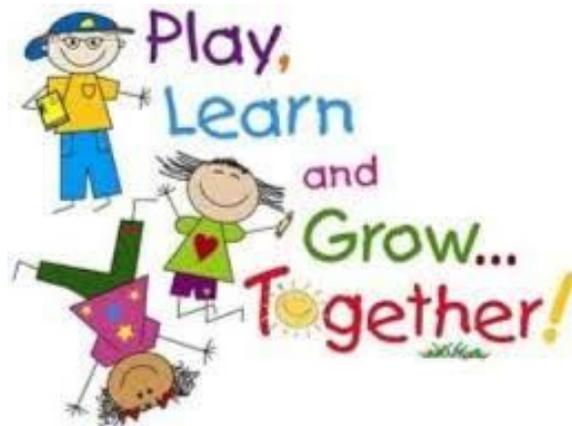




East Canton Elementary Student Handbook 2017-2018



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Mrs. Rebecca Carter
Elementary Principal
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Introduction

This elementary handbook has been prepared to assist parents and students of East Canton Elementary School to have a clear understanding of the rules and regulations that govern our building and the students, parents, and staff associated. Board policies and our experiences over the past years have formed the basis of these policies, which are necessary for the orderly and systematic operation of our schools.

At East Canton Elementary, we work to exemplify PRIDE. Showing Hornet PRIDE means being Prepared, giving Respect, having Integrity, showing Dedication, and giving Effort at all times. At school, we expect PRIDE in all areas of the school day including non-structured areas such as the hallway, restroom, busses, and recess time. We are hopeful that parents will support the PRIDE philosophy at home as we work as a team to educate life-long learners and responsible citizens. Maintaining open and positive communication channels is a vital step in fostering a productive, educational environment. Thank you for allowing us to be a part of your team!

Please feel free to contact us at any time with inquiries or suggestions. We are looking forward to a wonderful year of growing and learning!

Mrs. Rebecca J. Carter
Elementary Principal

Today is
your **DAY!**
Your Mountain
is waiting
so get on
your **WAY!**



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Statement of Philosophy

Each individual student has the right to be recognized as a unique and worthwhile person. Therefore, it is the purpose of East Canton Elementary School to provide educational experiences that will assist its students to develop abilities and attitudes that will enable them to develop their full potentials and become contributing and responsible members of society.

This institution is an equal opportunity provider and employer.

District Mission Statement

Our school is the heart of our community. Our students are the present and the future of our society. We have a responsibility to our community, students, and society as a whole to provide the best education possible. To this end, the mission of The Osnaburg Local School District is as follows:

- *To provide a strong sense of teamwork and a family atmosphere that encourages a partnership among students, staff, parents, and community members.
- *To promote understanding, appreciation, and respect for all people within our community and the world, regardless of race, creed, and religion.
- *To maintain a physically, emotionally, and academically secure environment for all students, regardless of ability, that nurtures self-motivation and recognizes individual self-worth.
- *To establish the highest student expectations that demand responsibility, nurture goal setting and encourage problem solving and decision making, while giving opportunities to turn failures into successes.
- *To provide academic, extracurricular and co-curricular programs to ensure that every graduate will be prepared for employment or for continued education.
- *To recognize the value of the entire staff and to provide the support necessary to ensure the highest level of competence and professional growth.

By embracing these elements, the Osnaburg Local School District will establish an environment which promotes lifelong learning where people value the relevance of education and appreciate the aesthetic aspects of life.

Goals

1. Teach children to care about themselves and others and to show “caring” by the way they behave.
2. Help children learn to respect and get along with others.
3. Help each child achieve academic skills appropriate to the child’s ability.
4. Help children develop good character.
5. Teach children that learning is enjoyable and that it goes on for a lifetime.
6. Encourage good citizenship and respect for democracy.
7. Develop basic skills for everyday living.
8. Teach children to use television, newspapers, books, computers, technology, etc. as learning tools.
9. Develop health and safety habits.
10. Model and Encourage Hornet PRIDE (preparedness, respect, integrity, dedication, & effort)

If parents have the same intentions for children as the school, we will help each other. If not, someone has a bigger job than he/she would have without the other partner. We urge you to work with us and keep us informed about your children, our students.

Tuition

Only the Board of Education can accept tuition students. If a student's attendance on a tuition basis is approved, the amount of tuition is established by the State Department of Education and the Treasurer of the Board of Education. The full tuition amount must be paid prior to a child attending school.

Admission Requirements

1. As of July 13, 1990, no child shall be admitted to first grade without completing kindergarten successfully with a developmentally appropriate curriculum. According to House Bill 738, a child who will be five years old on or before August 1st of that school year may enter kindergarten. Children enrolling in Kindergarten will be screened to assess the child's strengths and weaknesses. Screening will be conducted in April or May.
2. A student who has attended school elsewhere and who moves into the district during the year from a school district having a different entrance age shall be assigned to the grade as indicated in his/her school record regardless of his/her date of birth.
3. Pre-school age children will have a screening opportunity so as to determine strengths and weaknesses. Pre-school age children may be eligible to enroll in the East Canton Little Hornets Preschool if the child will be four years old on or before August 1st of that school year, or if the child has been screened and is found to need Special Education services or related services such as Speech.
4. When enrolling, a new student must provide proof of residence such as a current utility bill or a rental agreement.

- **Determination of Age**

The presentation of a birth certificate shall be required for each child entering kindergarten or the first grade upon admission to Osnauburg Local Schools.

- **Legal Guardianship**

Residents of the school district shall submit proof of legal guardianship of children other than their own who reside within their homes before such children can be admitted to the schools.

- **Transfer Students**

All students who transfer from another school system must present birth certificate, immunization records and progress report. Any student entering Osnauburg Schools from another school system will be given a place in the grade indicated by his/her previous school. However, if he/she fails to adjust academically, he/she may be assigned to another class or grade.

