OTSEGO ELEMENTARY STUDENT HANDBOOK

GENERAL INFORMATION

This handbook provides general guidelines for students and families. In all cases, **Board of Education policies shall supersede handbook language.** For complete policies, refer to the district's official policy manual.

ARRIVAL AND DISMISSAL

Aligned Board Policies:

- **Policy 5230 – Late Arrival and Early Dismissal**

Students may enter the building at designated times under staff supervision. Students should not arrive prior to supervision being available. Otsego Elementary School opens the doors to students at 8:45 a.m. Students arriving prior to this time will be unsupervised. Vehicles dropping students off may not block the school drop off area during drop off or pick up. At the conclusion of the school day, all students are expected to leave the premises promptly. The school will not be held responsible for students who remain on the premises past 3:30 p.m. unless specific arrangements have been made and approved by the supervising teacher, or students are involved in an after school program.

All students released during the school day must be signed out in the school office. Release of students will follow district procedures and applicable custody documentation. Children will be released to the custodial parent or guardian, or to anyone with the written consent of the custodial parent or guardian. All students arriving at school after 8:55 a.m. (beginning of school day) and before 3:30 p.m. (end of school day) must check in at the office.

ATTENDANCE AND ABSENCE

Aligned Board Policies:

- **Policy 5200 – Attendance**
- **Policy 5223 – Absence Intervention Plan (HB 410)**

Punctual and regular attendance at school is extremely important. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in the classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Notification of Absence

In compliance with the Missing Child's Law, we meet the requirements for Ohio Revised Code for the admission to school as well as House Bill 410 for tracking attendance throughout the school year. Ohio's "Missing Children Act" requires parents and guardians to notify the school when their child is going to be absent. In order to ensure that we comply with this law, please call the school before 9:00am with an explanation. If the school is not notified by 9:30am, our automatic call system will contact your home.

If prior contact is not possible, the student upon returning to school, shall present a written note from their parent/guardian explaining the reason and date of the absence or the parent/guardian should provide official documentation for the absence. If the written note or official documentation is not received within two school days of the absence, the absence will be recorded as unexcused. A note is not necessary if the parent/guardian comes into the school office and signs the student in or out.

When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Excused Absences

Absence falls under two categories: excused and unexcused. The Otsego Board of Education and the State of Ohio considers the following factors to be reasonable excuses for missed time at school:

1. Personal illness (a written physician's statement may be required)
    a. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.
2. Appointment with a health care provider
    a. Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
        i. the student shall have a statement to that effect from his/her parents;
        ii. the student should bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
        iii. the student shall report back to school immediately after his/her appointment if the school is still in session.
3. Illness in the family necessitating the presence of the child
4. Quarantine of the home
5. Death in the family
6. Quarantine
7. Observation or celebration of a bona fide religious holiday
8. Out of state travel to participate in District approved extracurricular/enrichment activity
9. Such good cause as may be acceptable by the Superintendent

After 92 hours of absences, a doctor's note is required in order for those absences to be excused.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

Tardiness

Each student is expected to be in their assigned location throughout the school day. Students that arrive late to school must be signed in at the office by an adult. Students with several unexcused tardies may be referred to the principal.

Truancy

Unexcused absence from school (truancy) is not acceptable. 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) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Otsego Elementary School is required by law, under HB 410, to take action and make interventions that help and encourage regular and consistent attendance. We use the following guidelines to determine our course of action which includes but is not limited to, written notification, mediation, and criminal charges.

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	–	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	–	–	10% with or without legitimate excuse

As a general rule, a student that has been absent 30 hours but less than 60 hours (excused or unexcused) will be sent a letter notifying them that all future absences will require official documentation before the absences can be excused. The student may also be referred to the Wood County prosecutor's juvenile mediation program. A student that has been absent 60 or more hours (excused or unexcused) will receive written notification that all future absences will require official documentation before the absences can be excused.

Absence Intervention Plan

A student that has been absent 60 or more hours (excused or unexcused) along with their parent/guardian shall be required by the school to attend an Absence Intervention Meeting with school personnel to identify specific causes of the student's absences and ways in which we can improve the student's attendance at school.

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who has been deemed habitually truant by identifying specific barriers and solutions to attendance. If the student does not make progress on the absence intervention plan or continues to be excessively absent, the district may file a complaint in juvenile court.

The best way to avoid truancy issues is to have written documentation, such as a note from a doctor, dentist, hospital, or court.

Early Dismissal

Students may only be released to authorized individuals per district procedures. Identification may be required. No student will be released to a person other than the custodial parent or guardian without a written permission note signed by the custodial parent or guardian or indication through Final Forms.

Planned Absence/Family Vacation

Pre-arranged absences should be communicated in advance. Such absences may not be excused unless they meet Board policy criteria. If you know in advance your child will be absent from school, please fill out a Pre-Planned Absence form. These are available in the school office and on the district website. Teachers are not required to provide assignments in advance for pre-planned absences.

CAFETERIA ALA CARTE ITEMS/CHARGES

Aligned Board Policies:

- **Policy 6152 – Student Fees, Fines, and Charges**
- **Policy 8500 – Food Services**

The district participates in the National School Lunch Program. Meal procedures, including account balances and charges, will follow federal guidelines and district policy. Students will not be denied a meal due to lack of funds; however, families remain responsible for account balances.

Elementary students may buy ala carte items from the cafeteria. To be eligible to purchase these items, parents should send a note to school. The cafeteria staff will put a memo on your child's account stating they are allowed to purchase these items from their account. Pay-for-it accounts make it easy to pay for and monitor your child's lunch account.

The following is our meal charging policy, which is required by the USDA.

