

**BUCYRUS ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK**

Welcome to our Bucyrus City Schools. Our Bucyrus Elementary School staff are pleased to have you as a student and will do our best to help make your school year productive and successful. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this Student/Parent Handbook to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this handbook with students at the beginning of the school year.

Open communication between home and school is extremely important in promoting the successes of students. We encourage parents to become a partner with us in empowering your child for her/his future. We look forward to meeting and working with you.

**BUCYRUS ELEMENTARY SCHOOL
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Mr. Michael Wallace, Associate Principal
Mr. Matthew Henderson, Curriculum Director
Mr. John Massara, Director of Student Services
Mrs. Robin Showers, Pre-School Coordinator
Mrs. Debra Breidenbaugh, Guidance Counselor
Ms. Marie Stuckman, Family Advocate
Mrs. Jamie Lyons, Secretary
Mrs. Kelly Schifer, Secretary
Mrs. Dorothy Sharrock, Data Entry Secretary

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was previously released. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: bucyrusschools.org by clicking on "Board of Education Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.

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BUCYRUS CITY SCHOOL DISTRICT CALENDAR

August	20	General Staff Meeting – No School
	20	District Open House
	21	Staff Inservice – No School
September	22	First Day of School
	3	Labor Day – No School
	14	Staff Inservice – No School
October	5	Two Hour Late Arrival – Staff In-Service
	19	End of 1st Grading Period
	25-26	Parent/Teacher Conferences – No School
November	2	Two Hour Late Arrival – Staff In-Service
	21-23	Fall Break – No School
December	7	Two Hour Late Arrival – Staff In-Service
	21	Winter Break – No School (Dec. 21 – Jan. 2)
January	3	Classes Resume
	10	End of 2nd Grading Period
	11	Parent/Teacher Conferences – No School
February	21	Martin Luther King Day – No School
	15	Staff Inservice – No School
	18	President’s Day – No School
March	20	End of 3rd Grading Period
	21	Parent/Teacher Conferences – No School
	22	Staff Inservice – No School
April	5	Two Hour Late Arrival – Staff In-Service
	19	Spring Break – No School (Apr. 19 – Apr. 22)
	22	Classes Resume
May	3	Two Hour Late Arrival – Staff In-Service
	24	Last Day of School
	26	Graduation Day
	28	Teacher Work Day

Contact Information

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Student Handbook adopted by the Board of Education on July 26, 2018.

Student Code of Conduct / Student Discipline Code adopted by the Board of Education on July 26, 2018.

MISSION OF THE SCHOOL

Relentless Pursuit of Success!

SCHOOL DAY

REGULAR BELL SCHEDULE

8:05 A.M.	Entry Bell
8:20 A.M.	Tardy Bell – School Day Begins
11:00 P.M.	Lunch K/PK
11:35 P.M.	Lunch 3
12:15 P.M.	Lunch 1/5
12:50 P.M.	Lunch 2/4
3:05 P.M.	PK Dismissal
3:15 P.M.	K-1 Dismissal
3:20 P.M.	2-5 Dismissal

TWO-HOUR DELAY BELL SCHEDULE

10:05 A.M.	Entry Bell
10:20 A.M.	Tardy Bell – School Day Begins
11:00 P.M.	Lunch K/PK
11:35 P.M.	Lunch 3
12:15 P.M.	Lunch 1/5
12:50 P.M.	Lunch 2/4
3:05 P.M.	PK Dismissal
3:15 P.M.	K-1 Dismissal
3:20 P.M.	2-5 Dismissal

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Mr. Kevin Kimmel, Superintendent, 419-562-4045, kkimmel@bucyrusschools.org

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL-PARENT COMPACT

The Bucyrus Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2018-2019.

School Responsibilities

The Bucyrus Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Increase the utilization and evidence of technology in promoting outstanding instruction in PK-5 classrooms.
- Research and implement methodologies and best practices that will provide outstanding and effective instruction in the PK-5 classrooms.
- Teachers will understand and teach a rigorous curriculum
- Building-Level and Teacher-Based Team's will create common formative assessments to evaluate student learning and target instructional strategies based on student learning needs
- Concentrate instruction in the early grades in reading and math using science and social studies content
- Prepare our student to become productive global citizens through an expanded cultural curriculum
- Implement a balanced literacy approach to reading and writing instruction in all grade levels

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Specifically, those conferences will be held three days over the course of the school year, two of which will be scheduled after grade cards are distributed for the first grading period. Teachers will actively encourage and promote parent/teacher conferences and will make every effort to accommodate parents for conferences. No parent will be refused an opportunity for conferences, if so requested.

3. Provide parents with frequent reports on their children's progress.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Non-custodial parents, if legally permitted, may contact the school to have information about their child sent to them. They are encouraged to be an active part of their child's education.

Report cards will be issued at the conclusion of every nine-week grading period and will be mailed to the student's home. Parents are also encouraged to log-in to the PowerSchool parent portal to view their students' progress on a daily basis. Teachers will maintain updated records weekly via the PowerTeacher student grading program which is linked to the PowerSchool parent portal. Log-in information will be sent home with the student.

4. Provide parents reasonable access to staff.

The Bucyrus City School District believes, successful education requires collaboration between educator and parent. Generally, parents are requested to follow reasonable rules of visitation such as scheduling appointments ahead of time, not visiting during testing or not staying longer than a specified time. Parents have a right to full information regarding their child's school activities, so communication from the school, particularly the child's classroom teacher, is essential. (i.e. classroom newsletters, phone calls, emails, etc.) Teachers will also answer parents' specific questions in a reasonable manner via personal conferences, phone calls, emails or notes sent home with the child.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

The Bucyrus City Schools feel that parent involvement is a vital part of the child's educational development. The collaboration of the school and the home builds a successful system for the child. One way for parents to get involved in the educational system is to become a parent volunteer during the school day and at special school activities.

The Bucyrus Elementary School has a volunteer program which would welcome your help during the school year. If you can assist the school as a parent volunteer, please contact the school office. Volunteers are required to have a BCI&I background check (no cost) prior to being accepted in working with students.