- **Student Personal Records**

To operate in an effective manner, it is necessary to maintain a complete record of a student's school progress. The cumulative data included in this record is:

1. a directory of information such as: name, address, phone number, parent, legal guardianship, etc.
2. a history of the student's scholastic achievement
3. pertinent personal information, such as family and emergency phone numbers, etc.
4. health information
5. test results

This record is valid and useful throughout the entire school career of the child and must be kept current. If information becomes obsolete please notify us so that we make the necessary additions and corrections.

- **Release of Student Personal Records**

An elementary student's record is available for review by parents upon written request to the principal. A signed release from the parent of any student must be obtained to release any part of a student's record to another party or institution.

Preschool Information

The Stark County Integrated Pre-School Program is available to children who are currently delayed in one or more areas of development. The program operates at ten sites – five days per week with half-day sessions offered August through June based on the school calendar. The activities presented in the SCIP program are age-appropriate learning experiences intended to facilitate the goals of the pre-school for each individual child. The pre-school environment is designed to enhance the development of self-confidence, self-expression, curiosity, enthusiasm and the ability to interact effectively with other children and with adults. The environment is designed to further the development of problem solving skills, the achievement of independence and the development of cooperative abilities.

The East Canton Little Hornets Pre-School Program provides a comprehensive pre-school program for four year olds including education, nutrition, mental health, health, social services and parent involvement. The program operates five days per week with two and three-quarter hour sessions offered August through May based on the school calendar. Participation in the program helps children develop physically, emotionally, socially and intellectually through both play and teacher-directed developmentally appropriate creative activities. There is a separate Preschool Handbook available detailing the Little Hornets Preschool Program.

Immunization Requirements

The following requirements are established for the health and safety of all students and in compliance with state and local health laws effective 1/12/2017 for students entering Kindergarten and each year after that. Students may be excluded from school for the failure to comply with these requirements. Proof of immunizations must be provided for the school nurse to examine.

Requirements are as follows:

1. Four doses of Dtap, DTP or DT in any combination (5th dose may be required)
2. Three doses of IPV (four doses if combining IPV and OPV)
3. Two doses of measles, mumps and rubella (MMR) vaccine
4. Two doses of Varicella (chickenpox) vaccine
5. Three doses of hepatitis B vaccine

Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

In accordance with statute, the Superintendent shall require, from the parent of each student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel to participate in a District-approved enrichment or extracurricular activity (up to a maximum of twenty-four (24) hours per school year)
Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. such good cause as may be acceptable to the Superintendent

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

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. take appropriate legal action
- B. assignment to an alternative school

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Reminders:

1. A child should be kept home only if he/she is ill or has symptoms of a contagious disease.
If a child is showing symptoms of a contagious disease such as fever, vomiting, or diarrhea, the child should remain home from school for 24 hours *after* the symptoms end.
2. Parents MUST call the school by 9:00 am the day of a child's absence to report the child off from school.
3. Absences not followed by a written excuse are recorded as **unexcused**.

Vacations

Parents must call the office to receive a form in order to notify teachers of their planned absence at least one week prior to vacation. The vacation form can also be accessed through our district website under the Elementary School tab.

The vacation excuses may include up to 30 instructional hours with full make-up privileges and must be approved by the building Principal. Students will receive their make-up homework *after* they return from vacation. The length of time for completion of make-up work shall be commensurate with the length of the absence.

School Hours K-5

Arrival	7:20 am
Classes begin	8:05 am
Bus and Car Dismissal	2:45 pm
Walker Dismissal	3:00 pm

1. When the building opens at 7:20a.m. all students are to report to the Gym and will be supervised by Staff Monitors.
2. Breakfast begins in the Cafeteria at 7:45a.m. There will be a Monitor in the cafeteria supervising students.
3. Adult supervisors are on playground duty at each recess and in the lunchroom.
4. Supervision of the corridors and restrooms are provided by the teachers and staff.
5. Children are under the supervision of a staff member at all times during the day.

Homework

When a student is absent for two days parents may request homework for their child. If a child is going to be absent for a period of time and homework is desired, please call the school office by 9:00 am and arrangements will be made with the child's teacher to have homework sent to the office to be picked up. Please do not go to the classroom during instructional time as we attempt to keep classroom interruptions at a minimum.

The matter of homework is largely dependent upon the age and ability of the pupil. There are instances when homework assignments are necessary for accomplishment of a project or unit of study. If your child seems to have a large amount of homework, it may indicate that he/she is not completing in-class assignments.

Most parents will agree that properly directed homework helps to build skills, creativity, and independent study habits. Such homework also helps parents to know more clearly the philosophy and curriculum of the school. When parents better understand the purpose of homework, they can see their roles more clearly and tend to see that the policy is carried out in the home.

Parents are asked to:

1. Show a positive interest in homework and in the child's school-work.
2. Cooperate with the teacher to make homework more effective.
3. Provide the child with a suitable place and quiet time for homework.
4. Serve as a consultant but do not do the homework for the pupil.
5. Offer encouragement and help and yet not increase a child's dependence on the adult – either parent or teacher.

Requests for Change in School Routine

Early Dismissal

To change instructions for the day parents need to send a note to school with the student that morning. If an emergency occurs through the day, such as a doctor appointment,

change of work hours, etc., parents MUST call the school by **2:00pm** with the change. After 2:00p.m. NO DISMISSAL CHANGES will be accepted. Please remember convenience is not an emergency. We are working to ensure all students are dismissed safely and expediently. We appreciate your help in this matter.

Students are not permitted early dismissal for such things as shopping, attending ball games, etc. Only legitimate excuses are accepted. Students are required to bring a written excuse stating the specific reason for the early dismissal or parents may fax a statement indicating such (330.488.4014). At the time a child is to be dismissed, the parent must come to the Door #1 office to sign the early dismissal slip. The child can then be called to the office.

Student Withdrawal

The following procedure must be followed:

1. Notify the school office one week before the child's last day.
2. Return all books and property.
3. Pay all monies owed to the school.
4. When authorization is received from the new school, records will be mailed (progress reports, attendance, health reports, birth certificate, etc.).