- If a student does not have sufficient funds on their account, or cash on hand, we will allow them to overspend their account by three (3) lunch meals at the full paid rate. A la Carte items may not be charged at any time. Students who have a meal tray in hand at the register will **not** have that meal taken away or substituted.
- Once the overspend of three lunches occurs, the student may not be able to overspend for breakfast and the student may be provided an alternate lunch meal that meets the NSLP meal pattern for school lunches. The meal will still be charged to the student's account.
- Communication from district personnel about the overspend of the account may be made by discreetly reminding students at the cash register, having private age appropriate conversations with students, written communications, phone calls, emails or text messaging. Parents are encouraged to use our automated payment service to track their student's accounts.
- If the financial obligations of the meal account are not met and the parent/guardian fails to provide the student with a bagged lunch or funds for lunch, school district personnel may be asked to intercede on behalf of the student. The district may contact the Department of Human Services or other appropriate agency to address the student's needs. The Otsego Local School District may seek a court order for Garnishment of Wages at the parents/guardian's place of employment regarding large negative balances.
- Outstanding balances due to the district must be paid in full for a student to participate in graduation activities and possibly other activities in the school district. Lunch negative balance fees will be assessed every new school year during registration.
- If a student is without meal money on a consistent basis, the administration may investigate the situation and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.
- Students will be discouraged from overspending on their lunch accounts after April 15th due to the end of the school year. Balances owed must be paid at the end of each school year.
- Positive balances on a school lunch account will be carried over into the following school year.

Free and Reduced Lunch and Breakfast Program

Our school participates in the National School Lunch and Breakfast Programs.These forms are available at the school office, online or at back to school days. Applications can be submitted or revised at any time during the school year. Meal applications are available in the school office or on Otsego's website (under Departments, Food Service).

CARE OF SCHOOL AND PERSONAL PROPERTY

Throughout the school year students will be assigned items for use. Students are expected to respect school property and the property of others. Students may be held responsible for damage to school property in accordance with district policy.

Students who intentionally damage or deface school property or the personal property of other students will also be responsible for the repair or replacement of the items.

CHILD ABUSE / NEGLECT

Aligned Board Policy:

- **Policy 8462 – Child Abuse and Neglect**

All staff are mandated reporters under Ohio law. Suspected abuse or neglect will be reported to appropriate authorities. Each case is investigated by the proper authorities. It is possible that the investigation may take place on school property.

COMMUNICATION

Aligned Board Policies:

- **Policy 9130 – Public Complaints**
- **Policy 0169.1 – Public Participation**

All staff members may be reached via their email address. You may find this by clicking on to our district website www.otsegoknights.org and clicking on your child's building site. Teachers usually answer messages within two working days if not sooner.

If you have a concern with a student or employee, please refer to the "I Have A Concern" pamphlet available in all school offices. This pamphlet outlines the chain of command for communicating all problems. If the problem is not resolved at the first level, talk to the person at the second level, and so on down the levels as follows.

Level 1 – Teacher, Aide, Advisor
Level 2 – Principal
Level 3 – Superintendent
Level 4 – Board of Education

All requests to meet with a teacher should be set up ahead of time and scheduled. If an appointment is not made, the parent should email the teacher or call the office to leave a message on the teacher's voice mail.

CONFERENCES

Parent/Teacher conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available. Parent Teacher Conferences dates are on the school calendar. Parents will be notified in advance regarding dates and times of conferences. Only one conference for each child will be encouraged during Parent Teacher Conferences.

DIRECTORY INFORMATION

Please be advised that although directory information (name, address, phone number) is for school use, it is not confidential information. It is not our practice to give out this information freely. If you wish this information to remain confidential, please notify the school office in writing.

DRESS CODE

Aligned Board Policy:

- **Policy 5511 – Dress and Grooming**

Student dress is considered the responsibility of the parent. Any reasonable dress is acceptable as long as it does not interfere with the health, safety, and educational process of other students, does not violate reasonable standards of decency, or does not cause damage to school property. An emphasis should be placed on cleanliness, neatness, and having clothing in good repair. As a compliment to the students, they should have a definite pride in their appearance and an awareness of what clothes are appropriate for school. If you have a question about appropriate clothing, please check with the principal prior to wearing it to school.

Shorts may be worn when weather is appropriate. While it is not possible to list all specific examples, the following items are inappropriate for school.

1. Pants that sag or fit below the waist. (All pants must be worn at the waist and be properly fastened.)
2. Any clothing or grooming that creates a disruption in the classroom.

3. Bare feet (Shoes, boots, or sandals must be worn at all times.) Due to playground mulch and climbing safety, it is recommended that Flip Flops and backless shoes ~~should~~ not be worn to school.
4. Tube tops, halter tops, spaghetti strapped tops, midriff exposure tops, and clothing made of fishnet or other see-through material. (Undergarments are not to be visible. The upper torso may not be exposed except for the arms and neck area.)
5. Items which indicate profane or obscene language, drawings, or pictures
6. Items which promote alcohol and/or drugs
7. Items which promote gang affiliation
8. Hats, caps, hoods, bandannas/scarves, any type of headgear (unless for religious beliefs) and sunglasses.

Final determination of appropriateness rests with school administration.

EMERGENCY PROCEDURES

In the event that it becomes necessary to close or delay school, notification to parents will be made through the local radio stations, television stations, Instant Alert, and district website calendar www.otsegoknights.org. Please do not contact the school to confirm a cancellation or delay, as most of the offices are not open when such conditions exist.

When it is necessary to close school earlier than the scheduled time, notification will be made via the radio, television, instant alert, district website calendar www.otsegoknights.org. **Parents need to have a workable plan in case students for any reason arrive home early.** This plan needs to be discussed with the child. Please be advised that students will be sent home unless other directions have been given by the parent. Special forms will be provided for this purpose.

FEES

Any materials for courses of instruction other than the necessary textbooks will be covered through student fees. In addition, the total cost of 5th grade camp will be divided up and added to yearly student fees. A student fee policy with related procedures has been developed to handle these excess costs. (Refer to Board of Education Policy) Nonpayment of fees for materials or damaged or lost school items will result in The Student Progress Report being withheld. Fees may be assessed for materials or damaged property as permitted by Board policy. Financial hardship accommodations may be available.

