour will be marked as being tardy to school. Unexcused tardies usually consist of but are not limited to; oversleeping, missing a ride, shopping, car trouble, non-medical appointments, and jobs.

Truancy /Unauthorized Absence from School or a Scheduled Period

An example of an unauthorized absence would be when a student is absent from school without the parent/guardian's permission or knowledge (Truancy). Other examples include but are not limited to: cutting or skipping a scheduled period or portion thereof, leaving a classroom without permission, or leaving school grounds without permission in any way.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty two (42) or more hours in one (1) school month, or for seventy two (72) or more hours in one (1) school year.

Vacation Policy

Students may be excused for family-oriented vacations, but please limit to five days of school per year. At least one parent or guardian must accompany the student. Such an absence requires that the student fill out an Advance Request for Assignments form and supply a note from the parent/guardian AT LEAST FIVE DAYS PRIOR to the absence. Arrangements for missed assignments are the responsibility of the student and they must contact each of their teachers. It is the teacher's option to set the due date for the assignments, which may be prior to the absence. Failure to submit this request will result in the absence being considered unexcused, unless school officials determine that extenuating circumstances prevented such a request. A written statement from the parent/guardian is required for this determination of why proper procedures were not followed. These vacation days will be considered absences and will count as such in the student's attendance record.

Students who have excessive absences (9 or more) may not be excused for vacations.

All make-up work MUST be completed prior to the vacation or turned in the day the student returns unless preplanned with

the teacher(s). The student will also be required to complete any tests the day he/she returns, unless prior arrangements have been made with the teacher(s).

Per Board of Education Policy, students will be permitted out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress towards the objectives of the course of study.

Section V - Discipline Code

Behaviors (What is expected)

A major component of the educational program at Eastwood Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

1. abide by national, state, and local laws as well as the rules of the school.
2. respect the rights of others.
3. act courteously to adults and fellow students.
4. be prompt to school and attentive in class.
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. complete assigned tasks on time as directed.
7. help maintain a school environment that is safe, friendly, and productive.
8. act at all times in a manner that reflects pride in self, family, and in the school.

Bullying and other forms of aggressive behavior

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

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Bully Prevention Program

In compliance with Board policy, Eastwood Elementary School has adopted a Bully Prevention Program. Our goal is to maintain a safe and positive atmosphere for all students. If a student is involved in an act that is or could be perceived as bullying, the following rubric for consequences will be followed:

Behavior	1st Offense*	2nd Offense*	3rd Offense	4th Offense
Verbal and Non-verbal Bullying: • Name calling • Insulting behavior that hurts the feelings of others • Comments that make someone feel badly about themselves • Exclusion of others • Teasing - "I was just playing" • Gestures/ Eye Rolling • Taking / harming property	Warning	1-Hour Detention	1-Hour Detention Parent Meeting	Saturday School and/or 3 days ISR
Physical Contact: • Pushing / Shoving/Grabbing • Shoulder "bumps" • Kicking • Any behavior that might injure others	Warning	1-Hour Detention	1-Hour Detention Parent Meeting	Saturday School and/or 3 days ISR
Intimidation/ Harassment: • Electronic Bullying • Blaming others (Why did you tell……) • Any act or gesture that is intended to intimidate, humiliate or threaten	Warning	1-Hour Detention	1-Hour Detention Parent Meeting	Saturday School and/or 3 days ISR

***School policy is in effect, and more serious offenses could result in other consequences. After the 4th Offense, the consequences will increase in severity.*

Any writing assignments that are not completed within one week may result in additional disciplinary action.

The rubric will be followed unless a behavior is more severe, or is not listed on the rubric. The school reserves the right to impose other consequences, if deemed appropriate.

Cafeteria Guidelines

Each day a nutritious lunch is served in the school's cafeteria. Besides this well-balanced meal, students may purchase a variety of items. The food service personnel attempt to provide a selection that has considerable variety and which reflects, as much as possible, "home-cooking".

Students should behave as they would at home. They should use manners while waiting in line: there is no cutting in line; similarly, students should not "cross over" from one line to another. Students are asked to use appropriate dining habits and are expected to

clean up after themselves, and place their trays and silverware in the proper location when exiting the cafeteria. Students should always eat during the lunch hour that they are assigned unless they have permission and a note from their instructor. All food and drink should be consumed in the cafeteria, and open food should be discarded before leaving. Electronics are not permitted to be turned on at lunch.

Criminal Acts

Any criminal acts taken at or related to the school will be reported to the law enforcement officials as well as disciplined at the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion from school or extra-curricular activities.

DIGITAL CITIZENSHIP

Eastwood Local Schools is committed to providing our students with a technology rich learning environment. We want our students to use technology as a tool for accessing information and sharing what they have learned both locally and globally.

Eastwood classrooms incorporate technology as a natural part of education to ensure all students have the opportunity to develop the 21st century skills necessary to be responsible, productive citizens in an information-driven global society.

This effort rests upon the tenets of Digital Citizenship - the ability to think critically, behave safely, and participate responsibly in the digital world. It is this concept of Digital Citizenship, which is integrated into the curriculum across all grades, that helps teachers, administrators and parents to understand what students should know to use technology appropriately, effectively, and as a vital tool for learning.

Dress Code

It is important that students dress appropriately for school. Eastwood Elementary School's Dress Code conforms to Board of Education Policy which states, in part, that style of dress "should ensure the health, welfare, and safety of the members of the student body and enhance a positive image of our students and the schools." Any form of dress or grooming which attracts undue attention or violates the previous statement is obviously unacceptable.