School Fees and Charges

Report cards will be held for nonpayment of fees, pictures, books not returned, and overdue latchkey payments. Please be cognizant that these fees do not disappear and will follow the student through the academic years and could prevent graduation. Also, all past latchkey fees must be paid to enroll in latchkey each year. Unpaid fees may prevent participation in School Sponsored activities.

Books and Materials

1. All textbooks that a child needs are provided by the Osnaburg Local Board of Education. If any are lost or damaged, children or parents must pay for them.
2. Some consumable supplies, such as workbooks, must be purchased by the students through student fees.
3. Book bags with wheels are not permitted.
4. Pencils, rulers, paper, glue, crayons and personal supplies are to be provided by the parents throughout the school year.
5. Under Ohio Law, children who receive Aid to Dependent Children (ADC) or disability assistance are eligible for a waiver of instructional fees. This does not apply to any fees that may be charged for extracurricular activities, fines, field trips, school pictures or lunch charges. If this pertains to your child, please contact the school for an application.

Pertinent School Information

1. A monthly newsletter is placed on the back of each month's menu.
2. Updates, Forms, and Calendar Items can be accessed on the website at: <http://ecweb.sparcc.org> under the Elementary School tab.
3. Lost and found – items will be kept for a reasonable period of time near the Elementary office. Items not claimed are given to charitable organizations.
4. You will receive updates and emergency information through our automated "robo-call" system. Please keep the school aware of your most current phone number, and please be sure to listen to all Alert Now messages as pertinent information is contained within.

Lunches

The current cost of lunches will be published in the superintendent's newsletter. All lunchrooms in the district are operated on a computerized basis. All children are expected to maintain a positive balance in their lunch account. Once accounts drop to a negative balance, an Alert Now phone message will be sent home indicating more funds are needed for the child. Parents are requested not to bring in any "fast food" (i.e. Taco Bell, McDonald's, Subway, etc.) for a student's lunch. Also, pop (soda) is not allowed for a student's lunch.

Policy for Eligibility Determination of Students Receiving Free or Reduced Cost Meals.

Osnaburg Local Schools have long recognized the need for helping meet the nutritional needs of its students. The schools serve well-balanced, nutritious lunches each school day at nominal cost to the student. Since some families find it difficult to pay the full price, the school will provide lunches free of charge or at a reduced price to those pupils determined eligible through submission of an application form. Such applications will be reviewed promptly.

Families who feel that their children may be eligible for free or reduced price lunches are invited to fill out an application. Copies of the application form are available to every child at Open House. Additional copies may be obtained on the district website. The completed application, signed by a parent, should be returned to the school. Parents will be notified within ten working days after the school has received the application. All information on the application will be held in confidence.

School Pictures

1. School pictures are taken twice each year. Parents have the option to buy the pictures. There is no obligation.
2. Notification of the picture-taking dates will be on the back of the monthly menu.
3. The Fall pictures must be ordered and paid *on or before* picture day. (Pictures can be purchased online through Lifetouch or by completing the order form and returning it with payment made payable to Lifetouch.)
4. The Spring pictures will be taken and a packet sent home. Parents have the option of purchasing pictures or returning them at no cost. All payments are made to Lifetouch.

Evaluation Philosophy

The Osnaburg Local School District believes that the process of evaluation should be continuous and will assist the teacher in developing insight into the student's skill levels, achievements, attitudes and interests.

It is essential that a pupil be evaluated in terms of achievements in relation to his/her grade level. It is recognized that all pupils are individuals and learn at different rates. The expertise of the teacher enables a careful blending of the subjective and objective information in determining the best evaluation of the child.

- **Student Evaluation/Testing Programs**

1. Standardized tests are given to each student. The results of these tests enable the school staff to follow objectively a student's academic development. Results of these tests are made available to parents through "parent reports" provided by the State and upon request.
2. Diagnostic tests are given periodically to determine student educational needs. The results of these tests assist the school staff in developing a more effective instructional program for students. All students will take nwea's MAP diagnostic assessment three times a year.

- **Instructional Grouping**

Each school staff member constantly assesses student performance. By doing so, each child can be placed in the appropriate instructional settings based on an individual's potential and achievement level. All students will be grouped according to their specific academic needs during each grade level's daily STING time. Groupings will change often throughout the year based on need.

In addition, some classes (specifically in grades 3, 4, & 5) may be grouped based on students' academic levels and needs for special services such as gifted or special education services.

Grades and Grading Scale

Elementary students in 1st to 5th grades will follow the Board of Education Adopted Grading scale for the Core Curriculum:

A = 100%-90%

B = 89%-80%

C=79%-70%

D=69%-60%

F=59% and below

Cycle grades for 1st through 5th grades, Science & Social Studies (in some grades), and Kindergarten students will be graded by the following:

O = Outstanding

S = Satisfactory

U = Unsatisfactory

- **Promotion**

A pupil shall be promoted to the next grade level after having satisfactorily passed major subjects by meeting at least the minimum requirements of the grade in which he/she is currently enrolled. A child must successfully complete kindergarten before moving on to the first grade.

- **Retention**

A pupil may be retained in the first and second grades if he/she has a failing grade in reading. In grade three, a child may be retained if he/she has not reached the state-mandated performance level on achievement tests (AIR). This is known as the "Third Grade Reading Guarantee". In grades three, four and five, a child may be retained if he/she has failed reading and/or math or has a failing grade in two subjects. A student shall fail a class if 3 of the 4 nine-week grades are below standard **or** if the student fails both nine-weeks of the 2nd semester.

- **Assignment**

A student who is not capable of meeting minimum standards with maximum effort and one who would not benefit from retention may be assigned by the teacher, parent and principal in consultation. A written explanation shall be filed in the student's cumulative folder.

The following may be considered in determining the appropriateness of retention or assignment:

1. physical development
2. emotional stability
3. social adjustment
4. mental maturity
5. achievement level
6. previous record of retention and assignment

- **Interim Progress Report**

An interim progress report may be forwarded to parents any time the pupil is not achieving to his/her level of ability and/or is not meeting class objectives. All students who are: (1) achieving much below their potential level to achieve and seem destined to earn a nine-week grade much below the level they are capable of earning, or (2) are failing to achieve or are achieving so inadequately that a below standard grade seems likely at the close of the nine-week grading period will receive an interim progress report from the teacher.