FIELD TRIPS

Teachers plan field trips in order to utilize community resources and provide students with experiences that enhance learning. Field trips are often used to motivate students at the beginning of a unit of study, or as a culminating activity once the unit is completed. Supervision is provided by the teacher usually with the aid of parent volunteers. Parents will be notified prior to the trip through the school newsletter, the classroom newsletter, and/or a special memo. Students are expected to utilize school transportation to and from the field trip.

All Chaperones must be at least 21 years of age and affiliated with the District as a parent, school volunteer, part-time or full-time employee. Parent volunteers must transport themselves to and from the field trip. Participation in field trips requires parent/guardian permission and adherence to school rules. Please refer to Parent Guidelines for Field Trips for additional specific chaperone guidelines.

HOMEWORK

Assigned homework generally is an outgrowth or continuation of a lesson. The amount of work at home will vary according to the child's concentration and use of available time at school. Children are expected to complete homework assignments and turn them in on time. Consequences may be assigned by the teacher if homework is not completed regularly.

ILLNESS / INJURY

Parents / legal guardians of children listed on the emergency medical forms will be called when a child becomes ill at school with a fever of 100.0 or over, vomiting, diarrhea, or excessive coughing. If the child does not have a fever, attempts will be made to relieve the symptoms if possible (eat lunch, go to the bathroom, rest for a brief period, etc.), in an effort to get the student back into the classroom. When a student has a fever, or is injured, first aid will be given for minor injuries. When a student has minor symptoms / ailments over the counter medications will be administered per over the counter medication form permission.

Subsequent care is the responsibility of the parent / guardian. Parents are asked to notify the office if their child has a serious health problem or chronic disease.

LOCKERS

Students are assigned lockers. Lockers are the exclusive property of the school district and are loaned to students for their use. No tape, glue, putty, or any other adhesive is allowed to be used inside or outside the lockers. Students wishing to hang items on the inside of their locker(s) may do so by using magnets only. Lockers can legally be inspected by school personnel at any time. Illegal items stored in lockers, items that pose a threat to a student's safety, or items that disrupt the educational process, are prohibited. Lockers should not contain valuables. Once you have been assigned a locker do not move to another locker or share a locker with another student. The school is not responsible for lost or stolen items.

LOST AND FOUND

All items found in the building should be turned in to the Lost and Found, 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 cafeteria. At the end of each nine weeks, all items will be disposed of or given to charity.

LUNCHROOM INFORMATION

Lunch will be served each day that school is in session. No student will be permitted to leave the school grounds during lunchtime unless approval has been received from the building principal.

Parents are encouraged to eat in the cafeteria during the school year. Parents must pay for lunch at the time served. We can not deduct funds from the student's account.

MEDICAL AND SAFETY RELATED

Aligned Board Policies:

- **Policy 5330 – Administration of Medication**
- **Policy 5320 – Immunization**
- **Policy 5340 – Student Accidents / Illness**

Emergency Medical Form

The school must be able to contact parents if there is an emergency involving your child. Please notify the office if you change your address or phone number.

Head Lice

If a child in the District is found to have lice, fleas or bedbugs, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school nurse or principal. The District practices a policy of "no live lice," fleas or bedbugs and no nits as criteria for return to school.

Hygiene

Students are expected to maintain an overall state of cleanliness, including showering or bathing on a regular basis. A parent may be called to pick up their child to be bathed/showered for excessive hygiene issues that affect classroom learning.

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against all diseases designated in accordance with State statutes, unless specifically exempt for medical or other reasons.

Medication Policy

Many students are able to attend school regularly only through the effective use of medication in the treatment of disabilities or illness that will not hinder the health and welfare of others. When possible, all medication should be administered at home by the parent. If this is not possible, medication may be administered by school employees in accordance with Board of Education Policy. The parent/guardian must fill out the Authorization for Medication or Treatment form available in the office. **Under no circumstance is a child permitted to self-medicate with either prescription or non-prescription drugs, nor are they to provide either type of medication to another student.**

Law permits a child to carry his/her inhaler at school. In order to carry his/her inhaler, the child must have both the written permission of his/her parent and the written approval of his/her doctor. HB-121 requires that the doctor's approval letter include all the information that must be in the doctor's statement for other medication used at school. This would include the name of the drug, possible reactions to the medication, at least one phone number for contacting the doctor in an emergency, etc. In addition, the doctor must provide information concerning the possible adverse reactions a child might have from using an inhaler that was not intended for him/her.

School Nurse

A registered nurse is available to all students in the district. The nurse assesses all ill or injured students sent to the office by a school employee. The nurse is an aid in sickness and emergencies, not a substitute for a family physician. She conducts vision and hearing testing. She also maintains a health record for each student and monitors each student's immunization status. Please refer to the medication policy above.

Guidelines for Sending/Keeping Students Home:

- Fever above 100.0 degrees
- Acute cold with severe cough
- Vomiting, nausea, abdominal pain, and repeated diarrhea
- Communicable disease (i.e. pinkeye (conjunctivitis), Strep throat, Chicken pox, etc.)
- Injuries that are questionable for possible fractures, or head injury
- Head lice
- Excessive Hygiene Issues

There will be times when it will be difficult to tell when your child is too ill to go to school. Like adults, some young people have very different tolerances to discomfort or illness. Even with the "common cold" some young people will be able to function while others cannot. Fevers must be gone for a full 24 hours without the aid of medication; this is to protect the rest of the staff and student body from contracting the illness. If a student is placed on prescribed antibiotics, they must take it for a full 24 hours before being considered no longer contagious. Please make sure that all of your contact information is current and updated. If it changes let us know as soon as possible. Please do not hesitate to contact the school nurse if you have any questions about if your child should or should not return to school after an illness.