The building principal and/or Superintendent of Schools reserves the right to limit the entry of any person to the school if there is reason to believe that the presence of such person is detrimental to the safety and good order of the school.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Replace television watching with reading.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.]

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day
- Ask lots of question and ask for support appropriately.

The Bucyrus City School District will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities and, to the extent practicable, in a language that parents can understand.

5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and, as appropriate, to participate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the state assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Other School Responsibilities

To help build and develop a partnership with parents to help their children achieve the state's high academic standards, the Bucyrus Elementary School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the state's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

SECTION I - GENERAL INFORMATION

SCHOOL FORMS TO COMPLETE

Certain information about each student must be completed and/or updated each school year. Please complete these forms as soon as they are brought home and return them to the school so that we can keep our files updated.

- A. Emergency Medical Form
- B. Parent Authorization For Release of Students
- C. Student Network and Internet Acceptable Use and Safety Policy
- D. Any permission slips
- E. Free/Reduced Lunch Form
- F. Bus slips, if planning to ride
- G. Title I School – Parent Compact form
- H. Parent/Teacher Conference Forms
- I. Parent Response To Progress Reports

Please be sure to inform the school if any information changes, such as addresses and phone numbers. We need current information in case of emergencies.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

- unless enrolling under the District’s open enrollment policy
- unless enrolling and paying tuition

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School staff will assist in obtaining the transcript, if not presented at the time of enrollment.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the

above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at (419) 562-7721.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

ENTRANCE AGE

The Board of Education shall establish entrance age requirements for students which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children.

Preschool - A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 1st of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten.

Kindergarten - A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board may admit to kindergarten such children as may be ineligible by reason of age but demonstrate the ability and need to undertake a program of education. The Board will designate the necessary standards and testing programs required for such early admission. The Board may admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in an approved public school kindergarten before transferring to this District.

First Grade - A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before August 1st of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request is made and approved by the administration.

The Superintendent shall require that each child who registers for entrance to school provide:

- A. his/her birth certificate or similar documentation authorized by law as proof of age and birth date;
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities may be notified. The Superintendent shall also ensure that each child entering the District's kindergarten or first grade program for the first time has been properly screened for any medical or health problems as well as those related to hearing, vision, speech and communications.

ASSIGNMENT OF STUDENTS TO CLASSROOMS

The Superintendent of schools has the responsibility and authority to assign students to schools, grades, and classrooms. The PK-5 principal is delegated the responsibility of assigning students to classrooms. The principal shall equalize the number of students in each class to the extent possible. Factors considered in the formation of equal classes will be student learning styles, gender, learning abilities, behavior patterns, and special education needs. Teaching styles of teachers will also be considered. In summary, each child will be placed wherever the highest potential for learning exists.

Parental requests will be given consideration, but the final decision must be that of the school administration in consultation with the teachers. In order that parental requests have an opportunity to be considered, these written requests, with educational reasons

listed, must be received before March 1st. Requests will be date/time-stamp recorded, filed, and considered when the class roster is made.

Teachers will be consulted for their recommendations for class roster composition for the next year. Using teacher recommendations and the criteria, the principal will develop class lists during or immediately after the end of the school year.

The grades 1-5 class list for the following year will be determined no later than July 15th, and parents will be sent class assignment notification no later than July 31st. Also included will be a student supply list. **Please make sure that all student materials are marked with their name using permanent marking pens.

ADMISSION OF STUDENTS FROM NONCHARTERED OR HOME SCHOOLING

Students wishing admission into the District's schools who have been enrolled in non-chartered school or home-education programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

The Superintendent shall be responsible for the selection or development of the examination; grade placement will be determined by the Superintendent after evaluating the examination results. The Superintendent shall, for the purposes of placement, consider transcripts, grades, and other pertinent data from the school attended, if any, and the (competency) examination results.

RESOURCES AND INTERVENTIONS

Our elementary school is served by a School Counselor and a Family Advocate. These people may meet with students during the school day, when needed. Many times, they will make contacts with parents and provide assistance to make the school experience as positive as possible for our students.

The Bucyrus City Schools are committed to providing the most successful educational opportunity to its students. A Response to Intervention (RtI) team has been established to ensure that all avenues are being explored for the success of a student. When a teacher is concerned about the status of a student, he/she will request a meeting of the RtI. The team is comprised of the child's teacher, the Special Education Director, School Counselor, Family Advocate, district school psychologist, and/or other teachers. Cooperation between school and home and parental involvement on the team are very important. Strategies will be developed to help the student be more successful.

If our school district is faced with a critical incident, we will request the assistance of a crisis team. The team will be comprised of people who have been trained to deal with different types of critical incidents such as the death of a student or staff member, weather-related incidents, accidents, hostages, and other types of situations.

Should a critical situation occur, we will immediately institute procedures to keep all students and staff safe. In the first two days of an incident, we will provide crisis intervention to any students or staff members who are having a difficult time dealing with the critical incident. We will go into classrooms and talk to the students about the factual information of what happened so as to correct any distorted information or rumors. We will talk about the normal reactions that people have following a critical

incident. We will ask students if they have any questions and answer them as best we can.

Should there be students who continue to have emotional problems, we will inform parents and recommend additional intervention in the way of debriefing (dealing with feelings and emotions in small group settings) which would take place two or three days later. We will contact parents for permission to provide this additional assistance. It will be the parent's responsibility to contact the building administrator with any questions or concerns related to interventions within the first two days.

Any parent or legal guardian who does not want their child to participate with these additional service providers, must notify, in writing, the principal of the school in which the student attends within two (2) weeks after the start of the school year or after the first day of school attendance.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

REPORTING CHILD ABUSE/NEGLECT

All employees of the school district that believe a child under 18 years of age has suffered abuse/neglect are required to report such information to appropriate authorities.