Students whose style of dress or inattention to hygiene is deemed inappropriate for school will be sent home to change clothes or will be sent to the office to await an arrival of appropriate clothing from a parent/guardian. **If a student does not have a change of clothing available, the student will be required to wear an article of clothing provided by the school.** Absence from class due to this action will be regarded as "Unexcused".

Students who have violated the dress code will be required to correct the violation. Teachers will be notified of the violation and asked to monitor the student during the course of the day. If the violation occurs a second time during the day, the student will be issued a detention. Additional violations of the dress code will result in further disciplinary consequences.

Considering both the above and the fact that clothing and style of dress are personal in nature, many times a situation results in a "judgment call" by the school administration that shall remain the final arbiter. There are, however, several types of clothing which are specifically prohibited:

- Hats, hoods, ball caps, and any other type of head covering.
- Clothing of any kind, including pins and jewelry, which advertises or promotes the use of tobacco, alcohol, and/or drug related substances. Also prohibited is clothing that contains or promotes hate, violence, profanity, vulgar or negative messages.
- Any type of emblem, symbol, tattoo, article of clothing, or style of dress that portrays or connotes membership in a gang or depicts gang "colors."
- Clothing which contains language or pictures which are sexual or suggestive in nature or which contains language that is offensive or, in the view of the staff, is inappropriate for school.

- "Bare midriff tops" and "muscle-type" shirts are not permitted. "Tank tops" and "spaghetti strap" tops are also not permitted. A blouse must extend over the waistline of the students dress/slacks. Sleeveless tops are permitted for girls provided the width of the strap is a minimum of 3 inches.
- Pajamas, lounge pants, and slippers are not permitted to be worn to school unless a special "dress" day designated by the school.
- Shorts may be worn to school. They must be of good taste and of appropriate length (mid-thigh). A general guideline is that shorts fall below one's fingertips when arms are extended at sides.
- Excessively worn, frayed or torn clothing is not permitted; excessively tight clothing; mini-skirts; sheer or see through tops; and bathing suits may not be worn.
- Winter coats or bulky coats are not permitted to be worn during the school day.
- Chains which hang from the pants as well as dog-type choker chains worn as necklaces.

Costumes or uniforms except on special "dress" days designated by the school.

Headphones/Ear buds are not permitted in the hallways or in the classroom unless permission from a teacher has been granted to be utilized during that specific class period only.

Fighting

Student fights are defined as mutual combat where two parties engage and punches are thrown. While infrequent they have profound effects on both participants and on the total school atmosphere. A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation or prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant. Varying punishments may be given if one student assaults another in an unprovoked manner.

Gang Activity/Membership

Eastwood Elementary School discourages student interest, association and participation with gangs, does not tolerate evidence of such activity, and works with the Wood County Gang Task Force, a division of the Wood County Prosecutor's Office, to identify gang members and curtail gang activity. Should a student display an obvious interest in or allegiance to a gang - as demonstrated by behavior, style of dress as noted above pertaining to the dress code, or by exhibiting or producing gang graffiti - both parents/guardians and the Wood County Gang Task Force will be contacted. Further action by the school, pending the severity of the behavior or incident, is predicated by a student's continued display of interest or involvement in gang activity.

Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individual is not permitted. This includes speech or action that creates a hostile, intimidating, or offensive learning environment.

Students committing acts of harassment are subject to disciplinary action. Such action may include warnings, detentions, suspensions, or notification of the law. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

1) **Verbal**: the making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
2) **Non-Verbal**: causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or

the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

3) **Physical Contact**: threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse (rape), with fellow student, staff member, or other person associated with the district.

OTHER TYPES OF HARASSMENT (Ethnic - Religious - Disability Harassment)

1) **Verbal**: written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

2) **Non-Verbal**: placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

3) **Physical**: any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that they are the victim of any of the above situations or has observed such actions taken by another student, staff member, or other person associated with the school district, should contact an administrator immediately.

The student may submit a report in writing, by telephone, or in person to the principal or assistant principal. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another person may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Hazing

It is the policy of the Board of Education that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing codes does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the district shall be alert to possible situations, which might include hazing. If hazing is discovered, involved students shall be informed by the discovering employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the principal and superintendent immediately.

No person shall recklessly participate in the hazing of another. No administrator, employee, or other faculty member of any primary, secondary or post-secondary school or of any other educational institution, public or private shall recklessly permit the hazing of any person. Whoever violates this section is guilty of hazing, a misdemeanor in the fourth degree (ORC 2307.444; 2903.31).

Internet Use Policy

Eastwood Elementary school students will have Wi-Fi available to them throughout the school day. Students who choose to take advantage of this learning opportunity are obligated to abide by the terms of an "Acceptable Use Policy" in accordance with the

Northern Ohio Educational Computer Association (NOAS). The policy deals with students using the Internet for appropriate, school-related purposes and not abusing the system. Parents must sign a copy of the policy at the beginning of the school through Final Forms, and the school must have this signed agreement on file before the student is allowed access to the internet while at school.

Interrogation

If law enforcement officials request to talk to a minor student (under 18), the school will attempt to contact the parent/guardian of the student to seek their permission. The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and child welfare agencies. If law enforcement officials request to talk to a student, the school will attempt to contact the parent/guardian of the student to seek their permission. Please see Board Policy 5540 for more detailed information.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Personal and School Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

Physical Altercations

Occasionally, physical altercations occur between two individuals which are not really fights but which involve pushing and shoving between the two individuals. The principal or his/her designee shall make the decision as to whether a confrontation between two individuals was a fight or a physical altercation after gathering all the available information.