PARENT ORGANIZATION/PTO

Parent participation in the Otsego Elementary PTO is encouraged. Information about meetings/activities is sent through a newsletter or bulletin that has been approved by the principal. The parent groups have a number of opportunities available for participation.

PARTIES

There are four approved room parties each year. They are held near Halloween, Christmas, Valentine's Day and the end of the year. Parties are usually held the last forty-five minutes of the school day and are usually planned by the students and teacher with the assistance of the parents.

Teachers are required to send a list of no more than 5 approved parent volunteers per classroom party to the office prior to the party.

Birthday Parties: Very often children wish to celebrate their birthdays by bringing in treats for their classmates. Individual student names are announced on the morning announcements on the day of the birthday, but individual student birthdays will not be celebrated in the classroom with a treat. At the end of each month, all student birthdays will be celebrated in the cafeteria with a treat provided by the district.

Please note that deliveries of balloons, flowers, and the like, will not be handled during school hours as it is disruptive to the educational process. *Invitations to birthday parties outside of school are not to be distributed at school.*

PERSONAL BELONGINGS

Aligned Board Policies:

- **Policy 5771 – Search and Seizure**
- **Policy 5500 – Student Conduct (general expectations)**

It is very important that lunch boxes, book bags, sweaters, and other apparel of this nature **be marked with the student's name** to aid in identification.

Children may want to bring their possessions to show their friends. However, many of these items are a distraction to the learning environment. We ask that these items be left at home. The school is not responsible for any personal property lost or stolen.

Students are not permitted to have any unauthorized electronic devices with or without headphones out of their book bags during scheduled school time. Including but not limited to: radios, iPods, MP3s, DVDs, tablets, cell-phones, cameras, walkie-talkies, laser lights, smart watches. Parents will need to come in and pick up any confiscated items from the office.

With the exception of lunch, pencil machine and special events, students need not bring money to school. When sending money to school for fees and/or special activities it is requested that it be enclosed in an envelope, marked with the student's name and the teacher's name. Please designate how the money is to be used.

PLACEMENT, PROMOTION, AND RETENTION

The promotion / retention of a student in any grade should be in the best interest of the child. The first consideration for student retention is the failure to meet minimum levels of knowledge and skills at their grade level, or minimum goals prescribed on the Individual Educational Plan. However, academics will not be the only determining factor in retention. The student's age, maturity level, emotional and social growth must also be considered on an individual basis.
**Refer to adopted Board policy

PROGRESS REPORTING

Standards based grading will be used grades K – 5. Grades will be kept through the Power School system which can be accessed at any time. Progress reports will be sent home at the end of each quarter.

Progress report marks will be as follows:

4 – Consistently demonstrates mastery of the standard
3 – Approaching mastery of the standard
2 – Partial achievement of the standard
1 – Not meeting the standard

*If an area was left blank, the standard was not assessed during that quarter

PUBLICITY

Please be advised that the Otsego Schools and/or their authorized agents may release publicly your child's name, use videotapes, photographs, and otherwise publish or cause to be published any information relevant to his/her achievements. The information may be used in local, regional, state or national publications, as well as any school website or social media. Names and photographs may also be used for the purpose of publicizing programs administered by Otsego Schools and/or the Wood County Educational Service Center including either organizations websites. Any parent/ guardian objecting to such a release pertaining to their child/children should advise the building principal in writing.

RECORDS

Each student's cumulative record folder travels with the student to each school attended throughout his/her school years. It is important that the student's correct name and address appear on the school records. It is the responsibility of the student and the parents to notify the school of changes in address, student's name and names of parents or guardians.

Student records are confidential and are protected by law. Only school staff and the child's natural parents or legal guardians have access to the records. Directory information, including name, address, phone number, age, weight, etc.; however, is not protected by law. Parents may request that the school not release this information.

Parents requesting access to their child's records must make an appointment in advance according to the established Board of Education Policy.

A divorce or change in custody does not change the rights of the natural parent to their child's records. A non-custodial parent(s) may request a copy of the child's grade card (if a self-addressed, stamped envelope is provided), permanent records (see above), and the opportunity to hold a teacher conference. Only the custodial parent, however, has the right to make educational decisions. Step-parents have no rights to records, reports, or conferences unless these rights are stated in writing by the custodial parent. The office must receive copies of custody obligation when there is a change in custody or a change in the court order regarding custody. This copy must be signed by an official of the court. The school cannot interfere with the rights of parents without such a document being on file.

RECESS

When weather permits, all students are expected to go out to the playground with their class. Recess will be held outdoors when there is not substantial precipitation or accumulation of ice or snow on the playing area, and when the temperature is not excessively cold. When the temperature falls below a wind chill factor of 20 degrees F, the students will have inside recesses. During all recess play periods, students will be supervised by school personnel. During fair weather, all children are expected to be outside for their recess. Therefore, it is important that each parent makes sure that their child is properly dressed for the weather. If the school feels children are not dressed properly they will be kept inside during recess. At the written request of the parent, a student returning to school after an illness may stay indoors for a period not to exceed two days. If a longer period of time is needed, a note from the doctor will be required. Doctor’s notes should specify the dates the student is required to be indoors.

SCHOOL COUNSELOR

School counselors are available to support students throughout the school year in the areas of academic success, social/emotional development, problem-solving, peer relationships, conflict resolution, coping skills, school adjustment, and short-term support during difficult situations. School counselors are not trained clinical therapists and do not provide ongoing therapy, long-term counseling, or mental health treatment. When a student’s needs extend beyond the scope of school counseling services, the school counselor may assist families in connecting with outside community resources or licensed mental health providers.