Procedures for reporting will be made known to the school staff. Reports will be made promptly. A person who participates in making such reports is immune from any criminal liability provided the report is made in good faith. The Board shall develop a program of in-service training in child abuse prevention for all elementary nurses, teachers, counselors, school psychologists and administrators.

The Board shall develop this program in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, school psychologist or administrator shall complete at least four (4) hours of in-service training in child abuse prevention within three (3) years of commencing employment within the school district.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

ALL students entering the Bucyrus City School District **MUST** have proof of required vaccinations or a completed exemption form **PRIOR** to starting school as required by law. **Your child will NOT be allowed to attend school without this information.** The Crawford County Health Department will check students' records and inform those parents whose child does not have the necessary immunizations. Any questions about immunizations or waivers should be directed to the Principal.

The Crawford County Health Department will conduct vision, hearing, and other screenings at various grade levels. If concerns arise from the results of the screening, referral letters will be sent to the parents. Health department nurses are available as resources for health information for families. The phone number is 419-562-5871.

The district requires immunizations of students on the following basis:

1. Kindergarten children must have a complete immunization record.
2. Immunization records are requested for all students transferring into the district schools. If the previous school does not forward a record of it, or it is incomplete, it will be the parents' responsibility to comply with immunization requirements for students.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
 - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization 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.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

LICE

To reduce the transmission of lice in the classroom, students will be screened or checked by school personnel who have been trained in the detection of lice.

Children identified with head lice infestations will be sent home with the parent, if possible. Children with working parents or those children who cannot be sent home will remain in school with restrictions on activities that require close contact. The parents will be notified by telephone, if possible, of the child's infestation and informed of the proper treatment of the problem. The students will be given a parent letter which contains information about lice and treatment instructions. For the child to be readmitted to school, parents will complete and return the Pediculosis (Head Lice) Treatment form, accompany the child on the day he/she returns to school, and wait until the child has been re-checked and cleared to return.

The head lice treatment process must be completed within 2 school days or the child will be considered unexcused which can result in the filing of truancy charges. If assistance is needed to secure lice treatment products, please contact the school office.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required

by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Administration to inquire about evaluation procedures, programs, and services.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

A student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; and /or scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to school secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, the Bucyrus Elementary School charges specific fees for materials/workbooks used in the course of instruction. **The fees for the school year will be dependent upon the consumable materials and workbooks purchased by each grade level. Parents will be notified of student school fees at the beginning of the school year.** This fee is to be paid by October 15th or within 6 weeks of enrollment. Students with unpaid fees will be denied opportunities to participate in field trips, assemblies, and other activities until fees are paid.

Student fees are waived for our families qualifying for free lunch. For students qualifying for the reduced lunch program, the cost of fees will be reduced by half of the full fee. These waivers do not apply to extracurricular activities and pupil enrichment programs that are not a course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

In accordance with O.R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

MEAL SERVICE

Bucyrus Elementary Schools participate in the National School Lunch Program and make lunches available to students for a fee of \$2.60 or \$.40 if qualified for reduced lunch. Milk is available for \$.50. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students need to pay for lunch each day and parents are encouraged to pay on a weekly basis. Exact change is recommended. If paying by check, make it payable to Bucyrus City Schools Food Service. **If sending money to school, please make sure the envelope is labeled with the student's first and last name, grade, the amount enclosed and the teacher's name. Students are not permitted to charge lunches. If money is sent for more than one child, the**

envelope must be clearly marked with the amount of money for each child with their first and last name. Payment can also be made on-line at the beginning of the school year. Parents can put money toward their child's account through E-funds for school through the school web site. Parents may monitor their child's account on-line through Lunchbox on the food service page of the district web site.

If parents wish their student to leave during the lunch time, she/he needs to come to the school office and sign out their student. The student needs to return by the end of his/her lunch period and be ready for class to begin.

Commercial food is not permitted to be brought to a student(s) to eat during lunch unless prior approval is received from the building principal.

Applications for the School's Free and Reduced-Price Meal program are distributed to all students. Parents are responsible for paying their student's lunch until the application is processed. **If a student had the free and reduced benefits last year at Bucyrus City School, they will receive the same benefit for lunch through the first 30 calendar days or when the application is processed, whichever comes first.** All families must complete a new application for the upcoming school year unless they receive a letter prior to school starting or within the first week of school that they have been approved through Direct Certification. If a student does not receive an application form and the parent believes s/he is eligible, please contact the school office.

A lunch consists of 5 components: grains, meat/meat alternatives, fruit, vegetable and milk. In order to be considered a student meal, the student must select three of the five components and one of the components must be a ½ cup of fruit or vegetable.

Free breakfast is served daily in the classroom from 8:05 AM to 8:35 AM. A free breakfast meal consists of 2 grains or 1 grain with 1 meat or meat alternative, fruit juice and milk. When 3 items are served, students must take the grain with a milk or juice. If there are 4 items served, students must take 3 items for the breakfast to be free.

Bucyrus Elementary students are allowed up to 3 charges. Once a student has reached the 3 charge limit, s/he will receive a peanut butter & jelly sandwich or cheese sandwich with a milk. If your student has a negative balance from the previous year, the negative balance will carry over to the current year. Please make payments as soon as possible by sending money with your student in a sealed envelope marked with your student's name, homeroom teacher, and grade, so the money can be deposited into the correct student account. Parents may also pay on-line through LunchBox which is on the school website www.bucyrusschools.org under Food Service.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

USE OF TELEPHONES/CELL PHONES

Parents/guardians may call the elementary school office from 7:45 A.M. until 3:45 P.M. As our school is responsible for the security and instruction of over 700 students, students will not be called to the office to receive telephone calls, and messages will not be taken by school personnel and relayed to students **except in a true emergency and with appropriate verification**. Parents should communicate after-school/pick-up plans with students before coming to school. Only calls of necessity are permitted by students with permission obtained from school personnel. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

While students may possess cell phones on school property, students are prohibited from turning them on and/or allowing them to be visible during the school day. Cell phones are not allowed to be out or on while riding the school bus. Student cell phones that are not kept off and out-of-sight during school hours will be confiscated and the parent/guardian must pick it up at the office.