Please note that all Parents of students with unpaid school fees/fines have the ability to check their child's grades electronically via the Parent Pinnacle Internet Viewer located under the "parent" tab on the district website: <http://ecweb.sparcc.org>.

- **Progress Report-Grade Card**

At the close of each nine-week grading period a student progress report is prepared. If there is a financial problem, please contact the school and fees can be made in payments. Report cards will be sent home at the end of the year if school fees are paid, library books are returned, pictures are paid for, latchkey fees are paid, and fundraiser money is collected. Otherwise, the report cards will be held in the office at the end of the year.

- **Incompletes**

An incomplete means that a student has not completed all required assignments. Students who receive an incomplete for a nine-week grade must satisfactorily complete the required assignments within two (2) weeks following the end of the grading period. Failure to do so will result in zeros being averaged for missing grades. A student who receives an incomplete for the final nine-week grading period will not be given credit for the class. It is the student's responsibility to make up work missed.

Parent-Teacher Conferences

1. Parent-Teacher Conferences are held once during each semester.
2. Parent-Teacher Conferences may also be held as deemed necessary by either the parent or the teacher.
3. Parents will be notified of the date of the conference day in order to schedule a time that is mutually acceptable for both parties.
4. Parents are encouraged to schedule and attend conferences so that viable communication can exist between school and home.



Dress Code

General guidelines are designed to represent suitable standards for health and safety and of cleanliness, neatness, appropriateness and decency. The administration and faculty will use these guidelines as well as their own discretion in viewing the personal appearance of a student. The premise to be used is that clothing must be neat, clean and in good taste.

While we appreciate the fact that styles and fads influence student decisions, it should be noted that not all styles and fads are suitable or desirable in an educational institution. Students who violate these guidelines will be asked to conform to the dress code immediately.

Dress guidelines for students were revised in June 1999 by the faculty, administration, parents, students and the Board of Education. (The key to any dress code is the appropriateness of clothing worn in differing situations. What may be appropriate at home may not be appropriate at school, work, church, etc.)

1. All clothing, patches and buttons must bear no obscene language or connotation; no advertisement for alcoholic beverages, illegal drugs or other detrimental health items; no pictures or sayings (stated or implied) which refer to sex, bondage, cults, violence, or music groups (school affiliated music shirts are allowed).
2. All clothing must be hemmed, neat and in good condition, not tattered or in need of repair, and of proper fit. No halter, tank, spaghetti strap or bare midriff tops are allowed. No wallet or belt chains or other sharp or hard metal objects that could cause injury to a child will be permitted.
3. Shorts must be at least mid-thigh in length. Spandex (biker shorts) may not be worn alone but may be worn under shorts or clothing that meet minimum length requirements (mid-thigh). Gym or running shorts alone or excessively tight shorts are not permitted.
4. Shoes must be worn at all times. Flip-flops are not permitted nor are sandals or shoes that do not have a strap behind the heel. Shoestrings must be in shoes and must be tied. Shoes must not have a heel that is more than two inches high.
5. Students are not to wear hats in the building.
6. Students shall not wear headbands, bandanas or earrings that hang down far enough to grasp.
7. Student's hair must be clean and neat. Hair should not hang in such a fashion that vision is impaired. Extreme hairstyles will not be permitted.
8. Students are not to wear coats, outside vests or jackets in the classroom unless given permission by the teachers.
9. Due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision on extreme and acceptable will be made. The school administration and faculty, by the Board of Education policy, has the responsibility of deciding in each individual case if a student's attire is in accordance with the policy.



Student Behavior Management

1. The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.
2. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.
3. Children are expected to behave in a well-mannered fashion to and from school and during school hours.
4. Children should be respectful to all they come in contact with such as teachers, school staff, peers etc.
5. Positive attitudes and guidance by the home and the school should minimize the occurrences of negative student behavior.

Student Code of Conduct

The Board shall require each student of this District to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior
- B. respect the person and property of others
- C. preserve the degree of order necessary to the educational program in which they are engaged
- D. respect the rights of others
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction
- B. help the student learn to take responsibility for his/her actions
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

* Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights.

* A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct.

* The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct.

* Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

* Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

* If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process.

- **Disruption of School**

A student shall not use in the school building, on school grounds, on a bus, at a school athletic event, or school-sponsored event: violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass, forgery, any form of cheating or any other conduct that will cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

- **Damage to School Property or Private Property**

A student shall not cause or attempt to cause misuse, damage, or destruction of school or private property, either on school grounds or during a school activity, function or school event off the school grounds.

- **Assault**

A student shall not cause or attempt to cause physical injury or behave in such a way as could cause physical injury to a teacher, administrator, school employee, another student or other persons or visitors not employed by the school.

- **Disrespect/Insubordination**

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal or other authorized school personnel during any period of time when the student is under the authority of school personnel. Repeated violations of any minor rule, directive or discipline procedure shall also constitute insubordination.

- **Dangerous Weapons and Instruments**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Specific definitions of *firearm*, *destructive device*, and *knife* can be found in the Osnaburg Local Board of Education policies.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal/Superintendent. Failure to report such information may subject the student to disciplinary action.

In accordance with the Osnaburg Local Board of Education Policy on dangerous weapons (policy 5610), a student who violates the dangerous weapons policy will be expelled from school for one year, except the Superintendent may reduce this period on a case-by-case basis in accordance with the BOE policy. The expulsion may extend, as

necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

- **Sexual Harassment**

Any type of sexual harassment will not be tolerated or permitted. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including but not limited to: unwanted touching, patting, verbal comments of a sexual nature, name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

- **Public Display of Affection**

A student shall not engage in kissing, embracing, handholding or displays not appropriate to the educational environment.

- **Tobacco**

No pupils shall carry any tobacco materials or smoke any tobacco product in any school building, on any school premises, or off the school grounds at a school activity, function or event.

