

Buckeye Trail Elementary School
65553 Wintergreen Road
Lore City, Ohio 43755
(740) 489-5100
District web site: www.eguernsey.k12.oh.us

Principal: Casey Tolzda

Guidance Counselor: Stephanie Forshey

EAST GUERNSEY LOCAL SCHOOLS MISSION STATEMENT

We Believe:

- All members of the school community should demonstrate their commitment to education by modeling dignity, respect, understanding, fairness, and effective communication.
- Our schools should provide all students with an education that guides them to become productive citizens.
- Students should be accountable for actively participating in their education.

Our Vision: Is to create successful learning experiences and opportunities through cooperative utilization of school and community resources to promote lifelong learning. In an environment that is safe, secure, and supportive, our district will provide each student with the skills necessary to become responsible and contributing members of society.

Our Mission: The mission of the East Guernsey School community is to provide students with the necessary skills to become lifelong learners and responsible, contributing members of society. Through dialogue with all stakeholders, the school community will create meaningful learning experiences and opportunities in a safe, supportive environment, integrating school and community resources.

Adopted by the East Guernsey Local School District Board of Education on June 30, 2014

HANDBOOK PURPOSE

The Board of Education has developed policies and procedures to facilitate the accomplishments of the stated beliefs, vision, and mission. The education of your child is our most important goal. The procedures and guidelines within this handbook are an essential part of creating a school climate that promotes learning and provides students with a sense of security and the foundation necessary for a successful school year. Should changes be made throughout the school year, students will receive a copy of the change(s) to bring home. Please contact your school principal for clarification if something is unclear or a concern to you. The handbook is listed in alphabetical order according to topic. In the event of a conflict, all provisions of this handbook are subject to the provisions of the Ohio Revised Code 3301.60.

ADMINISTRATIVE PERSONNEL FOR THE EAST GUERNSEY LOCAL SCHOOL DISTRICT

Board of Education

Mr. Dennis Doult	Member
Mr. Dennis Patterson	President
Mr. Dave Carter	Member
Mr. John Scurlock	Member
Mrs. Karen Horvath	Vice-President

Building Administration

Mr. Bill Hartmeyer	Principal, BTHS
Mr. Bryan Conlon	Asst. Principal 9-12
Mr. Duane Poland	Principal, BTMS
Mr. Casey Tolzda	Principal, BTES
Ms. Trisha Delaney	Asst. Principal K-8

Administrative Office Staff

Mr. Adam M. Pittis	Superintendent
Mr. Matt Reed	Treasurer
Mr. Chase Rosser	Director of Curriculum
Mrs. Cindi Johnson	Director of Student Services
Ms. Julia Cunningham	Maint. & Transp.
Mrs. Debbie McKim	EMIS Coordinator
	Psychologist
Mrs. Susan Bates	Accounts Payable
Mrs. Sarah Pyers	Payroll/Insurance
Ms. Lori Paden	Admin. Asst.

Elementary School Office Staff

Mrs. Stephanie Forshey	School Counselor
Mrs. Tracy Taylor	Nurse
Ms. Carol Zimmerman	Social Worker
Mrs. Velanne Winters	Admin. Asst.
Mrs. Nancy Cooper	Admin. Asst.

High School and Middle School Office Staff

Mrs. Stephanie Forshey	Guidance Counselor
Mr. Steve Tellep	Athletic Director
Mrs. Tracy Taylor	Nurse
Mrs. Carman Shipman	Administrative Asst.
Mrs. Becky Lenarz	Administrative Asst.
Mrs. Nancy Cooper	Administrative Asst.