VISITORS

Visitors, particularly parents, are welcome at the School. All visitors will need to request to enter the building at the outside intercom system, located at the main entrance. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should contact the school for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

VOLUNTEERS

The Bucyrus City Schools feel that parent involvement is a vital part of the child's educational development. The collaboration of the school and the home builds a successful system for the child. One way for parents to get involved in the educational system is to become a parent volunteer during the school day and at school activities.

The Bucyrus Elementary School has a volunteer program which would welcome your help during the school year. If you can assist the school as a parent volunteer, please contact the school office. Volunteers are required to have a BCI background check, at no cost to the volunteer, prior to being accepted in working with students.

The building principal and/or Superintendent of Schools reserves the right to limit the entry of any person to the school if there is reason to believe that the presence of such person is detrimental to the safety and good order of the school.

BUCYRUS ELEMENTARY SCHOOL P.T.O.

The purpose of the parent/teacher group is to promote better school, family, and neighborhood relations and communications through various social and fund raising activities. All parents are members of this group and are always invited to all meetings. Parents are encouraged to become active members of their schools' organizations.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

<u>Radio</u>	<u>TV</u>		<u>Website</u>
WQEL-92.7	WMFD Ch. 10	WCMH Ch. 4	www.bucyrusschools.org
WMRN-106.9	WKYC Ch. 3	WSYX Ch.6	www.wmfd.com/closings
Y-105-105.3	WTOL Ch. 11	WBNS Ch. 10	www.ohioradio.com
	FOX Ch. 8, 28	WEWS Ch. 5	www.wbcowqel.com

The School will also directly contact families by phone and e-mail using the SchoolConnects system. Parents and students are responsible for knowing about emergency closings and delays.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

USE OF THE MEDIA CENTER

The building media center is staffed by building aides. It is utilized as a computer resource and reference facility as well as a place where students may borrow books. Teachers may have students do projects in the media center that will enhance students' skills in using the various types of resources that are available. Students are expected to pay for lost or destroyed books. A charge will be assessed for any damage to equipment that has been a result of mistreatment.

All students will need to have a Bucyrus Public Library card in order to check books out of the schools' libraries. There will be a charge to replace lost library cards.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

LOST AND FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to request for approval within one (1) school day of their receipt.

The School has several bulletin boards which may be used for posting notices after receiving permission from the Principal.

SECTION II – ACADEMICS

COURSE OFFERINGS

CORE COURSES

English Language Arts
Mathematics
Science
Social Studies

SPECIALS

Art
Band (5th grade)
Choir (5th grade)
General Music
Health
Media
Physical Education

ACADEMIC PROGRESS

Bucyrus Elementary School strives to keep families informed as to the academic progress and areas of improvement for each student. In general, students are assessed based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas and will so inform the students at the beginning of the course. If a student/parent is not sure how assessments are conducted, s/he should ask the teacher.

The School applies the following grading system:

90 to 100 = A	Excellent Achievement
80 to 89 = B	Good Achievement
70 to 79 = C	Satisfactory Achievement
60 to 69 = D	Minimum Acceptable Achievement
0 to 59 = F	Unacceptable Achievement
S =	Satisfactory
N =	Needs Improvement
U =	Unsatisfactory

REPORTING PERIODS

Students will receive a report card at the end of each 9-week period indicating their performance for each course of study for that portion of the academic term.

When a student appears to be at risk of being retained, reasonable efforts will be made to notify the parents so they can talk with the teacher(s) about what actions can be taken to improve student performance.

As stated in our School Board Policy, the parents of a student showing the possibility of being retained must be notified prior to the end of the first semester so any interventions may be developed and implemented.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction,

career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, attendance, performing arts, citizenship, and volunteerism.

Recognition for such activities is initiated by the staff and coordinated by the office.

Perfect attendance will be considered as no absences or partial times out of the building.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

STUDENT ASSESSMENT

State-mandated assessment tests are given to Grades 3, 4, 5 students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

The Developmental Reading Assessment (DRA) is given three times per year and the spring state diagnostics in math, reading, and writing given in the spring with students' results sent home to parents.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

SPECIALIZED PROGRAMS

Enrichment Education: All second grade students are administered the Terra Nova and InView tests in the spring to identify students who may be eligible for the enrichment education program. Teachers and/or parents may recommend students for

enrichment education evaluation. The school district ensures equal opportunity for all district students identified as gifted to receive any services offered by the district.

Individuals with Disabilities (BOE Policy 2460): The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school board office at 419-562-4045 to inquire about evaluation procedures and programs.

LEP (Limited English Proficient): The school district follows the guidelines from the U.S. Department of Education, Office for Civil Rights, regarding its legal obligation to language minority students. The school district identifies all students whose primary or home language is other than English. An assessment is administered to those students to determine if they are limited English proficient and need special language assistance to effectively participate in the district's instructional program. The district then decides and implements the instructional program that best meets the educational needs of the students.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in the core academic subjects including English Language Arts, Mathematics, Science, and/or Social Science.
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

EDUCATIONAL OPTIONS

The Bucyrus Board of Education affirms that an effective educational program is one that provides opportunities for student learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement and, sometimes, to supplant the regular school program.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as curricular opportunities to improve, expand, and enrich student learning experiences and perspectives.

Independent study, tutoring, travel, monitoring, correspondence courses, and college courses are representative, but not all-inclusive, of what the board views as educational options supplementing the regular school program.