Prohibited Articles

We are concerned about the safety of our students. Devices that are hazardous or interfere with learning, such as electronic games,

ipods, laser pointers, etc, and other unapproved toys like slime, spinners, toy guns, etc., are not to be brought to school and could result in the confiscation of the item. The school cannot be held responsible for the damage or theft of such items. Students are not allowed to sell candy or other products unless they have permission from the principal.

Photography/Videography

T**aking pictures or video recordings, or audio recordings during school hours or on the busses is prohibited. Permission to use devices for recording may be granted by teachers for educational purposes, such a yearbook, journalism, etc.**. Also, this prohibition does not include taking pictures or video recordings at public events such as performances, athletic contests, or award recognition programs.

Search and Seizure

The District has custody of the students during the school day and hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers or articles carried upon their persons, including cell phones and other wireless devices, and interrogation of individual students is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its in "loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority therefore, is to be exercised sparingly and only when such inspection search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the board to permit the building administrator to search any locker and its contents that the administrator believes there is reasonable suspicion for the search.

The administration, at any time without prior notification, may implement a search of student lockers, backpacks, or cars, using a canine unit. The local police department will conduct the search.

TECHNOLOGY

The use of any information technology resource (electronic device, network, software, hardware, etc) whether district owned or used on district property is a privilege that comes with certain responsibilities. Each student and parent must sign an Acceptable Use Policy at the beginning of the year before being allowed to use technology. This agreement includes, but is not limited to, the following:

1. Students can only use assigned accounts.
2. Users must respect and protect the integrity, availability, and security of all electronic resources.
3. Users must respect and protect the intellectual property of others (copyright, plagiarizing, copies of files, etc)
4. Users must respect and practice the principals of community / good digital citizenship.
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct. (ie, advertising, chain letters, spam, buying, etc)

For a detailed description of the above policies, please refer to the Acceptable Use Policy.

As artificial intelligence (AI) tools become more accessible, it is important for families to understand our school's expectations regarding their use. At this time, AI is not a regular part of instruction at the elementary level. However, if students do access AI tools outside of school or during school hours, they are expected to follow district guidelines.

Student use of AI to complete schoolwork is only permitted with direct teacher approval. This ensures that all assignments reflect each student's individual effort and understanding.

If a student uses AI without permission to complete an assignment or assessment, it may be considered a violation of academic integrity. In such cases:

- The assignment may receive no credit or need to be redone.
- Parents/guardians will be notified.
- Repeated or intentional misuse may lead to disciplinary consequences.

New state legislation requires districts to have Data Privacy Agreement(DPA's) in place for programs to assure the district is meeting the legislative requirements.

We appreciate your partnership in reinforcing the importance of honesty, responsibility, and original thinking in your child's learning.

Disclaimer of Liability: The district shall not be responsible for any material encountered on a computer network, including the internet, which may be deemed objectionable to a user or his/her parents; for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user; or for any damage or loss to a user's files, data, or software obtained over a computer network. Confidentiality of email sent and received over the network cannot be guaranteed.

TOBACCO, DRUGS, VAPES, & ALCOHOL

The Eastwood Board of Education acknowledges that student use of alcohol and/or drugs may result in dependency. The Board desires to aid in preventing the development of dependency and in avoiding the accompanying disruption of a student's educational program. To promote an alcohol and drug-free school, the Board supports the adoption and enforcement of regulations, which prohibit student contact with alcoholic beverages, intoxicants, and drugs prior to (during the same calendar day) and during times when the student is subject to the authority of school officials. Additionally, the Eastwood Board of Education has adopted policies which pertain to student use of alcohol or drugs.

If a student violates the school regulation regarding drugs and alcohol or if it appears that chemical dependency exists, the Board of Education recognizes that it must share these concerns with the family and student involved.

The Board's intention is to create an atmosphere of openness and understanding. It is then the parent's and the student's responsibility to seek qualified counsel and inform the school of what corrective action is being taken. It is the school's responsibility to encourage the family in this endeavor. The appropriate school administrator according to guidelines set forth in Board-adopted policy shall determine disciplinary action resulting from the violation of a tobacco, drug or alcohol-related regulation. Thus, it is affirmed that:

1) Students shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage or intoxicant or any drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and prior to or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a

school bus; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before arrival at school or at school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue or other inhalants, cocaine, as well as look-alike, synthetics, or other substances that could modify behavior *which include over-the-counter medications.*

a) Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered a violation. However, all such drugs must be maintained in their original container.

2) Students shall not possess, use, transmit, sell or conceal any drug-of-abuse, instrument or paraphernalia (example - hypodermic needle, pipe, roach clip, etc.).

3) Students shall not possess, use, transmit, sell, conceal or consume tobacco or vapors. For purposes of this policy, "use of tobacco or vapors" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor", or other substitute form of cigarettes, clove cigarettes or other smoking devices for tobacco or any other substance.

Students who wish to refer themselves to the On-site Counselor are not subject to discipline by school authorities provided that the student has not been previously identified as having committed an alcohol/drug offense. This policy concerns alcohol/drugs on school property as well as school sponsored events off school property. Unless specifically agreed to by the Superintendent and/or Board of Education, the student and their family must assume any cost of outside referral for diagnosis or treatment.

Video recordings

The use of video cameras on school buses and in school hallways are utilized to ensure the safety of our students. If a student misbehaves, a school administrator may use the recording as evidence of misbehavior.