SCHOOL SAFETY

Aligned Board Policies:

- **Policy 8400 – School Safety**
- **Policy 7440 – Facility Security (Surveillance Cameras)**

Safety is the responsibility of each individual in our school. All children and employees are expected to use good judgment at all times to ensure a safe school environment and to prevent accidents. Developing a strong sense of safety awareness is a basic goal. A strict set of safety rules is in effect for each building. Bus, Police, Fire and other topical SAFETY PROGRAMS are conducted by representatives from appropriate agencies. Safety drills (Fire, Tornado, Emergency Evacuation, Lockdown, etc.) are conducted as required by law.

SEARCH AND SEIZURE

Aligned Board Policy:

- **Policy 5771 – Search and Seizure**

It is the responsibility of the administration to take prudent and reasonable action to protect the health, safety and welfare of all students. Lockers, desks and similar items are the property of the Board of Education and are provided solely as a convenience for students to use. General searches of school property may be conducted at any time there is reasonable cause or suspicion to do so with or without students or parents present. Otsego personnel have the right to check computers and any or all electronic devices (including cell phones) if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

STUDENT RECORDS & PRIVACY

Aligned Board Policies:

- **Policy 8330 – Student Records (FERPA)**
- **Policy 8350 – Confidentiality**

Student records are confidential and accessible only to authorized individuals.

Parents/guardians may:

- Review student records
- Request corrections
- Opt out of directory information release

SURVEILLANCE CAMERAS

Aligned Board Policies:

- **Policy 8400 – School Safety**
- **Policy 7440 – Facility Security (Surveillance Cameras)**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action.

TECHNOLOGY

Aligned Board Policies:

- **Policy 7540 – Technology (Acceptable Use)**
- **Policy 7540.03 – Student Technology Acceptable Use and Safety**

Student use of computers, computer software and the internet are governed by Board Policy. Student use of personal electronic devices during school hours is restricted unless authorized for educational purposes. Unauthorized use may result in confiscation and disciplinary action.

TELEPHONE & WIRELESS COMMUNICATION DEVICES

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. The office telephone is a business phone and may be used by children for emergencies or appropriate situations only. Students may use office phones to contact parents/guardians during the school day with permission of office personnel. Cell phones are not to be used during school hours and will be confiscated with disciplinary action. Cell phones should be turned off and kept in bookbags. The school cannot be responsible for these items. The school provides technology for students to use at school, therefore personal tablets, laptops or other computing devices should not be brought to school.

USAGE GUIDELINES:

1. Taking pictures, video recordings, or audio recordings on school transportation or 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 or similar setting is strictly prohibited and violation may result in suspension or expulsion.
2. No expectation of confidentiality will exist in the use of wireless communication devices on school premises/property. Any search will be conducted in accordance with Search and Seizure Policy.
3. Students are prohibited from using a wireless communication device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
4. 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 wireless communication devices to receive such information.
5. 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 wireless communication devices.
6. A person who discovers a student in possession of or using a wireless communication device in violation of this policy is required to report the violation to the school administration.

TEXTBOOKS

Textbooks are furnished by the Otsego Board of Education. Such books represent a major investment of local funds. Students are responsible for proper care of books both in and out of school. Fines will be levied for damage beyond normal wear, and students will be charged for lost books.

TRANSPORTATION

Aligned Board Policies:

- **Policy 8600 – Transportation**
- **Policy 8600.04 – Bus Conduct**

Transportation services are provided in accordance with district policy. Students must follow all bus safety rules. It is the Transportation Department's goal to provide safe transportation to and from school, on field trips, and for extracurricular activities. Students are to contribute to their safety by following the rules of the bus. When rules are not followed, transportation privileges may be lost.

Video cameras are used on the Otsego school buses. The information from these tapes may be used for disciplinary action.

It is mandated by the state for safety reasons that only a written notice of a change of transportation can be accepted. ***(If a bus is to transport a child to a location other than his or her home, it must be in writing with a parent signature and date. A change of transportation requested by a phone call cannot be permitted.)***

Students are to follow these guidelines:

1. **Students must arrive at the bus stop before the bus is scheduled to arrive and stay at their bus stop.** Students are to load/unload at their designated stop in an orderly manner.
2. Students needing to cross the road are to do so at least 10 feet in front of the bus after being signaled by the driver.
3. Students are to ride their regularly assigned bus and load/unload at their regular bus stop. Only Otsego students are authorized to ride Otsego buses.
4. Students are required to remain on the bus once they have boarded. Students are to go directly to their seat. They are to remain in their seat while the bus is in motion with their feet on the floor, their back to the seat back, and their seat to the seat cushion. The aisle and exits must be kept clear.
5. Students are to observe the same conduct as in the classroom. Students are to be respectful and to obey the driver promptly and courteously. Students are expected to follow the general guidelines of **Be Respectful, Be Responsible, Be Safe** and these rules on the bus:
    a. No talking or noise of any kind at railroad tracks (Voice Level 0). At other times quiet conversation (Voice Level 1) is permitted unless the driver requests no talking.
    b. Do not use profane language or gestures
    c. Do not eat, chew gum or drink
    d. Do not possess alcohol, drugs, or tobacco products
    e. Do not litter or pass objects in the bus or out of the window
    f. Do not put any part of the body out of the window
    g. No fighting, hitting, pushing, biting, tripping
6. Students may only carry objects on the bus that can be held on their lap. Students may never bring animals or potentially dangerous objects on the bus.
7. At dismissal, students are expected to report directly to their assigned bus.

Transportation Discipline

Students are subject to the Student Code of Conduct while being transported to and from school, this includes conduct at the bus stop. Misconduct of a serious nature may result in immediate suspension of transportation privileges.

School delay or closing

If school is delayed or closed due to weather conditions or an emergency situation, Instant Alert, local radio stations, television stations, and social media will be used for notification.

Alternate Transportation

To request transportation to an alternate location other than the student's assigned stop, an Alternate Transportation Request form must be completed and turned into the Otsego Transportation Department. Forms are available at all school offices and at our website: www.otsegoknights.org. The alternate location must be on an existing bus route and will be granted on a space available basis only. Only one alternate pick up location and one alternate drop off location will be considered per semester.