When initiated, educational options must adhere to these criteria:

1. The parent(s)/guardian(s) must provide written approval for students under eighteen (18) years of age to participate. A copy of the written approval must be retained in the school files. Students eighteen (18) years of age or older must submit a written request to participate. This request will be kept on file in the office of the principal.
2. An instructional plan that contains written measurable objectives must be submitted to and approved by the superintendent or his/her designee.
3. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, faculties, and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions, for students participating in an option as a substitute instructional plan, will consider pupil performance relative to the objectives of the option.
5. The instructional plan will include a written plan for the evaluation of student performance.
6. A maximum of six credits may be applied to those required for graduation for grades nine through twelve. No more than four of the six credits will be applied

- to the credits required for graduation in English, health, mathematics, physical education, social studies and science.
7. In tutorial programs and programs of independent study, a certificated teacher will provide both the instruction of and evaluation of students. In all other cases, including correspondence courses, a certificated teacher will provide only the evaluation of student progress.
 8. The instructional plan will include a written plan, including a time line for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.
 9. Principals, other administrators, counselors and teachers shall take a proactive stance in being alert to the possibilities of implementing educational options that may provide a beneficial learning experience for students.

Fees will be established, as needed, for education options. Participating students will be expected to pay fees upon beginning the option. All classes are one semester in length unless stated. Attendance for all four years grades 9-12 is important to attain the full benefit from the educational programs offered at Bucyrus High School. Therefore, all students shall be scheduled for the full instructional day for all four years. Exceptions may be made to accommodate placement into college courses, vocational programs, or other "educational options opportunities."

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to

participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory agreement regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or staff if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
 - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
 - J. Downloading of information onto the Board's servers is prohibited, without prior approval from District Technology Coordinator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
 - K. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or a staff member. All such authorized communications must comply with these guidelines.

- L. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- N. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- O. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- P. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- Q. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the District Technology Coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose.
- R. Game playing is not permitted at any time.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION III - STUDENT ACTIVITIES

RECESS POLICY/EXCUSES

Students in grades K-5 will have recess. It will be ten to fifteen minutes in length. All students are expected to go outside at recess time unless the weather is inclement or the temperature and/or wind chill is below 20° F. Parents should see that students are dressed for playing outside. Recess is more than just a short break from academics. Recess provides social opportunities for students to develop friendships and to learn how to cooperate, get along, and give and take. Students may be excused from recess when recovering from a recent illness when they have a note from their parents, not to exceed five (5) days. Parents wishing students to be excused from recess for extended periods need to have a physician's statement indicating the reason.

PHYSICAL EDUCATION

The Board endorses physical education as an important element in the overall development of students. Pupils will be excused from classes in physical education if they

have a signed statement from a physician stating the reasons why the child cannot participate. The instructor may also excuse those who are obviously ill, or pupils who are still convalescing from an illness or injury. The physical education instructor should first check with the building principal before denying a parent's request to excuse a child from physical education class.

All students shall be required to wear rubber soled tennis shoes or soft soled shoes during the physical education period. This is for their safety and protection as well as to preserve the gym floor surface. Street shoes and stocking feet are not allowed on the floor. Boys should be required to wear their regular school clothes. It is a good policy to have girls wear shorts under their dresses or skirts whenever the program calls for participation in various exercises, tumbling or stunt activities. Pupils should be instructed to keep their shoes clean and all shoe strings tied. Dirt on shoes will be cleaned off by the student before using the gym floor. Dirt on the gym floor makes it very slippery and dangerous.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

Students attending evening events as non-participants must be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

EACH SPECTATOR IS EXPECTED TO:

- A. Remember that s/he is at a contest to support and cheer for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- B. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- D. Learn the rules of the game so that s/he may understand and appreciate why certain situations take place.
- E. Show respect for the opposing players, coaches, spectators, and support groups.
- F. Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- G. Respect the integrity and judgment of the game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in the full view of the public.
- H. Recognize and show appreciation for an outstanding play by either team.
- I. Refrain from the use of controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- J. Use only those cheers that support and uplift the teams involved.
- K. Recognize and compliment the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship. This includes communicating with spectators during the event what is acceptable and unacceptable behavior.

- L. Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. 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 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 his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

EDUCATIONAL OPTIONS/ONLINE LEARNING

Any student enrolled in the educational options program will be required to log into coursework daily. Student attendance will be based on student's daily entering online coursework per our district calendar.

Progress will be monitored based on the number of hours logged and/or course work completed.

NOTIFICATION OF ABSENCE

When possible parents should provide a written excuse prior to a student's absence. If prior contact is not possible, a parent/guardian must notify the school by 9:00 am providing an explanation. For any absence throughout the school year, students will

have two (2) school days from the date the student returns to school to submit documentation. Without a parental excuse, 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.

Non-verified documentation includes parental excuses for the absence.

Verified documentation includes doctor's excuses, court documentation, etc.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness
- B. illness in the family
- C. doctor/dentist visit
- D. court appearances
- E. military related absence
- F. quarantine of the home
- G. death in the family
- H. necessary work at home due to absence or incapacity of parent/guardian
- I. observation or celebration of a bona fide religious holiday
- J. such good cause as may be acceptable to the Superintendent

OVER TEN DAYS STATUS

Parents may excuse their students up to ten (10) days (non-verified absence), less any days of unexcused absence. A student reaching a total of ten days of parental excuses is placed on OVER TEN DAYS (OTD) STATUS. When a student is on OTD STATUS, only verified documentation will be accepted to excuse the absence. Any other excuse must be approved by the Principal, Associate Principal or designee. Once on OTD STATUS, notes from parents/guardians will not excuse an absence.

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 his/her parents shall be subject to the truancy laws of the State of Ohio.

No credit shall be given for any school work not completed as a result of truancy.

Four (4) unexcused incidents of tardiness will be counted as one full day of unexcused absence which will be included in absence calculations for determining truancy.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an unauthorized absence and will be counted toward calculations for determining truancy. A student who is suspended shall be permitted to complete any classroom assignments missed because of suspension. The number of days for completion of makeup work will be equivalent to the number of suspension days.

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's parent/guardian fails to cause the student's attendance the school will act in compliance with State law and Board Policy 5200.