Weapons in the Schools

The Board has adopted a resolution authorizing the Superintendent to expel a student from school for a period not to exceed one year for bringing a firearm or knife to a school operated by the Board or onto any other property owned or controlled by the Board for possessing a firearm or knife at a school or any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, *against school personnel*, extracurricular event or other school-sponsored activity.

The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

WIRELESS COMMUNICATION DEVICES

Students are permitted to possess the following types of wireless communication devices: School-issued laptop, cell phone, or other portable electronic devices for reading (ie, Nook, Kindle, etc). The students are personally and solely responsible for the care and security of their electronic devices. **The Board and the school assume no responsibility for theft, loss, damage, or vandalism to devices** brought onto its property, or the unauthorized use of such devices.

Possession of a WCD by a student is a privilege. A student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. The building principal or his/her designee may also refer the matter to law enforcement if the violation involves an illegal activity.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use office phones to contact parents/guardians during the school day with permission of office personnel.

USAGE GUIDELINES:

1. All devices that emit a sound must be turned off from when on the bus or on school grounds unless permitted by the instructor for educational purposes in his/her classroom. Individual teachers are responsible to establish and enforce a policy to address electronic devices in his/her classroom. Teachers may require students to put such devices in a box, pouch or other area during class. Students are not permitted to possess a laser pointer or similar device.
   If an electronic device is used in an inappropriate manner or emits a sound, the student will be subject to disciplinary action. Consequences may range from detention to confiscation of the device. Repeated or blatant violations will result in the device being confiscated and given to an administrator. The administrator may assign additional consequences, and/or requiring a parent/guardian to pick up the device. The above rules also apply to all smart watches.
2. **Taking pictures or video recordings, or audio recordings during school hours is prohibited**. However, this prohibition does not include taking pictures or video recordings at public events such as performances, athletic contests, or award recognition programs. Taking pictures or videos in a restroom, locker room, or similar setting is strictly prohibited and violation may result in suspension or expulsion.
3. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Any search will be conducted in accordance with Search and Seizure Policy.
4. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
5. Students are also prohibited from using an electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
6. Sexting: Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
7. A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the school administration.
8. Headphones/Ear buds are not permitted in the hallways or in the classroom unless permission from a teacher has been granted to be utilized during that specific class period only.
9. A teacher may ask a student to remove their smartwatch during testing.

Zero Tolerance

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behaviors by its students.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, *against school personnel,* or at a school activity, event or program.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

B. CODE OF CONDUCT

This Code of Conduct is in effect while students are under the authority of school personnel or involved in a school sponsored activity. This includes but it is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular activities, or other school activities. In addition, this Code of Conduct includes misconduct off school property that causes a substantial disruption of learning related activities as well as the protection of those that make up the school community.

Violation of the Code of Conduct may result in verbal or written warnings or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, Saturday School, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

The Board of Education acknowledges that conduct is closely related to learning – an effective instructional program requires an orderly school environment and the effectiveness of the educational programming is, in part, reflected in the behavior of students. The Board shall require each student to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students conform to reasonable standards of socially-acceptable behavior; respect the person and property of others; preserve the degree of order necessary to the educational program in which they are engaged; respect the rights of others; obey constituted authority and respond to those who hold that authority.

The following is written to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code, which became effective September 1, 1976. It is also written to make clear to students those things for which they may be removed, suspended, expelled, permanently excluded, or otherwise disciplined. Finally, it is intended to clearly state what constitutional rights the student and his/her parent/guardian have when the student is disciplined.

Please recall that Eastwood Elementary School's policy regarding appropriate student behavior is premised upon the notion that <u>all</u> students have a right to learn in a school that is safe, conducive to learning, and free of distraction or interference from others.

Thus, a violation of any one or more of the following rules or behavior in a manner inconsistent with the above assertion may result in disciplinary action, including (but not limited to), detention, removal, suspension, expulsion, permanent exclusion, or other action deemed appropriate by the school administration.

1) **ASSAULT**: a student while under the jurisdiction of the school, shall not cause physical injury or behave in such a way which could threaten or cause physical injury to school staff, other students, or visitors. Jurisdiction includes the school day and any activity.
2) **<u>COLLUSION</u>**: no student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.
3) **<u>CHEATING / PLAGIARISM</u>**: Any act of dishonesty by a student, whether it is cheating in a class on a test or assignment, or plagiarism, shall be cause for disciplinary action. Plagiarism is defined as copying or imitating the language, ideas and thoughts of another and passing off the same as one's original work. In each case, parents/guardians may be notified. The penalty for cheating or plagiarism shall be receiving a detention and a failing grade for the work being done for the first offense. The penalty for additional offenses shall be receiving a Saturday School and a failing grade for the immediate grading period. The use of Artificial Technology refers to any software or tool that can generate text, research, or other academic work based on input provided by the user. Students are strictly prohibited from using AI technology to complete homework or represent ideas on homework, essays, research papers, etc.
4) **<u>DISRUPTION OF SCHOOL</u>**: a student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the code of conduct, cause disruption or obstruction to the educational process, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption would include unusual dress and appearance, excessive or repeated off task behavior, bomb threats, the setting of fire alarms, strikes or walkouts, impeding free traffic to or within the school, etc. Any student sent to the principal's office for disruption must proceed directly to the office. The student will report to the secretary, who will arrange for the student to see the principal. A teacher who sends a student to the office must report, in writing, the reason for sending the student to the office. A conference may be arranged between the student and the teacher.