Requests made during the school year must be at the Otsego Transportation Department 48 hours before the change is to occur. Requests made for the following school year must be turned into the Transportation Department by June 15 to be included in the bus route for the next school year.

If someone other than the parent or the school is providing transportation for a particular student, written permission must be given to the school personnel. Students will remain in the office until picked up.

There are no daily bus passes (ie going home with a friend or relative). Students are to ride their assigned bus.

VISITORS

All visitors must enter through the front door. Parents are welcome and encouraged to spend time in their child's classroom. This should be arranged with the teacher prior to the visit. **ALL visitors must sign in at the school office and will be expected to wear some form of school identification badge while in the building.**

Parents are also invited to have lunch (not recess) with their child. If you desire to do this, please call the office and make arrangements. Calls should be made the day prior to the visit.

It is also wise to call the office for an appointment to see school personnel. This should eliminate long waits. All school personnel are available, but honor scheduled appointments first. In all cases, the visitation of children from other schools is discouraged. Children under school age are not permitted to visit classrooms unless accompanied by a parent/guardian.

VOLUNTEERS

The use of volunteers is encouraged. If you have an interest in donating some time/talent to the students in our building, please contact the school office or your child's teacher. Volunteers may serve many different roles from part time occasional use to ongoing daily commitment. The educational environment is enriched by your involvement. Regular volunteers will need to have a current BCI check on file within the office.

PARENT/GUARDIAN MEDICAID REIMBURSEMENT INFORMATION

Parent/Guardian Notification to Share Information for Purposes of Billing Public Insurance and Consent to Bill Public Insurance

Local Education Agencies (LEAs), such as school districts, are eligible to receive federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's Medicaid program and are provided in accordance with the students' IEPs.

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to obtain written parental consent to share students' education and health-related records such as Evaluation Reports, IEPs, and direct services and to bill these services to Medicaid. We are requesting your permission to share this information with the Medicaid Agency (the Ohio Department of Jobs and Family Services) and our Medicaid billing agent in order to submit a claim.

Please note:

1. *No matter whether you grant consent or refuse to consent or revoke your consent, your child will still be provided with an evaluation and/or the services on his/her IEP, and you will not have to pay for those services.*
2. *Your consent is voluntary. If you give consent, you will not incur any out-of-pocket expense, and there will not be any decrease in your child's available lifetime Medicaid coverage.*
3. *If you give consent, you may revoke it in writing any time after it is given. Your revocation of consent will not negate (undo) an action that has occurred after consent was given and before the consent was revoked.*
4. *The withdrawal of consent or refusal to provide consent to the district does not relieve the district of its responsibility to ensure that all evaluations and/or services on your child's IEP are provided at no cost to you.*

Upon request, you or your child may receive copies of your child's records that are disclosed as a result of this authorization.

This publication serves as the required annual notification under 34 CFR §300.503(c)

If you have any questions or concerns, please contact the district's Medicaid Coordinator, Susan Bollin from Weswurd, LLC, at (419) 346-9651.

**The Otsego Schools Board policy can be found on line at http://neola.com/otsegolcl-oh

CODE OF CONDUCT

Aligned Board Policies:

- **Policy 5600 – Student Discipline**
- **Policy 5610 – Suspension and Expulsion**
- **Policy 5611 – Due Process Rights**

Scope of Jurisdiction: This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

SCHOOLWIDE BEHAVIOR PLAN

Throughout the school year, we will be using **Positive Behavioral Intervention and Supports** (PBIS) district-wide. In addition to our current handbook, our PBIS matrix will be utilized to assist with behavioral rewards as well as discipline measures.

General School wide Rules: apply everywhere (assemblies, field trips, etc.)

- Treat visitors with courtesy and respect.
- Follow directions the first time they are given
- Stay in assigned area or seat
- Keep hands, feet and objects to yourself
- No name calling or teasing
- Walk, do not run
- Use appropriate language

Cafeteria Rules:

- Follow directions the first time they are given
- Enter the cafeteria in a quiet, orderly manner without running.
- Sit in assigned seat/area and remain seated until dismissed.
- Speak softly with your immediate neighbor (to the left, to the right, directly across from you).
- Do not throw food.
- Do not eat off of other students' plates.
- Clean up your space after eating.
- Keep all food and drinks in the cafeteria.
- Place paper products and garbage in proper receptacles.
- Use courteous table manners at all times.
- Do not leave the lunchroom until you are dismissed.

Playground Rules

The following rules for the playground are general and not all inclusive. Playground rules are posted and will be discussed periodically with students.

- Follow directions the first time they are given.
- Show respect for others at all times.
- Keep hands and feet to yourself
- Use appropriate language
- Use playground equipment correctly.
- Stay within the playground boundaries.
- Stop playing and line up when the bell rings.
- No teasing or name-calling.
- Throwing of dirt, rocks, snowballs, etc. is not permitted.
- Fighting is not permitted at any time.
- Children are not permitted back in the building once they have gone outside.
- Playground equipment and articles for use on the playground will be provided by the school. Children are discouraged from bringing their own play supplies to school.

Hallways/Restrooms Rules:

- Follow directions from all staff
- Always walk
- Students must have permission to be in hallways/restrooms without adult supervision
- Use restroom facilities appropriately
- Be quiet in hallways and restrooms so as not to disturb classrooms

OUR SCHOOL'S ANTI-BULLYING RULES

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
5. Below are some terms and definitions we aim to teach our students regarding rude, mean, and bullying behaviors:

Rude = Inadvertently saying or doing something that hurts someone else.

From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop.

Bullying may be physical, verbal, relational or carried out via technology:

•**Physical aggression** was once the gold standard of bullying— the "sticks and stones" that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.

•**Verbal aggression** is what our parents used to advise us to "just ignore." We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.

•**Relational aggression** is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.