2017 - 2018 School Calendar

August 17, 2017	Student's First Day of School
September 4, 2017	Labor Day (No School)
September 11-15, 2017	Fair Week (No School)
September 29, 2017	Interim Reports
October 20, 2017	End of First Grading Period
October 20, 2017	Early Dismissal at 12:21 p.m. (Staff Professional Growth)
October 26, 2017	Staff Professional Growth (No School)
October 26, 2017	Parent/Teacher Conferences 4:00 p.m.-8:00 p.m.
October 27, 2017	Parent/Teacher Conferences 8:00 a.m.-11:00 a.m. (No School)
November 10, 2017	Veterans' Day (No School)
November 17, 2017	Interim Reports Sent Home with Students
November 22-27, 2017	Holiday Break (No School)
December 22, 2017	Early Dismissal at 12:21 p.m. (Staff Professional Growth)
December 22, 2017	End of Second Grading Period

December 25, 2017 – January 1, 2018 Holiday Break (No School)

January 12, 2018	Staff Professional Growth (No School)
January 15, 2018	Martin Luther King Jr. Day (No School)
January 26, 2018	Interim Reports
February 15, 2018	Staff Professional Growth (No School)
February 15, 2018	Parent/Teacher Conferences 4:00 p.m.-8:00 p.m.
February 16, 2018	Parent/Teacher Conferences 8:00 a.m.-11:00 a.m. (No School)
February 19, 2018	Presidents' Day (No School)
March 9, 2018	End of Third Grading Period
March 9, 2018	Early Dismissal at 12:21 p.m. (Staff Professional Growth)
March 30-April 2, 2018	Holiday Break (No School)
April 11, 2018	Interim Reports
May 22, 2018	Students' Last Day

THE STUDENT-PARENT HANDBOOK

Arrival of students to the facility

School staff are on duty beginning at 7:30 a.m. The school cannot be responsible for the supervision of students who arrive before **7:30 a.m.**. Students arriving on the bus before this time will remain on the bus until dismissed by the driver. Elementary students who are dropped off by parents in the morning between 7:30 - 8:10 a.m. must be dropped off at the Loop entrance. **The Loop entrance will close at 8:00 am.**

Students arriving to school tardy (after 8:05 a.m.) are to bring a note explaining the reason for their tardiness. Students who are tardy should first report to the office and sign in before going to their classroom. Students who are tardy due to medical appointments, school related events and other reasons the principal deems appropriate, will be excused. Frequent tardiness may be grounds for disciplinary action. Students riding late buses will not be counted tardy.

Daily Dismissal

Students are dismissed daily beginning at 2:50 p.m. Bus students are to go directly to their assigned bus. Students who are to be picked up by a parent are to report to the **elementary LOOP** area. All students, unless otherwise arranged through the office, must leave the building at dismissal time. **Students are not to stay after school to play in the gyms or on the playground. BTES students are not to exit through the High School building (unless authorized to do so by their building principal).**

Students who plan to change their normal routine after school must bring a note from a parent or guardian, which must be approved in the office. The student will be required to have a note with them at dismissal time to show either a bus driver or a staff member to indicate a change in the normal routine. Students without a note regarding a change in their normal routine for going home to their caregivers will be expected to follow their normal routine.

When it becomes necessary for a student to leave the school grounds during the school day, permission from the principal's office is required. An early dismissal request should be in the form of a note signed by the parent or guardian. The note should specify who is picking the child up and it should be turned in to the office at the beginning of the school day. In emergency situations, a phone call to the office from the parent/guardian will be accepted.

Students leaving before dismissal (bus loading) must be signed out of the office by a parent, guardian or a person listed as a contact on the Emergency Care Card. For the safety of all children, proof of identification may be required to sign a student out.

ATTENDANCE POLICY

Students are considered to be a habitual truant when one of the following occurs : (a) absent 30 or more unexcused consecutive hours, (b) absent 42 or more unexcused hours in a school month, (c) absent 72 or more unexcused hours in a school year. Within ten days of a child being designated habitual truant by school an absence intervention team must be created comprised of a representative from the school, another representative from the school who knows the child, and the child's parent, guardian, or custodian.

A letter will be triggered after 38 or more unexcused hours in a month or 65 unexcused hours in a year,

Administrators will make three good effort attempts within seven days to secure parent participation. If the parent fails to respond the school shall investigate whether this triggers mandatory reporting to public children services agency.

The absence intervention plan must be developed within 14 days. The plan must state a complaint will be filed with the juvenile court no later than 61 days after the plan was implemented if the child fails to make progress. Parents must be given written notice of the plan within seven days. Districts with a truancy rate of less than 5% do not have to form an intervention team, but still must make intervention efforts regarding attendance for 60 days.