- **Marijuana, Narcotics, Alcoholic Beverages and Drugs**

A student shall not possess, use, transmit or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant, counterfeit look alike drugs, other drugs or possess instruments for administering drugs of any kind on the school grounds or off the school grounds at a school activity, function or event at any time. This regulation does not apply to a student who has medication prescribed by a licensed physician.

- **Harassment, Intimidation & Bullying Guidelines**

Harassment, intimidation or bullying behavior by any student/school personnel in the Osnaburg Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other 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.

- **Repeated Violations**
A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. A student shall not repeatedly fail to comply with school rules and regulations properly established for the efficient operation of the school. If repeated violations occur, discipline will be issued in accordance with the Student Code of Conduct which may result in detention, suspension, or other disciplinary actions.
- **Shakedown and/or Use of Strong Arm Tactics**
Students shall not shakedown and/or use strong-arm tactics such as the act of extorting or borrowing or attempting to borrow any money or thing of value from a person in the school, upon Board of Education-sponsored and supervised activity.
- **False Alarms**
Students shall not initiate a false fire alarm or initiate a false report warning of a fire or an impending bombing or other catastrophe.
- **Arson**
A student shall not cause the willful and malicious burning of or attempt to burn any property of the Board of Education of Osnaburg Local School District.
- **School Bus Rules and Regulations**
All students are to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs plus extra-curricular activities and field trips. See *Bus Code of Conduct* for more information.
- **Violations of the Law**
A student shall not violate any law or ordinance when students are properly under the authority of school personnel.

Note: It is to be understood that any other serious infractions not included in the above list could also result in disciplinary action including student suspension and expulsion.

Student Discipline

The major student discipline outcome is to guide a child toward becoming a self-disciplined individual. Through verbal and written reflection, each child focuses on developing control of personal behavior both as a pupil in and out of school and for use later in adulthood. Students should learn to assume responsibility for their own behavior and the consequences of their actions.

1. Teachers prepare well-planned instructional programs to reduce problems dealing with discipline, and teachers have established Classroom Management systems.
2. It is stressed to all school staff members to handle each discipline problem on an individual basis in a positive and constructive manner.
3. Motivational techniques, counseling, verbal direction, modeling and other non-physical forms of direction will be utilized.

When all reasonable measures have been utilized to correct a deviant behavior situation, the issue may be referred to the principal. At this time, the parents will be called for a conference and/or students may receive discipline such as loss of recess, lunch detention, after-school detention, or suspension.

Emergency Removal -- Rules and Guidelines

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 school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities 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, as soon as practicable.

No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension 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 of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable 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 BOE Policy [5611](#) – Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

Suspension

If a student is suspended from school, the following steps are taken:

1. The superintendent or principal must give written notification of the reasons for the intended suspension or otherwise explain his/her actions.
2. The student must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. If the student has been suspended, the superintendent or principal must notify the parent, custodian or guardian and the Board's treasurer in writing within twenty-four (24) hours of the suspension and such notice must include the following:
 - i. the reasons for the suspension
 - ii. the right to appeal the action in writing to the Board or its designee within five (5) days
 - iii. the right to be represented in appeal proceedings
 - iv. the right to a hearing
 - v. the right to request the hearing to be held in executive session if being held before the Board.

Expulsion

If a student is recommended for expulsion, the following steps are taken:

1. The student and his/her parent, guardian or custodian must be given written notice of the intention to expel.
2. The written notice must include:
 - A. the reasons
 - B. the opportunity to appear before the superintendent or his/her designee to challenge the reasons
 - C. the date, time and location of the hearing
3. The hearing must be no sooner than three days but no longer than five days after the notice, unless an extension is granted.
4. If the extension is granted, the parties must be notified of the new date, time and location.
5. If the student has been expelled, the superintendent must notify the parent, guardian or custodian and the Board's treasurer in writing of the action within twenty-four (24) hours. The notice must include:
 - A. the reasons for the expulsion
 - B. the right to appeal the action to the Board of Education

Due Process Rights

The superintendent or the principal may suspend and/or recommend expulsion for a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be more than ten (10) school days. If at the time a suspension is imposed and fewer than ten (10) school days remain in the school year, the superintendent or principal may apply any or all of the period of suspension to the following school year.

A student or his/her parent, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its designee. These Due Process Rights are outlined in this handbook, the Board of Education policies, and the written notification of Suspension or Expulsion.

Appeal to the Board of Education

A student or his/her parent, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its designee. The Board may either review the case itself or appoint a designee. The student has the right to representation at the hearing. A parent does not appeal to the Board by merely appearing at a Board of Education meeting. Notice of appeal must be filed, in writing, with the Treasurer of the Board or the Superintendent:

- within five (5) calendar days after the notice of suspension OR
- within fourteen (14) calendar days after the date of the Superintendent's decision to expel.

The hearing will be held in executive session unless the student, his/her parent, guardian, custodian or attorney requests that the hearing be held in public. If the hearing is held in an executive session, formal action on the appeal must be taken in a public meeting. If the requests for a public hearing is made, the Board may, after receiving the evidence in public, go into executive session before acting for the purpose of reviewing the evidence and the appropriateness of the discipline.

The Board or its designee is required to make a verbatim record of the appeal hearings. A tape-recorded or stenographic record may be used. The record need not be reduced to writing unless the matter is further appealed. Decisions of the Board or their designee may be appealed to the Common Pleas Court.

Use of Medications

Students may NOT carry medications on their persons (except for an epi-pen or emergency inhaler and only when the proper documentation has been completed.) The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student. Before any medication or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see [Form 5330 F1](#), [Form 5330 F1a](#), and [Form 5330 F1b](#) in the Board policies).

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students.

Students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs. Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, and has submitted written approval ([Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Student Health

A student shall not attend school if suffering from a contagious or infectious disease, or if physically unclean so as to be offensive to other students and school personnel.