To guarantee every student the opportunity to succeed, Bucyrus City Schools has adopted the following procedures to notify students and parents or guardians of the student absences and possible court action:

- 2 unexcused absences- Letter to Parent/Guardian
- 5 unexcused absences- Notification of Truancy Officer
- 8 non-verified absences- Conference with Parent and Student
- 10 non-verified absences- Placement on OTD Status
- 12 unexcused absences- Referral to Juvenile Court

HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the office.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact teacher as soon as possible to obtain assignments.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the guidance councilor to arrange for administration of the test at another time.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

Book Bags, Back Packs, Gym Bags and Large Tote Bags

Book bags, back packs, gym bags, large tote bags and similar types of items will not be permitted to be taken into classrooms during the school day. These items must be kept in the student's locker. Acceptable bags should be such a size that a text book will not fit inside.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

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

A major component of the educational program in Bucyrus City Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

I. MINOR VIOLATIONS

1. Insubordination and Disrespect:

A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is

under the authority of school personnel. A student is disrespectful when “talking back” to, arguing or making disrespectful comments directed at staff members or about staff members.

2. Tardiness:
A student is tardy when failing to report at a prescribed time and place.
3. Class cutting:
A student cuts a class when he/she fails to report to a class or assignment.
4. Truancy:
A student is truant when absent from school without school authorization and parent consent. A student may not leave school property during school hours without the permission of his or her building principal or the principal’s designee. Penalties for unexcused absences shall range from detention to a referral to court and/or the court’s revocation of the student’s driver’s license.
5. Loitering:
A student is loitering when standing, sitting, or a delay in moving through areas of the building or on school grounds in a way that may cause disruption of some activity or function.
6. Minor violations of bus conduct requirements:
Defined as activities which pose or tend to pose a danger to the safety operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver’s attention. Note that a student engaging in any conduct on a school bus which is and of itself would violate a Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. Bicycle use:
Students may ride bicycles to and from school, however, they must walk beside their bikes while on school grounds for their safety and the safety of others.
8. Distribution of unauthorized materials:
A student shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of “abusive, harassing, and/or disrespectful behavior” in Section III may result in an out-of-school suspension or expulsion for the first violation.
9. Inappropriate appearance:
A student shall not appear in school or at a school-sponsored or related event or activity in unkempt student dress. The appearance of a student is the responsibility of the student and his/her parents. However, if and when dress and grooming disrupt the learning process for the student, other students, or the learning climate of the school, these become matters of administration action involving the students and/or parents.
The following list stipulates some of the basic requirements of a Bucyrus student.
 - Hats, headbands, bandanas, and/or other types of head dress are not permitted.
 - Sunglasses and non-prescription glasses are not to be worn during the school day.
 - Students will no longer be permitted to wear Yoga pants/capris, or leggings NOT worn under a skirt or shorts. Students are not permitted to wear pajama bottoms.
 - All pants must have zipper fly or button fly, belt loops, button or snap closure or a means of keeping the pants/shorts up on the waist. Rolling down the waistline of sweatpants and athletic pants is not permitted.
 - No shorts permitted during the 2nd or 3rd nine weeks.

- Capri's permitted year-round provided they extend below the knee.
- Shorts, skirts and dresses above the knee are not permitted during second or third nine weeks. Skirts and dresses are permitted year round if part of school sponsored activity or if skirts and are worn with leggings that extend below the knee.
- Students are not permitted to wear flip flops, slides, pool or beach shoes, or house slippers.
- All shirts must have sleeves intact. No cutoff shirts permitted either at shoulder or waist. Bare shoulders cannot be exposed.
- No plunging necklines permitted unless worn with a crew neck or collared shirt.
- Students are not permitted to wear zip-up hoodies, hooded sweatshirts, jackets, fleece or outerwear (including North Face, Columbia, etc), varsity jackets. These items may be worn to and from school but must be placed in the locker by 7:50 AM.
- Clothing shall not contain any profanity or sexual connotation.
- Clothing shall not defame any groups, nor shall the clothing advocate drug, alcohol, or tobacco use.

In addition to the above mentioned items, students are expected to be clean and dressed in good taste and shall not in any way disrupt the instruction of students. **In any case, the building principal and/or his/her designee shall determine what is in good taste, what is disruptive of the instructional process or what constitutes a dress code violation.** Violation of the dress code may result in, but are not limited to: parent contact, removal from school to change clothes, requirement to wear school-issued clothing, detention, Thursday school, or suspension from school. Any absences or time missed due to a dress code violation will be considered unexcused.

Coaches, advisors of extracurricular activities, and teachers of lab, shop, and physical education courses are authorized to establish any specific, reasonable dress or grooming requirements that they deem suitable for participation in their activity with approval of the building principal.

10. Electronic devices/cellular telephones:

A student is not permitted to carry electronic devices/cellular telephones on their person between 8:20 am and 3:20 pm. A student may keep electronic devices/cellular telephones in their lockers in the off setting. The administration reserves the right to confiscate any item considered to be inappropriate for a school setting. Electronic devices/cellular telephones will be confiscated if they are not kept in the students' locker/cubby in the off setting between the prescribed times. All confiscated electronic devices/cellular telephones will be returned only to a parent/guardian.

11. Failure to complete detention:

A student shall not fail to serve an assigned detention.

12. In halls without permission or misuse of a hall pass:

A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer a hall pass to another student or misuse a hall pass.

13. Minor disruption and/or removal from class:

A student will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as “abusive, harassing, and/or disrespectful behavior” in Section III may result in out-of-school suspension or expulsion in the first instance.

14. Leaving the building without permission:
Once a student arrives on school property, the student may not leave the school property or assigned area before the specified dismissal time except with the consent from the Attendance Office or an administrator.
15. Use of inappropriate language:
A student shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of “abusive, harassing, and/or disrespectful behavior” as described in Section III may subject a student to suspension or expulsion for the first violation.
16. Inappropriate display of affection:
A student will not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
17. Other misconduct:
Any misconduct which is contrary to the school’s educational mission is prohibited. This includes, but is not limited to assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Any student assisting other students in the violation of school rules is subject to disciplinary action as deemed appropriate by the designated school official.