•**Cyberbullying** is a specific form of bullying that involves technology. According to Hinduja and Patchin of the Cyberbullying Research Center, it is the "willful and repeated harm inflicted through the use of computers, cell phones,

and other electronic devices." Notably, the likelihood of repeated harm is especially high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

What to do if this is happening to you

Student's Response	**Rude**	**Mean**	**Bullying**
First few situations	Ignore, laugh, walk away	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately
When you feel you want them to stop and first responses are not working	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately	
You want it to stop and you have told them to stop	Tell an adult - Get help immediately		

What to do if you witness this happening to someone

Student's Response	**Rude**	**Mean**	**Bullying**
First few situations	Ignore, Politely tell the person in private that they may have been rude	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately
When you see it is bothering someone (hurting their feelings)	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately	
When the student is not listening and continues to do it	Tell an adult - Get help immediately		

RESULTS OF VIOLATING CODE OF CONDUCT

Students are expected to behave in a manner that promotes an effective learning environment and respects the safety and rights of others. Students who fail to follow school rules will be disciplined. You are responsible to know and understand the Student Code of Conduct. Violations of the Code of Conduct may result in the following: verbal or written warning reprimand, referral to guidance counselor, parental contact or conference, detention, Saturday school, community services, emergency removal, referral to law enforcement agencies, suspension or expulsion, removal from co-curricular or extra curricular activities, or other penalties deemed appropriate by the school administrators.

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with Otsego Local Board of Education Policy. The administration, likewise, may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, when it is in your best interest, discipline you in ways other than stated in the Student Code of Conduct. In all cases when disciplinary action is taken, the school counselor can assist you in not becoming a repeat offender. **However, your failure to comply with any rules or regulations will be due cause for suspension or expulsion.**

Rule #1 – Insubordination

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment. You are to follow the directions of the principal, teachers, substitute teachers or any other school personnel during any period of time when you are under the authority of school personnel. Causing class disruption, behaving in a rude or unruly manner, being disrespectful toward a staff member and failing to comply with a reasonable request given by a staff member will all be considered insubordination. Repeated violations of any minor rule, directive or disciplinary procedure will also be considered insubordination.

Rule #2 – Profanity/Abusive or Obscene Language

You are not to use expletives or profane, indecent, and obscene language, either verbally or in writing, toward any student, teacher, school personnel or guest. This also includes obscene gestures, signs, pictures, or publications.

Rule #3 – Assault/Fighting/Threat to School Personnel/Indecency

You are not to cause or attempt to cause physical injury or behave in such a way as could cause physical injury, threaten bodily harm or threaten to damage the personal property of any individual either in or out of school. Failure to comply will be due cause for suspension or expulsion. If this occurs, the appropriate law enforcement authority will be notified. Any student in violation of the Ohio Revised Code & the Safe Schools Act is subject to suspension or expulsion. Incidents that take place on school grounds or at any school related function may be turned over to the local law enforcement authorities.

Rule #4 – Physical Abuse/Verbal Harassment/Threatening Behavior

You are not to cause or attempt to cause physical injury, verbally harass or behave in such a manner which threatens or could cause injury to students, school personnel or visitors while under the jurisdiction of the school and/or on school property. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech, action, or assembly that creates a hostile, intimidating, or offensive learning environment. In addition, cyber harassment will not be tolerated. Severe penalties will be turned over to Law Enforcement

Rule #5 – Disruption of School

You are not by use of violence, force, noise, coercion, threat, fear, intimidation, passive resistance, dress or any other conduct to cause the disruption or obstruction of the mission, process or function of the school. Appropriate law enforcement authority may also be notified. The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section.

Rule #7 – Stealing/Attempting to Steal/Receiving Stolen Property

You are not to steal or attempt to steal, or receive, retain or dispose of the property of another person without the consent of the owner. This also applies to school property.

Rule #8 – Vandalism/Damage to Property

You are not to knowingly damage school property or private property either on school grounds or during a school sponsored activity off school grounds. If you deface or damage school property or the property of another person, you are liable to pay expenses caused by your actions. The appropriate law enforcement authority may be notified.

Rule #9 – Leaving School Property

Once you have arrived on the school premises, you may not leave unless permission is granted by the office. The office must sign you out if you leave the building for any reason.

Rule #10 – Misconduct in Non-instructional Areas

Your behavior in restrooms, hallways, cafeteria, on school grounds and at school sponsored events (in or out of the school building), is expected to reflect the rules of good taste and a respect for the rights and safety of others. You are expected to comply with reasonable requests made by staff in all non-instructional areas willingly and quickly. Be reminded that the authority of the teacher does not end at the classroom door and you are expected to cooperate with all school personnel.

Rule #11 – Weapons and Dangerous Instruments

A student shall not carry to school, to a school activity, on the school bus, or in a car, any object that can be considered a weapon. Weapons include any type of knife, gun, chain or club. Common items which are not normally considered weapons may be, under certain circumstances. A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. The weapon will be taken and law enforcement authorities will be notified. The Board of Education has adopted a zero tolerance policy in regards to behavior that is described in this paragraph.

Rule #12 – Fireworks or Explosives

You are not to possess, use, or threaten to use any fireworks, explosives, stink or smoke bombs, or devices capable of inflicting physical or bodily harm. The appropriate law enforcement authority will be notified. You may be expelled or suspended for any of the above.

Rule #13 – Unauthorized Fire

You are not to possess a lighter and/or matches, or start or assist in starting a fire in the school, on school grounds or at a school sponsored activity at any time. The appropriate law enforcement authority will be notified The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section.

Rule #14 – False Alarm

You are not to initiate a false fire alarm, bomb threat or any other type of emergency/disaster. Appropriate disciplinary action will be taken and law enforcement authority will be notified. The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section.