5) **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY**: a student shall not cause or attempt damage to school property or private property as it affects the good order and welfare of the school. Such examples of school property are landscaping, athletic facilities, buildings, and contents. Such examples of private property are vehicles, buildings, landscaping, clothing or other possessions.

6) **DANGEROUS WEAPONS OR INSTRUMENTS**: a student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence such as guns, rifles, knives, ice picks, switch blades, brass knuckles, etc. Included in this provision would be the use of chemicals, gases, look-alike weapons, and/or explosives or explosive devices. This prohibition shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. A complete investigation will be made and proper law enforcement's agencies will be notified. If the student's guilt is established, the student may receive a ten-day out of school suspension and recommendation for expulsion.

7) **EXTRACURRICULAR ACTIVITIES**: the code of conduct applies equally to situations involving school-sponsored clubs, organizations or sporting activities. Members of these groups who violate the code of conduct may be denied participation from the club, organization or activity in which they participate as well as being suspended from school.

8) **FORGERY AND CHEATING**: all forms of cheating on schoolwork are prohibited. Any kind of forgery is prohibited. Students shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official neither school forms; nor shall students use passes, school forms, or notes in an improper manner.

9) **FRIGHTENING, DEGRADING OR DISGRACEFUL ACTS**: a student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade or disgrace a teacher, student, employee of the district or visitor by written, verbal or gesture means. Public display of affection is not permitted. *This includes the use of profanity in any form directed at students or staff.*

10) **HARASSMENT**: Harassment comes in many forms. Students have the right to expect that they will not be physically or sexually harassed. In addition students should not be harassed because of their ethnicity, religious beliefs, or gender. Cyberbullying and bullying of any kind is prohibited and subject to consequences**.**

11) **INSUBORDINATION**: a student shall not disregard or refuse to follow reasonable directives given by school personnel.

12) **MISUSE OF TECHNOLOGY**: This includes any violation of the Acceptable Use Policy signed by all students and parents, as well as the Eastwood Local Schools Information Technology Resources Responsibilities & Agreement. Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources**.**

13) **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**: failure to comply with Board of Education policy regarding physical examinations and in accordance with the Revised Code regarding immunizations may result in exclusion from school.

14) **POWER OF SCHOOL AUTHORITIES**: the power of school authorities over students does not cease absolutely when the students leave the school premises. Conduct outside of school hours and school property shall subject the student to school discipline if it creates a material or substantial disruption.

15) **PUBLICATIONS AND ORGANIZATIONS**: publishing or distributing any printed material or promoting organizations or joining any club or organization, which has not been approved by the building administration, is prohibited.

16) **THEFT** (UNAUTHORIZED POSSESSION): a student shall not cause or attempt to take into possession the public property or equipment of the district or the personal property of another student, teacher, visitor or employee of the district during or at school sponsored activities. No student shall knowingly receive, retain or dispose of property of another knowing to have been, or having reasonable cause to believe that it had been obtained through the commission of a theft offense. No student shall knowingly attempt to obtain or exert control over property of another, which, if successful, would have constituted the offense of theft.

17) **TOBACCO, DRUGS, AND ALCOHOL**: the possession, use or abuse of tobacco, alcohol, drugs and/or paraphernalia while at school or a school activity will result in immediate suspension. It is unlawful to deliver, attempt to deliver or cause to be delivered any form of tobacco, alcohol, drugs, narcotics, non-controlled substances, or substance which resembles a controlled or non-controlled substance which may be considered to be harmful to the health or morals of oneself or others. This includes counterfeit controlled substances or "look alike" drugs, any substance containing tobacco, including smokeless tobacco, cigarettes,

cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor", or other substitute form of cigarettes, clove cigarettes or other smoking devices for tobacco or any other substance.

A student shall not appear at school or school related events after having consumed any of the above.

18) **TRUANCY AND TARDINESS**: Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Tardiness to school and between classes is also prohibited.

19) **UNAUTHORIZED SALES**: no student shall sell or cause to sell anything during school hours, anytime on school property or at school sponsored events without the prior approval of the building administration.

20) **VIOLATIONS OF THE LAW**: a student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

21) **VIOLATIONS OF THE DISCIPLINE CODE AGAINST SCHOOL PERSONNEL** – Generally, students are under the provisions of the Student Handbook while in school or at a school related activity. Students are also prohibited from carrying out acts against school personnel after school hours.

22

Other Situations

The administration has made every attempt to develop rules and regulations, which would address most of the situations occurring at Eastwood Elementary School. If a situation occurs which is not addressed in the *Code of Conduct* it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the school building. *This includes acts against school personnel outside of the school day.*

Levels of Misbehavior

The following guidelines may be used by the administration in dealing with various levels of misbehavior. Administrators will use their best judgment when examining the consequences students may receive for their conduct. Students may be warned before receiving consequences outlined below.