- **Learning Related to an Individual's Health**

1. Each and every child should have a physical examination prior to entrance to school and regularly thereafter.
2. Learning difficulties in the classroom are often related to physical problems such as hearing, vision, diabetes, etc. From time to time, the school will recommend medical examinations as part of its diagnosis of learning difficulties.
3. Emotional strain from a variety of situations may affect a child's learning performance. Therefore, the teachers at school, as well as parents at home should communicate to resolve emotional problems affecting the child.
4. If the need arises, the Osnaburg Local School District provides to the parents, student educational testing services.
5. The school nurse will serve as contact person for local community health services.

- **Noon Hour – Children Inside Due to Illness**

An attempt is made to have a fair policy for children who are well enough to be in school, yet for health reasons, need to stay out of cold or damp weather as much as possible to avoid more illness, particularly the bronchial type.

1. We will accept, for a period of one week, a parental request to stay indoors for medical or health reasons.
2. A doctor's note will be required for a period beyond the time listed in number one above. (Chronic situations should be noted by the doctor and notes of this type will be filed in the permanent record folder.)
3. A parental request for a child with a chronic condition must refer to fact that there is a doctor's note on file. It should also include the length of time of the request.
4. If teachers note a health problem that seems to warrant a child being inside they may ask a child to stay in.
5. Children in grades K-5 who are to stay in will go to a special table set up in the classroom or office. Children must have some type of schoolwork, a library book, flash cards, game or the like. They must behave properly.

This policy has been developed because children need to get outside regularly (weather permitting) for at least a short period of time every day. It helps them remain healthy when they are active outdoors. Children will stay in the building generally when the temperature is below 20 degrees and/or if there is excessive wind. A wind chill index will be used to determine temperature. They may stay in also if the play area is excessively wet or there is excessive slush, snow or rain.

- **Injury and Illness at School Policy**

1. Treatment of injury occurring at school can only be handled by using basic first aid.
2. Medication of any kind will not be given to pupils by school personnel unless proper papers are presented.
3. A child who is injured or becomes ill at school will not be sent home alone. Please arrange to have someone available to pick up your child if he becomes ill at school.

- **Hand Washing School Policy**

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs. It is the policy of the Osnaburg Local School District that students and staff will wash their hands with soap and water:

- after using the restroom
- before and after eating
- if their hands are visibly soiled
- if the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility or other educational venue that soils hands
- if the student or staff member encountered chemicals during cleaning the school environment
- after cleaning animal habitats or handling animals

- before and after each task when preparing food in any class such as family science
- after athletic practices and games
- if a student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucus from coughing, etc.)
- after recess
- after sneezing or coughing

When soap and water are not available and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions. Not all sanitizers are effective, however. A 60% minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

- Hand washing signs will be posted at all rest rooms and/or hand sinks.
- Soap, warm water and towels or an air dryer will be located at all hand washing areas.
- The school will provide education in hand washing and hand hygiene at least once every school year.

Money & Student Valuables

Students should only carry enough money for daily needs (lunch and supplies). Money brought to school is the responsibility of the student. It is unlikely that the school will be able to recover money or valuables that are lost or stolen (including toys).

Students are **not** to bring radios, tape players, CD players, ipods, animals or toys of any kind to school unless it is a part of their classroom work and they have received permission from the teacher for whom they are doing the assignment. The teacher will inform students about bringing toys on “show and tell” days.

It would be most helpful if parents would place their child’s name on his/her lunch box, hats, sweaters, gloves, boots, coats, tennis shoes and all other items that may be misplaced.

Cell Phones

Student’s cell phones are to be turned off, kept out of sight, and not used during the school day. Student’s cell phones should be kept in the student’s book-bag in their personal cubby/locker during the day. Violations of the rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be kept by the administration until the end of the school day for the first violation. Subsequent violations of cell phone procedures will result in the confiscated cell phone being kept by the administration until the student’s parent claims it from the office.

School Lunchroom

Every effort is made to make the lunch room a pleasant place in which to meet and eat. Students who fail to follow lunchroom rules may be required to carry their lunch and eat in a special area. To keep the lunchroom neat, clean and orderly, students should observe the following rules:

1. Students should go through the line in a quick, orderly fashion without rushing or crowding. Cutting in line will not be tolerated.
2. Students should leave their tables and the floor in good order so as to insure a pleasant place to eat for those who follow. Students are to clean up spilled food and drink and the custodian or kitchen personnel will provide necessary equipment.
3. Each student is responsible for returning his/her own dishes to the dishwashing area.
4. Students are to be seated while in the lunchroom except when returning trays to the dishwashing area or when allowed to buy extras.

5. Students must use inside voices while talking to classmates during lunch. When requested, students are not allowed to talk and must sit quietly and finish eating.

Recess

1. All children are expected to go outside for recess if the weather is suitable.
2. Dress appropriately for the weather. Appropriate dress needs to be worn to school so that the child is reasonably comfortable and safe during recess.

Playground Safety Rules

These rules are reviewed during the first physical education class of the year and periodically thereafter. Students not conducting themselves in the proper way on the playground may have to forfeit their recess. Children not obeying the rules will be reported to the principal.

- **General Safety Rules to Follow:**
 1. take turns with the equipment on the playground
 2. collect equipment when the game is over or the bell rings
 3. be kind to each other
 4. pushing, fighting and chasing are not permitted
 5. line up when the bell rings
 6. do not throw stones, sticks, mulch or snowballs
 7. stay away from the door area
 8. everyone must stay on the playground area
 9. stay outside until the bell rings
 10. walk around (not through) areas where games are being played
- **Slides**
 1. one at a time on the slides
 2. do not put any objects or dirt on the slides
 3. if others are waiting, get in line and wait for your turn
 4. go down the slides seated with feet first
 5. do not walk up slides
- **Swings**
 1. one child to a swing
 2. swing sitting down
 3. no jumping off swings
 4. do not play in area in front or back of swings
 5. if others are waiting, get in line and wait your turn
- **Jungle Gym ~ Overhead Ladder ~ Chinning Bar**
 1. playground balls are not to be used on or near this equipment
 2. stay away from bottom of sliding poles
 3. it is not safe to play tag on or around this equipment

Emergency and Disaster Policy

1. In the event of an emergency or a disaster (wind storm, heavy rain, air raid, etc.) during a school day, pupils will remain at school until authorities deem it wise to send them home. Sufficient medical and food supplies are available in the school to care for pupils for a short period of time.
2. During an emergency or disaster, students will be moved from the classrooms, etc., to the safest portion of the school building as determined by school authorities.