II. MISCONDUCT FOR WHICH SUSPENSIONS MAY BE IMPOSED

18. Tobacco:
A student shall not possess, smoke, smell of or otherwise make use of tobacco, of any kind, tobacco products or paraphernalia in the school buildings, on school buses, on school property, or at school sponsored activities. This includes nicotine cessation patches and/or gum as well as electronic smoking simulation devices.
19. Gambling:
A student shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
20. Honor violations:
A student shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information including refusing to give proper identification or giving false information to a staff or substitute staff member.
21. Injurious behavior:
A student will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, play fighting, etc.
22. Violating acceptable use policy:
A student shall not use school-owned computers in a manner that violates the school’s Acceptable Use Policy.
23. Trespassing/Burglary:
A student shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of

the school principal of that building. A student is not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. A student is not permitted in the school building at such times as the building is closed. Burglary is defined as entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

24. Disobedience to authorized staff person:

A student shall not be disobedient to a directive from an authorized staff person at any time, including refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in-school discipline to fulfill his/her assignment.

25. Misuse of facilities and equipment:

A student shall not use school facilities and/or equipment for uses other than those which were intended. Restitution for costs for repair or replacement will be part of the disciplinary action.

26. Commission of any of the acts of misconduct specified in Section III of this policy, dealing with grounds for expulsion.

27. Failure to complete minor disciplinary sanction:

A student who fails to complete an assigned minor disciplinary sanction, such as Thursday School, in-school discipline, or an alternative school assignment will be subject to suspension.

28. Repeated minor violations:

Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first repetition, while others will result in an out-of-school suspension after several repetitions.

III. MISCONDUCT FOR WHICH EXPULSIONS MAY BE IMPOSED

29. Abusive, harassing, and/or disrespectful behavior:

A student shall not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, religious, prejudicial or disrespectful actions; harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. A student shall not publish or distribute materials meeting this description.

30. Vandalism:

A student shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Restitution of damages will be part of the disciplinary action.

31. Fireworks and explosives:

A student shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.

32. Assault:

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another, regardless of whether it causes injury. Acts of harassment and hazing

are considered assault as well and will not be tolerated. These acts also include, but are not limited to, verbal threats &/or threats made via texting, messaging, or other forms of electronic communications.

33. Fighting:

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up), threats made via texting, or any conduct towards another person that could lead to harm to another person or bystander. These acts also include, but are not limited to, verbal threats &/or threats made via texting, messaging, or other forms of electronic communications.

34. Weapons and Dangerous Instruments:

A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordnances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. A student shall not possess live ammunition on school property. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

35. Involvement with alcoholic beverages:

A student shall not possess, transmit, buy, sell, conceal, use, distribute or be under the influence, or smell of any alcoholic beverage, at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.

36. Involvement with drugs and drug paraphernalia:

A student shall not possess, use, transmit, buy, sell, offer to sell, distribute or conceal any of the drugs defined as a “drug of abuse” in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as “Counterfeit Controlled Substance” in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, offer to sell, distribute or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, “look alike” drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug

usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his/her professional judgment, the administrator may send the student home in the custody of his/her parents.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

37. Theft of school or private property/possession of stolen property:
A student shall not take, attempt to take, be in the possession of, or be an accessory to taking School District or private property. The School District is not responsible for personal property.
38. Arson/attempted arson/possession of incendiary device:
A student shall not attempt to or act to set a fire on school property. A student shall not attempt or burn any items on school property or school functions. A student shall not possess or use any incendiary device on school property or school function.
39. Disruption of school:
A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
40. Extortion/Shakedown/Strong-Arm:
A student shall not engage in any act, verbal, written, or physical, to secure or attempt to secure money or property.
41. Making false fire alarms and bomb threats:
A student shall not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.
42. Violation of local, state, or federal laws/Violent Conduct:
A student shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations. Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral of the student for criminal prosecution or to juvenile court.
43. Hazing:
A student shall not participate in hazing or other degrading or disgraceful acts. Hazing of any kind, including but not limited to race, gender, sexual orientation,

ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited.

44. Violation of Board of Education policies or School rules and regulations:

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

Such policies and rules and regulations will be posted in school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.

45. Sexual harassment/bullying:

The harassment and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. A student engaging in such conduct will be subject to disciplinary action. Some prohibited acts that constitute sexual harassment may include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical assault;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestions or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment; "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.
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, remarks about one's own sexual activities or sexual history; and
- I. consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Bucyrus City 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 House Bill 276 and House Bill 116, means any intentional written, verbal, graphic or physical act including on-campus or off-campus cyberbullying (electronically transmitted acts i.e., Internet, cell phone, personal digital assistant, or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school

personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, via “Cyber-bullying”, 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 student/school personnel 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 student/school personnel.”

C: Violence within a dating relationship. “Dating violence” is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person’s dating partner. A “dating partner” is “any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether, casual serious or long term.”

Any student who believes that he or she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building principal or other administrator whom the student feels comfortable or fill out the written reporting form located in the middle school and high school offices. Anonymous reports may be submitted to the appropriate building administrator as well as through an online reporting form found on the District website www.bucyrusschools.org. Administration, guidance staff and teaching staff will develop strategies with student victims, witnesses, and third party reporters to prevent retaliation for reporting incidents of bullying, harassment and intimidation. Such incidents of retaliation may result in disciplinary action, including suspension or expulsion from school, or legal action. Students who provide false reports of harassment, intimidation, or bullying, may face disciplinary action, including suspension or expulsion from school, or legal action.

46. Failure to provide evidence/providing false information/lying:

A student is expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. A student shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.

47. Sexual conduct/Possession of sexually explicit materials:

A student is not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or otherwise under school authority. A student may not possess sexually explicit materials on school property.

48. Retaliation:

A student is not permitted to engage in retaliation toward any student that may have bore witness to acts perceived by another student.