Section I	**First Offense**	**2nd Offense**	**3rd Offense**
• Public Display Of Affection	Detention	Saturday School	1 Day OSS
• Out Of Class Without Pass/Loitering	Detention	Saturday School	1 Day OSS
• Swearing/Profanity/Vulgarity	Detention	Saturday School	1 Day OSS
• Forgery, Cheating, Plagiarism	Detention	Saturday School	1 Day OSS
• Failure To Sign In Or Out Of The Office	Detention	Saturday School	1 Day OSS
• Electronic Device Violation	Detention	Saturday School	1 Day OSS
• Non-Productive Behavior Within Class	Detention	Saturday School	1 Day OSS
• Violations Of The Dress Code	Detention	Saturday School	1 Day OSS
• Gambling	Detention	Saturday School	1 Day OSS
• Gum	Detention	Saturday School	1 Day OSS
• Late Homework (4 late assignments)	Detention	Saturday School	1 Day OSS
• Lying to School Personnel	Detention	Saturday School	1 Day OSS
Section II	**First Offense**	**2nd Offense**	**3rd Offense**
• Being Sent To The Office - By Substitute	Saturday School - 1 Day ISR		2 - 3 Days OSS

• Physical Altercation	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Minor Vandalism (Nonpermanent Damage/Replacement)	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Skipping Class/Leaving School (Without Permission)	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Truancy	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Disruptive Behavior	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Failure To Serve An Assigned Detention	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Possession Of Obscene/ Pornographic Material	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Failure To Follow The Directives Of School Personnel	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Ridicule/Harassment/ Intimidation Of Anyone	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Profanity Directed At Anyone	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Non-Physical Disrespect Personnel/ Insubordination	Saturday School - 3 Days OSS or ISR	5 Day OSS
• Bullying (third / fourth offense)	Saturday School - 3 Days OSS or ISR	5 Day OSS
Section III	**First Offense**	
• Theft	**Committing any of the behaviors in section III may result in the student being assigned to an in-school reassignment (ISR), out of school suspension, and/or recommended for expulsion. Because of the severity/seriousness of the infractions listed within section III, police authorities may be contacted. Please note: all proper legal procedures for students on IEP's and 504's will be followed.**	
• Fighting Or The Promotion Of A Fight		
• Chronic Misbehavior		
• Sale, Delivery, Or Possession Of Stolen Goods		
• Sexual/Racial/Ethnic Harassment		
• Indecent Behavior		
• Possession Of Obscene/ Pornographic Material – electronic or otherwise		
• Extortion, Blackmail, Coercion		
• Vandalism-Major Damage/Replacement		
• Misuse of school technology		
• Possession Or Use Of Tobacco Product		
• Arson, Bomb Threat, Use Of Possession Of Fireworks		
• Possession Of A Weapon, Includes A Pocket Knife		
• Tampering With/Setting Off A Fire Alarm, Or Making A False Alarm		
• Threat To Do Bodily Harm To Another Student/Staff		
• Assault On School Personnel		
• Unprovoked Student Attack		
• Repetitive Bullying		
• Non-Physical Disrespect/Insubordination to a staff member		
• In Possession Of Or Under The Influence Of Controlled Substances		
• Distribution Or Misuse Of Prescription Drugs		

• Sale Or Delivery Of Controlled Or Non Controlled Substances Or Look-A-likes	
• Possession Of Drug Paraphernalia	

C. DISCIPLINARY CONSEQUENCES

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be denied school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

There are several different types of discipline that take place within the school. Depending on the severity of the incident, the type of discipline administered will be determined by the principal. The different types of discipline available are:

DENIAL OF PRIVILEGES

Students may be denied the privilege of participation in certain activities. Denial may be issued for such privileges as recess, assemblies, etc. The type of denial and the length of denial will be determined by the principal.

DETENTIONS – To be held in a designated Area from 3:40-4:40

Detention period is a time when the student is assigned to stay after school for any infraction of school or teacher rules. Students should fully understand that any employee in the building has the authority and responsibility to correct misconduct at any time. Therefore, it is conceivable that any employee might assign a detention or refer a student to the principal.

1. All detentions to be served are 60 minutes in length.
2. Teachers must give students twenty-four hours notice before they serve a detention.
3. Students must show up for an assigned detention on the assigned date with books.
4. Students will be removed from detentions if they are disruptive and required to serve on another date and assigned an additional detention.
5. All un-served detentions will be reported to the principal or his/her designee.
6. Students assigned will be responsible for arranging for their own transportation and must leave the building following detention.

EMERGENCY REMOVAL

If a student's presence poses continuing danger to persons or property, or is an ongoing threat of disrupting the academic process-taking place either within a classroom or elsewhere on the school premises, the principal or superintendent may remove the student from the curricular or extracurricular activity or from the school premises entirely. A teacher may remove a student from a curricular or extracurricular activity under his/her supervision.

EXPULSION

If times the behavior of a student can be considered serious enough to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Code of Conduct. Only the superintendent may expel a student. Expulsion is defined as the removal of a student from school for more than 10 days, but not more than 80 days duration. The superintendent may expel students for up to one calendar year for offenses in accordance with Ohio Revised Code and Board Policy. An expulsion can extend beyond the end of the school year. If there are fewer school days than expulsion days remaining in the school year, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board of Education has adopted guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The superintendent will give the student and parents or guardians written notice of the intended expulsion, including reasons for the intended expulsion. The student and parents or representatives have the opportunity to appear on request before the superintendent or his designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be less than three days nor later than five days after the notice is given.

Within 24 hours of expulsion, the superintendent will notify the parents or guardians of the student and Treasurer of the Board. This notice will include the reasons for the expulsion and the right of the student, parents or guardians to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

SATURDAY SCHOOL – HELD IN THE MIDDLE SCHOOL LIBRARY

This is an alternative to the suspension program. This program permits the disciplined student to remain in academic classes during the school week with full privileges.