3. In the event of an impending emergency (snow storm, tornado, etc.) the Principal will dismiss students to the parent or guardian who comes after his/her children, even though school is to continue in session.

Emergency School Closing

Occasionally, emergency conditions make the closing or delay of the school imperative (snow, ice storms, power failures, etc.). In case of closing the schools, such information is broadcast over local radio stations such as W.H.B.C., local TV stations or on line at: www.newsnet5.com prior to 7:00 am. Every effort is made to notify the radio stations as early as possible when a decision to close the schools has been reached. Families will be notified via an Alert Now phone message of school cancellation or delay.

The decision to close the schools rests with the local Superintendent who consults the Transportation Director, Township Superintendent of Roads, Sheriff Patrol and State Highway Patrol prior to informing the radio station.

School Bus Transportation

The Osnaburg Local School District transports approximately 900 students over 600 miles of bus routes daily. It is the intention of the Osnaburg Local Board of Education to make this service as safe, convenient and efficient as possible.

School buses are very well maintained mechanically and are carefully inspected by the State Highway Department. All concerned are continuously striving to maintain the safest operation possible.

Only through the utmost cooperation between the home and school can we see to it that no pupil's conduct is such that it endangers the safety of others. Riding the school bus is a privilege that can be denied if the pupil does not obey regulations. So important to safety is the conduct of the students while on the bus that the state has written express regulations on this.

Note: State regulations regarding pupil conduct on school buses: As stipulated in section 4511.76 of the revised code of the State of Ohio, school buses are operated under regulations adopted by the State Department of Education. Such regulations are stated in an official publication entitled "Ohio School Bus Operation Regulations". The following statements regarding the supervision of pupils are quoted directly from this publication:

- **Responsibilities of the Bus Driver**

The driver shall be responsible for the orderly conduct of the pupils. While on the bus the pupil is under the authority of and directly responsible to the bus driver. Continued disorderly conduct of persistent refusals to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. The driver shall keep a record of misconduct that occurs on the bus and follow the adopted guidelines. The driver shall submit the record of misconduct along with the bus conduct report to the supervisor.

- **Responsibilities of Parents**

Parents can contribute to the efficient transportation of their children in the following ways:

- Parents shall see that children are at the proper bus stop at the scheduled time. Drivers are instructed not to run ahead of schedule and are not required to wait for pupils, as all pupils farther along the route would be forced to wait that much longer. On some roads, waiting also causes longer lines of cars behind the bus, creating a traffic hazard.

- Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus on schedule and shall assume the responsibility of students prior to pick-up and after return to pick-up points.
 - Whenever it becomes necessary to refuse transportation for a pupil due to his/her conduct, the school authorities shall notify the parents of such refusal with full explanation for this action. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.
 - Parents should regard the matter of school bus discipline as extremely important. School officials will cooperate in every way possible with parents to resolve problems, but it is absolutely essential that pupils riding the bus do nothing to distract the driver or delay the run. Parents should impress upon their children the seriousness of this matter.
- **Responsibilities of the Pupils**
All pupils have duties and obligations, which contribute to their safe and orderly bus riding. The students will:
 - load and unload bus at the designated stop in an orderly manner
 - ride only the regularly assigned bus and unload at the regular stop; exception: when written permission is presented to the building principal by the parent in emergency situations
 - enter and leave the bus quickly, delays may hold up traffic and disrupt the bus schedule
 - not eat or litter on a bus
 - be quiet at railroad crossings and other places of danger as specified by the driver
 - not change seats while the bus is in motion
 - not throw objects while a passenger on the bus
 - not put any object or any part of their body outside the bus window
 - take the seat assigned them by the driver, or if not assigned a seat, go to the seats toward the rear of the bus; pupils must take their seats at once and may not stand unless given permission by the driver
 - the same behavior is expected on a school bus as in a classroom
 - cross the street at least ten feet ahead of the bus and upon the signal of the driver
 - share their seats with others
 - never sit in the driver's seat nor tamper with the driving controls

School Bus Conduct Code

A violation of any of the following rules may result in disciplinary action, including student suspension or expulsion from school.

- **Disruption:** A student shall not by use of violence, force, coercion, threat or other serious act of misconduct cause disruption or interference with the operation of the school bus.
- **Damage to School Bus:** A student shall not cause or attempt damage or destruction to a school bus.
- **Damage to Private Property:** A student shall not cause or attempt damage or destruction to private property while waiting at a designated school bus stop.

- **Assault:** A student shall not assault or behave in such a way as could cause physical injury to a school employee, student or other person on the school bus while in the custody and control of the school bus.
- **Narcotics, Alcoholic Beverages and Drugs:** A student shall not knowingly possess, use, transmit, conceal or be under the influence of alcohol, a harmful intoxicant, any narcotic drug (i.e. amphetamine, barbiturate or marijuana), counterfeit look alike drugs, other drugs or possess instruments for administering drugs.

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. In order to protect the educational programs of the schools from undue disturbance, the rules and procedures for visitors are as follows:

- Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be visited.
- Every visitor to a school must register at the Door #1 office. Visitors must sign in and out before going to other parts of the building. When signing in, all visitors are required to get a visitor's badge, which is to be worn during the visit.
- No visitor may see a student in school unless it is with the specific approval the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Students may not bring guests to school unless permission to do so has been granted by the principal.
- Parents, other than those who have been asked by a teacher to be in the classroom as a volunteer, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation. It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:
 - Visitations will not be allowed during examinations and independent study periods.
 - A visitation should be no longer than sixty minutes or one class period
 - The number of visitors at any one time should not exceed two parents
 - The frequency of visits for any student's parents should be no more than one every six weeks and the aggregate number of visits per week should not exceed six
 - Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process
- **Volunteers**
Each child profits from individual attention and a better, more varied school program. Parents who volunteer to help in the cafeteria, or classroom or who tutor, make a big difference to the school program. Anyone interested in serving as a volunteer may call the school for further information.
- **Student Visitors**
Friends, relatives and students from other schools are not permitted as visitors during the school day. We have limited space and the disruptions caused by young visitors make it difficult to maintain a proper educational environment.