Rule #15 – Failure to Serve Detention

If you fail to serve a detention, you may be suspended. The only exception to this would be when arrangements are made in advance, or if the reason is of emergency/medical nature and this would require a doctor's verification.

Rule #18 – Inappropriate Behavior at Extracurricular Events

If you violate the Student Code of Conduct or refuse to follow the instruction of authorities at school sponsored activities, either home or away; you will receive disciplinary action in accordance with the Code of Conduct.

Rule #19 – Smoking/Use of Tobacco Products

You are not permitted to smoke, possess or use tobacco products in the school building or on school properties, or within sight of the school at any time. This includes possession of tobacco paraphernalia (e.g. packages, tins, etc.), vaping and e-cigarettes.

As of March 15, 2001, Ohio Revised Code Section 2151.87 declares the use or possession of cigarettes and/or tobacco products illegal for anyone under the age of 18 years of age. Section 3313.751 of the Ohio Revised Code prohibits pupils of any age from smoking and/or using and/ or possessing tobacco in any area under the control of a school district or at any activity supervised by any school operated by a school district. Lighters/matches and candles are not permitted on school property.

Rule #20 - Plagiarism and Cheating

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.

Rule #21 – Alcohol/Drug/Counterfeit Drugs

The Otsego Local Board of Education intends that school buildings and grounds, activities, classes, and all instructional areas be completely free of controlled substances and alcohol.

The following student conduct is prohibited:

A. The use, possession, purchase, transmission or sale of any alcohol or controlled substance during school, on school grounds, or at school sponsored functions and/or activities, or on school-owned or provided transportation, is not permitted. This includes possession of drug paraphernalia (including but not limited to rolling papers, pipes, and drug containers).

B. Any controlled substances such as; beer, liquor, non-prescription drugs, chemicals, etc. must not be consumed or inhaled prior to or during school or any school sponsored activity. A student will be reported if signs exist, such as; reddened eyes, unusual activity, smell, etc. that may indicate use of controlled substances.

Counterfeit Drugs

A. A counterfeit controlled substance is defined as:
   1. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
   2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
   3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
   4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size or color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

B. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give package or deliver a counterfeit controlled substance.

C. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.

D. No student shall falsely represent a counterfeit controlled substance as a controlled substance. The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section. Failure to comply will be due cause for suspension or expulsion.

CONSEQUENCES FOR GRADES K – 5

DENIAL OF PRIVILEGES:

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

DETENTIONS:

Detention is a period of time, determined by the principal, 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. Parents of students assigned will be responsible for arranging for their own transportation and students must leave the building following detention.

In-School Reassignment

In-school reassignment is an alternative to out-of-school suspension. If you are assigned to in-school reassignment, it provides the school an opportunity to administer immediate, effective and corrective discipline when you have broken school rules. It allows you to pay the assessed penalty without interrupting your educational program. In-school reassignment will be a length of time to be determined by the principal with input from the classroom teacher. If you are assigned to in-school reassignment, you will be given class assignments to be done while in reassignment and receive credit for work completed. You must remain off school property outside of school hours and cannot attend any school-related activity, either home or away, during the length of the reassignment .

Emergency Removal

If your presence poses a continual danger to other students or property or is a threat of disrupting the academic process, you may be removed from the class or removed from school for a twenty-four (24) hour period.

Out-of School Suspension

If you are given an out-of-school suspension, you must remain off school property and cannot attend any school-related activity, either home or away, during the length of the suspension. If you violate this condition, you may be charged with trespassing and/or insubordination.

Out-of-school suspensions will be handled as follows:

1. Written notification of the reasons and the intention to suspend must be given to the student.
2. An informal hearing will be given to the student to challenge the reasons for the intended suspension or otherwise to explain his actions. The hearing will be held by the school official intending to suspend the student.
3. If the suspension is to be carried out, within twenty-four (24) hours of the suspension, the parent/guardian of the student must be notified in writing. The notice must include the reasons for the suspension and the right of the student, parent/guardian to appeal the action to the board of education or its designee, the right to be represented in the appeal and the right to request that the hearing be held in executive session.

Expulsion

The superintendent may expel you from school for major or repeated offenses. A student has the right to appeal the decision to the board of education or its designee. An expulsion can carry over from the first to the second semester and may also carry over to the next school year or longer. If you are expelled from school, you will receive 0's (zeroes) in all classes during the expulsion and will not be allowed to make-up the work missed.

Expulsions will be handled as follows:

1. The Superintendent must give written notice to the student and his parent/guardian. The notice must include the written reasons for the intended expulsion and that the student and his parent/guardian or representative have the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain the student's action. The notice should reference the specific section in the Student Code of Conduct and must state the time and place to appear, not less than three (3) nor later than five (5) days after the notice is given unless the superintendent grants an extension of time.
2. The student or his parent /guardian or representative may request an extension of time and the superintendent is required to notify the student and his parent/guardian or representative of the new time and place.
3. A hearing is held before the superintendent or his designee at the appointed time and place. The student, his parent/guardian or representative is given the opportunity to defend oneself against the charges.
4. Written notification of the decision and the right to appeal to the board of education or its designee is required, for an expulsion. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing is held in executive session.

PLEASE NOTE THAT A STUDENT MAY BE DISCIPLINED FOR SOMETHING NOT OUTLINED IN THIS SUMMARY.

* AS PER BOARD POLICY, VIOLATIONS OF CONDUCT OF THIS NATURE MAY RESULT IN IMMEDIATE REMOVAL FROM SCHOOL, SUSPENSION FROM SCHOOL, OR OTHER APPROPRIATE ACTION.

Information, policies and rules contained in the handbook are building specific and driven by Board of Education policies. All policies can be accessed online and easily searched at: http://neola.com/otsegolcl-oh/. Important policies to review include: Attendance, Homework, Head Lice, Abuse, Weapons, Administering Medications, Communicable Diseases and Promotion and Retention. Feel free to contact the building administration for further clarifications on elementary policies and procedures.