- Saturday School is scheduled the first and third Saturdays of the month.
- It will meet from 8:00 AM - 11:00 AM in the middle school.
- **A student may only be assigned *three* Saturday Schools during a semester. Should disciplinary measures be required after this point, they will be more severe, e.g., in the form of in-school or out-of-school suspension or a recommendation for expulsion.**

SUSPENSION (OSS AND ISR)

Suspension is defined as the denial to a student of permission to attend school. While under suspension, a student may not attend school, be on school properties, or attend classes, extracurricular activities or school functions. The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the *Code of Conduct.* No period of suspension will be for more than 10 school days. Suspensions shall not extend beyond the current school year if at the time a suspension is imposed fewer than 10 days remain in the school year.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board of Education may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions. The suspension hearing may take place immediately.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:

a. Superintendent
b. Treasurer
c. Student's school record (not for inclusion in the permanent record)

6. Students must make up all work while serving an OSS. A student who is suspended may be permitted to complete any graded classroom assignments missed because of suspension. The assignments must be turned in on the day the student returns from his/her suspension.

APPEALS

Suspension Appeal Procedure

Should a student who is 18 or older or a student's parents or guardians choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such will be provided in regulations approved by the Board. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parents or guardians. The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer within three days of the superintendent's decision.

Appeal To The Court

Under Ohio law appeal of the Board's or its' designee's decision may be made to the Court of Common Pleas.

Expulsion Appeal Procedure

A student's parents or guardians may appeal the expulsion by the superintendent to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parents or guardians. The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice must be filed within 10 days of the superintendent's decision to expel to the Board directly or through the superintendent's office. Notice of intent to appeal must be made within 10 days of the superintendent's decision to expel.

PERMANENT EXCLUSION

Board Policy 5610 outlines all provisions for the Permanent Exclusion of a student.

RE-ADMISSION

If, in the opinion of the superintendent, a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the District may, in some instances, seek the re-admission of the student.

On the recommendation of the superintendent, the Board will consider a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution it will be forwarded to the State Superintendent, along with the reasons for the resolution and all relevant information.

Probationary Admission Following Permanent Exclusion: Under Ohio law, a student permanently excluded from school may request probationary admission for 90 days in any public school district.

- If a student requests consideration of probationary admission into this District, the superintendent may enter into discussions with the student and his/her parents, guardians or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.
- If a satisfactory plan is developed, then the superintendent will recommend the Board allow the student to attend classes within the District. The Board will act on the recommendation within 14 days.
- If a student violates the terms of the re-admission plan, then the superintendent may immediately remove the student pending action by the Board. The Board's action must take place within five days from receipt of the superintendent's recommendation to revoke the re-admission.

A student in compliance with his/her probationary re-admission plan may request either an extension of the plan for an additional 90 days or for the superintendent to recommend that the permanent exclusion be revoked.

The administration has made every attempt to develop rules and regulations, which would address most of the situations occurring at

Eastwood Elementary School. If a situation occurs which is not addressed in the *Code of Conduct* it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the school building. *This includes acts against school personnel outside of the school day.*

OTHER SITUATIONS

The administration has made every attempt to develop rules and regulations, which would address most of the situations occurring at Eastwood Elementary School. If a situation occurs which is not addressed in the *Code of Conduct* it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the school building. *This includes acts against school personnel outside of the school day.*

Section VI - Student Services

Counseling and Guidance

The elementary school counselor is available to assist students with personal and school-related concerns. This assistance is provided through individual and/or group guidance and counseling. The counselor is also available to assist students and parents towards successful school experiences and with educational and career planning.

Emergency Medical Authorization From and Procedures

All students are required by law to have an Emergency Medical Form on file in the office. This form must provide the school with information from the parent/guardian on how s/he wishes the school to proceed in event of a health emergency involving the student. Parents/guardians should note that unless an injury or illness is life threatening, most emergency rooms would not treat a minor without parent/guardian permission. The emergency medical card will enable your child to be treated if you are unavailable or cannot be reached. The form should provide several telephone numbers of people to contact in the case of emergency. Please inform the office if there are any changes to the form. Failure to notify the office of changes may not allow the school any way to contact the family in case of an emergency.

Any student with a chronic medical problem should check with the school office to see if their name is on a list, which is distributed to all teachers as a special precaution.

Health Services

The Eastwood Board of Education recognizes the responsibility of the schools to help protect and improve the health of students. A full-time nurse services the entire district and is scheduled at the elementary school 3 days a week. The nurse is also available at other times upon request. The administration has designated other qualified individuals to administer first aid in the absence of the nurse.

1. Administration of Prescription Medication:

   For students identified as eligible for services under the Education for All Handicapped Children's Act of 1975, or students who require that a drug prescribed by a physician be administered during the school day, the following procedures shall be followed before any drug prescribed by a physician to such student is administered:

a. The school principal receives a written request, signed by the parent/guardian, or other person legally in charge of the student, that the drug be administered to the student.
b. The school principal will receive a written request, signed by the physician who prescribed the drug.
c. The drug is received by the school principal in the container, which it was dispensed by the prescribing physician or a licensed pharmacist.
d. Unless otherwise instructed, the student is responsible to report to the school principal or designee if that person is to administer any drug(s) prescribed by a physician. The school principal is responsible to notify the teacher in advance that the student must be excused for the purpose of administering the drug prescribed by the physician.
e. Medication which is brought to the office will be properly secured. Medication must be delivered to the elementary school office by a

parent or guardian or another responsible adult. Except as noted below, a student may not bring medications to school. Students may carry emergency medication for allergies and/or reaction, or asthma inhalers during school hours provided the student has written permission from parent/guardian and physician and submitted on the proper forms. The parent needs to provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medications, epi pens, inhalers to any other student for their use.

f. Any unused medication unclaimed by parents after the last day of school will be destroyed by school personnel. We will allow a one week grace period for parents to pick up the medications.

g. The principal or his/her designee will maintain a log noting the personnel administering the medication, as well as the date and time of the day that the medication was administered.