- **Deliveries to Students**

Personnel in the office will deliver items to your child and take care of phone messages at a time when the class will be disturbed least. Parents and visitors are not permitted to take items to the classrooms without prior permission from the Principal.

- **Strangers**

It is important that parents discuss with your child the dangers of accepting rides or gifts from strangers. Children should report suspicious strangers (or anyone not wearing a visitor badge) to school personnel.

Curriculum

- **Academic Program**

1. A comprehensive instructional program is provided to meet the educational needs of all elementary pupils.
2. The educational program is designed to comply with the State of Ohio Elementary School minimum standards.
3. Instruction in all basic subject area is provided.
4. The curriculum stresses basic skills acquisition and problem-solving techniques.

- **General Music Program**

All elementary students have an opportunity to participate in the general music program in the elementary school. The program has been designed to provide students a variety of experiences in the area of music.

- **Physical Educational Program**

The elementary physical education program in the Osnaburg Local School District has been designed to provide students a strong foundation in physical fitness. This program is designed around the development of skills in physical activities, cultivating the ability it make social and emotional adjustments and to acquire knowledge of the role that health and physical activities have on a life-long basis.

- Elementary students are encouraged to wear suitable clothes for physical education activities. A pair of athletic shoes shall be kept at school for physical education classes.
- Elementary students are expected to participate in the physical education program unless they have a doctor's note which excuses them from a class.
- The physical education program also incorporates the crucial elements of physical development, that of body management and movement education.

Student Services

- **Special Education**

A full range of special education services is provided for pupils who cannot attend a regular class because of a particular condition such as deafness, blindness, developmental disabilities, learning disabilities, emotional handicaps or physical handicaps. Talk to your child's teacher or the school principal in the event that you desire more information about these problems.

A pupil who becomes ill or injured during the school year can be tutored at home. A special physician's report must be completed before approval of home instruction. Parents should call the school principal in the event of absence due to physical illness.

The Osnaburg Local School District is responsible for identifying children with special education needs before they become school age. Parents with children

suspected of needing a preschool development program should contact the special services office for an evaluation that may qualify their child for such placement.

1. Learning Disabilities (LD)
2. Developmentally Handicapped (DH)
3. Enrichment
4. Tutoring
5. Home Instruction (Tutoring)

- **Psychological Services**

The school psychologist conducts individual evaluations of children referred by the teachers, principal or parents. These child studies help to resolve placement problems, learning disabilities, developmental behavior and adjustment problems. Psychological services are not provided without a parent-teacher conference and parent consent in writing.

- **Guidance and Counseling Service**

Counselors help parents and students in the following areas:

1. helping in career choices
2. interpreting test scores

Counseling involves helping students and parents solve school related issues such as:

1. personal problems as they relate to adjustment
2. helping the student and parent when there are questions regarding failing grades

Often problems are not school related but may affect school performance. Counselors may help the family by discussing a referral to an agency that could be helpful. For more information regarding school guidance and counseling services, please contact the principal.

- **Speech and Hearing Services**

Speech therapists examine, diagnose and administer remedial instruction to children who have deviations of speech, voice, fluency or language. A speech survey of all students will be conducted during the year. This survey will also be conducted on any new entrants. A teacher, parent or doctor may refer a child for speech evaluation.

The responsibility for the hearing program is shared by the school principal and the speech and hearing therapist. Close cooperative efforts are maintained to provide appropriate services to children with hearing problems.

Testing done in the hearing program is a screening process for the purpose of finding students who have a problem, which should be evaluated further by the family physician or an otologist. The initial screening and follow-up testing are done by the speech therapist.

- **Screening Tests**

- Speech tests are given to pupils under the direction of the speech therapist. Parents are notified when their children need correction for these difficulties.
- Vision and hearing tests are administered under the direction of the school nurse and speech therapist.
- Children suspected of having a speech, hearing or vision problem may be referred by the teacher or parent to the school nurse.

- **Services for the Student & Family**

Osnaburg Local School District is fortunate to have several outside agencies that can deliver services to the student and family located inside our buildings. Services delivered by Family Support Specialists, Quest, Pathways, and others are available. If you or your child needs emotional support, financial support, or other needs, please contact the Principal for more information on these programs.

Title IX ~ Notification

In accordance with Title IX of the Educational Amendments of 1972, the Osnaburg Local School District gives notice that no person shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subject to discrimination under any educational programs approved by the Osnaburg Local Board of Education.

The Superintendent will coordinate the efforts of the Osnaburg Local School District to comply with and carry out the school district’s responsibilities under Title IX. Any concerns regarding failure to comply with Title IX guidelines should be communicated in writing to the Superintendent. The concerns will receive prompt attention and an immediate response will be issued to the concerned party.



Hornet PRIDE



	Restrooms	Hallway	Cafeteria	Playground	Buses
Prepared	*Have staff permission	*Walk on the <i>right</i> side of the hall	*Have money ready *Get supplies before seated *Walk to assigned areas	*Be weather ready	*Have things ready before your stop
Respect	*Give privacy to others *Keep hands, feet & objects to yourself *Be quiet	*Respect other’s personal space *Be quiet *Keep hands, feet & objects to yourself	*Use inside voice in lunch line *Keep hands, feet & objects to self	*Use kind words and actions *Line up when signaled *Treat nature kindly	*Use kind words and actions
Integrity	*Do what’s right even when no one is watching	*If in a disagreement, walk away	*Stay in place in line	*Use equipment appropriately	*Go directly to assigned seats
Dedication	*Throw trash in trash can after washing hands	*Go directly to destination	*Clean up area	*Clean up playground equipment	*Keep aisle clear
Effort	*Use in a timely manner	*Assist others	*Be cooperative and considerate	*Be considerate of others	*Stay seated

“Change the World One Act of Kindness at a Time”