49. Terroristic Threat:

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

50. Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed:

If, after an out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

LEGAL REFS: O.R.C. §3313.661,3313.666

DISCIPLINE

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, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed, to providing prompt, reasonable discipline consistent with the severity of the incident. Two (2) types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the School. It includes: writing assignments; change of seating or location; pre-school, lunch-time, after-school detention; in-school discipline; Thursday school, Saturday school and/or School Service

Building administration may also refuse participation in extracurricular activities such as Prom, Homecoming, dances, athletic events, spirit or class activities, or non-academic field trips to any student who has been formally disciplined, is chronically or repeatedly absent or tardy, and/or is not meeting minimum academic standards.

DETENTIONS

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, one (1) year in limited circumstances, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. Removal for less than one (1) school day without the

possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

ALTERNATIVE SCHOOL

Alternative school is an alternative to out-of-school suspension that is assigned to a student by a building administrator. Students are removed from the building and will receive instruction in a separate location. Students will be assigned to alternative school when a student's behavior is not consistent with the educational process. Students are required to attend alternative school. Student absences will count against his/her attendance. Student work completed in alternative school will be counted toward his/her class grade. Students must complete all assigned days and must make-up all absences occurring during the placement.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student, in writing, will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) school day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten [10] days after receipt of the suspension notice. If the assistant principal issued the suspension, the appeal will be to the principal. If the principal issued the suspension, the appeal will be to the superintendent. Any appeal of the superintendent's decision will be made to the Court of Common Pleas. If the superintendent imposed the suspension the appeal will be to the Board of Education. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony.

If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students and parents may obtain representation for the expulsion hearing. Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen [14] days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

SURVEILLANCE CAMERAS AND STUDENT PRIVACY

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the buildings, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. When a tape (tape also refers to an digital information) becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape is and will remain confidential, and may be viewed by designated school officials, or law enforcement agencies as deemed necessary. If the tape shows any students other than the student involved, the other students privacy must be protected. Therefore, the tape will be treated as any other student record, and the school has the obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape may become evidence at a criminal hearing, and will probably become a public record. Under such circumstances, the tape is under the control of the courts (not the school).

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items which have been confiscated.

INTERROGATION OF STUDENTS

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 public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, is pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

This section (Section 4 - Student Conduct) adopted by the Board of Education
07/24/14

SECTION V – TRANSPORTATION

SCHOOL ARRIVAL AND DEPARTURE

Children are to arrive at school in the morning no sooner than 8:05 A.M., unless they ride a bus since supervision is not provided prior to this time. Students are to enter the building through their assigned grade-level entrance immediately upon their arrival at or after 8:05 A.M. and go to their homeroom.

Students that walk should be reminded to cross the streets in cross-walks only after looking several times in both directions. Bucyrus Elementary School has traffic monitors located at street crossings to assist students. At dismissal, students are not permitted to linger on the playground and are to go directly home.

Designated drop-off areas in the morning are: Woodlawn Avenue and South East Street curbside areas, and the south alley. These “drop and go” areas provide quick exits after students leave their vehicles. If parents need to walk their child to a school door, they should park in the lots at Bucyrus United Methodist Church, please. Unauthorized pets/animals are not permitted on school property.

Parents picking up students after school should arrive no earlier than ten (10) minutes before dismissal and are asked to wait outside the building. Older students who are picking up elementary students are also to wait outside the building. Any inappropriate behavior by older students will be cause for those students not to be allowed in or on the school property.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

PARKING TO PICK UP STUDENTS

Large traffic jams have been a problem, especially in poor weather. We encourage you to allow your student to walk to and from school, if feasible. If it is necessary to pick him/her up, please park so that vehicles are not blocked from entering or exiting the school grounds. Also, do not block the street by double parking or waiting in the roadway to pick up the student and do not block the crosswalks. Those people doing so may be subject to fines by the Bucyrus Police Department.

GOING HOME WITH A FRIEND

If your child is to go home with someone other than you or by other means than they usually do, we ask that you send a note to school with your child indicating that they have permission to go with that person. Please be aware that students are not allowed to ride a different school bus, or exit the bus other than at their regular stop.

BUS TRANSPORTATION TO SCHOOL

The School District provides transportation for students who live 1.5 miles or more away from the elementary building and within the school district boundaries.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or the Principal's designee.

The principal or principal's designee may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

SURVEILLANCE CAMERAS AND STUDENT PRIVACY

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the buildings, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. When a tape (tape also refers to an digital information) becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape is and will remain confidential, and may be viewed by designated school officials, or law enforcement agencies as deemed necessary. If the tape shows any students other than the student involved, the other students privacy must be protected. Therefore, the tape will be treated as any other student record, and the school has the obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape may become evidence at a criminal hearing, and will probably become a public record. Under such circumstances, the tape is under the control of the courts (not the school).

BUS CONDUCT

Students who are riding to and from school or special field trips on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

PRIOR TO LOADING

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;

- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

DURING THE TRIP

Each student shall:

- remain seated while the school transportation is in motion; keep head, hands, arms, and legs inside the school transportation at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

EXITING THE SCHOOL VEHICLE

Each student shall:

remain seated until the vehicle has stopped; cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus may be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

BICYCLES

Students (from grades 1 to 5) are permitted to ride bicycles to school provided they follow the following guidelines:

1. When reaching school property, bicycles should be dismounted and walked on to the school grounds.
2. After school, students should also walk their bikes to the edge of the school grounds prior to boarding them.
3. Bicycles are to be parked in bicycle racks provided at school. It is advisable for the students to have locks for their bicycles.
4. Skateboards, roller blades/skates, scooters, “wheelie” shoes, and wheeled book bags are not permitted.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3**
- **Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**

- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**
- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**
- **Application to Drive Vehicles on School Property Form 5515F1**
- **Parental Authorization and Release from Liability Form 5515F2**
- **Request that Directory Information Not be Released to Recruiters Without Prior Written Consent Form 8330F13**
- **Parent Permission for the District to Communicate About a Student with Parent via Facsimile and/or Email Form 8330F4a**