2. Non-prescribed (Over the counter) Medication

No staff member will dispense non-prescribed, over the counter medication to any student without prior permission. Parents/Guardians may authorize administration of a non-prescribed medication on forms that are available in the office. Physician's authorization is not required.

If a student is found using or processing a non-prescribed medication without parental authorization and the proper completion of forms, the medication will be confiscated until written permission is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provision of the Code.

Section VII - Transportation

Bus Transportation

The goal of the Eastwood Transportation Department is to provide safe and efficient transportation for all students who ride the bus. Therefore, it is necessary to have rules and regulations regarding the conduct of bus riders. Anything which distracts the attention of the bus driver, or endangers the lives of all students on the bus will be addressed. The bus is a classroom on wheels and the driver must be respected the same as a teacher. Failure to abide by these rules will result in disciplinary action. Disciplinary action may include detentions, assignment to Saturday School, suspension and/or expulsion, or denial of transportation. Additionally, this action will become part of a student's school discipline record. For example, detentions earned as a result of bus misbehavior will count toward a student's detention cap. Bus drivers, or their substitutes, employed by the Board of Education shall have full and complete authority in the bus while transporting pupils to and from school.

Transportation of students is a service to parents/guardians and pupils. The Board of Education assumes the responsibility for transporting students who live more than one mile from the school of attendance or in areas considered by the Board of Education to be hazardous to the safety of students. Students are to be courteous and demonstrate good behavior. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Principal or his/her designee and may be used as evidence of misbehavior.

1. Bus Discipline

The school administration shall have the right to deny transportation to a child for violation of any of the following rules or regulations. Failure to abide by these rules will result in disciplinary action. Disciplinary action may include detentions, assignment to Saturday School, suspension and/or expulsion, or denial of transportation.

2. Designated Drop Off

Each student will be assigned to one main pick-up/drop-off point. One additional point for childcare/ babysitting purposes is permitted, as long as it is on an existing Eastwood bus route.

The bus driver is charged with the duty to see that pupils are properly seated while the bus is in motion, and to allow a reasonable time for pupils to enter and leave the bus. All students will be assigned a seat and are required to use the assigned seat and will be responsible for the condition of the seat. Bus drivers will examine seats after every run and report any misuse of seats.

The following is a list of rules and regulations all students must obey:

1. Loud and boisterous talking and laughing or other noises interfering with safe transportation are prohibited.
2. Pupils are prohibited from possessing squirt guns while being transported.
3. Pupils will not engage in physical combat, fighting or scuffling and wrestling.
4. Pupils will arrive at the bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and the bus.
5. Pupil behavior at the bus stop must not threaten life, limb, or property of any individual.
6. Pupils will go directly to an available or assigned seat and remain seated at all times.
7. Pupils will observe classroom conduct and obey the driver promptly and respectfully. Profanity will not be tolerated.
8. Pupils will not be permitted to eat or drink on the bus.
9. Pupils will not possess alcohol, tobacco or drugs while on the bus except for prescription medication required for a student.
10. Pupils will not throw or pass objects on, from, or into the bus.
11. Pupils may carry on the bus only objects that can be held in their laps.
12. Pupils will leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Pupils will not put head or arms out of the bus windows.
14. Pupils will not experiment or tamper with the bus or any of its equipment and will treat the bus equipment as fine furniture should be treated at home.
15. Pupils will assist in keeping the bus safe and sanitary at all times.
16. Pupils will not possess or transport weapons of any nature (knives, guns, bow and arrows or martial arts weapons) while being transported on a bus. This includes lookalike or “toy” weapons.
17. Pupils will remain quiet and seated when the bus is approaching and crossing railroad tracks.
18. Pupils may expect to lose the privilege of riding the bus if they find it impossible to behave in accordance with the School Bus Conduct Policy.

The building principal, transportation director and/or his designee, shall have the right to deny transportation to a child for violation of any of the listed rules and regulations. Generally, the following procedure will be used to deny a student bus transportation for a specific period of time:

Step 1 On the first offense, the driver of the bus may verbally warn the student, also stating that future misbehavior may result in a misconduct referral to the respective administrator. Major violations may result in immediate removal from the bus.

Step 2 On the second offense, the school bus driver will submit a misconduct report to the transportation director/building principal who will then have a conference with the student discussing the problem and stating that the next referral will result in a detention, Saturday School, Suspension or denial of bus privileges. A copy of this referral will be sent home to the parents. If the second offense is constituted as a major offense, immediate denial of bus privileges will be invoked.

Step 3 On the third offense of misbehavior a misconduct report will be provided to the transportation director / building principal by the driver. The transportation director or principal will then call or write the parents stating that the student will be receiving a detention, Saturday School, suspension or denial of bus privileges for up to five days. The transportation director or principal shall also inform the parent that any other misbehavior will result in longer denials.

Step 4 Same procedure as above except student may be denied bus privileges from ten (10) days to the entire semester or year.

Major offenses may result in the school administration making a decision to immediately remove a student from a bus. Examples of reasons for immediate denial of bus privileges include but are not limited to the following:

- Physical assault by a student upon another student or employee.
- Flagrant vandalism of school bus property.
- Throwing of any object that would endanger the safety of passengers on the bus or throwing of objects out of windows.
- Possession of or use of marijuana, alcohol, and other drug substitutes, tobacco, or tobacco substitutes.

When enforcing a denial of bus riding privileges, the school administration will notify the student and parents that the denial will take effect the following day and will be in effect for consecutive days thereafter.