A complaint shall be filed on the 61st day of a student is (1) habitual truant, (2) school district made meaningful attempts to re-engage the student, and (3) the student refused to participate or did not make meaningful progress. A complaint may be filed during the intervention plan if a student reaches habitual truant hours again. Once a complaint is filed the court must consider an alternative to adjudication and shall consider the complaint only as a last resort.

Students will be considered "excused" from school for the following reasons:

1. Student Illness with Note or Parent Phone Call to Office.
2. Family Illness with Note or Parent Phone Call to Office.
3. Death
4. Religious Reasons
5. Superintendent Approval
6. Doctor or Dentist Visits

The District will allow the first five days of absences to be "excused" with only a parent phone call or note. However, after the fifth day of absences, the district will require a doctor's note to be considered excused.

Requests for Authorized Absence

The Board of Education essentially believes only absences excused by law should be excused. However, if the school is notified in advance of other types of absences (hunting, family trips, graduations, etc.), approved authorization may be obtained. Requests must be submitted in advance to the date of absence(s).

Approved authorization means the school has been notified, arrangements have been made to make up work missed, and the absence will be excused. Each request will be considered on its merit by the principal and the respective teacher(s). If a student has had excessive absences, will miss work which cannot be made up, has a poor conduct record, is in danger of failing, authorization may be denied. Any work missed by students with authorized absences will not be re-taught. **The student will be responsible, and the parent/guardian ensures, that all material and assignments are completed before returning to school.** A form for authorized absence and the conditions under which it is issued must be obtained from the office, filled out, and returned prior to the dates of absence.

Requests for school work while absent

Parents calling their child off from school due to an authorized absence may request homework for the day. The request MUST be received by 9:00 a.m. in order for the request to be processed

through the office and for the teaching staff to prepare the work. Requests made after 9:00 a.m. may or may not be completed successfully. The work requested can be picked up in the office after 2:00 p.m. or sent home with a neighbor or sibling.

Make-Up Work

Students, who have been absent, are required to call the school, or bring a note (within two days of returning to school) signed by a parent/guardian that explains the reason for the absence in order for the absence to be excused.

Only schoolwork missed during an excused absence may be made up and credit given. **Time allowed for make-up work will be the days absent plus one day.** For example, one day absent, make-up work is due on or by the second day after returning to school.

Suspension

A student who is suspended from school is expected to complete work to stay current with their classes. All work is due upon return to school. Students will receive an equivalent grade for work completed upon returning to the school.

ACADEMIC INFORMATION

Building Grading Procedures

Nine weeks grades are determined by the percentage grade determined by the individual teacher's grading procedures and student work. Final grades are determined by the average of each nine-week's letter grade.

Report cards are normally distributed within seven (7) days of the end of the grading period.

Grading Scale:

A+ = 97-100	A = 93-96	A- = 90-92	B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72	D+ = 67-69	D = 63-66	D- = 60-62
F = 0-59					

Communication

Effective communication between home and school is crucial to a student's educational experience. Several methods have been established to facilitate the process.

Conferences – In addition to scheduled spring and fall conferences (**see calendar**), conferences may be scheduled with the teacher or principal by appointment. Due to responsibilities and duty assignments, teachers are not available for unscheduled conferences before, during, and after the school day. Please call the school office or write a note requesting a conference. One will be arranged at the earliest possible opportunity.

Interim Reports – These reports are given midway through each nine-week grading period. Each student should receive at least one such report per subject, per year. In cases where a student is having difficulty in any subject or area, he/she may receive more than one per year.

Progress Book – Parents have access to grades via the Internet using the district website, www.eguernsey.k12.oh.us, and logging on to Progress Book Parent. Each parent will receive both a student log in and a parent log in for the website in the initial interim report.

Report cards – Report cards are issued every nine weeks.

Telephone – BTES; K-5 (740-489-5100). Messages may be left with the office or on voicemail. Teachers should not be called to the telephone during the school day unless an emergency exists.

Make-Up Work

All school work missed during an absence from school must be made up. Time allowed for make-up work will be the number of days absent plus one day.

If a student is present the day before a test or an assignment or project is due and absent only for the next school day, he/she will be expected to take the test or turn in the assignment upon return to school.

Upon return to school from any absence, it is the student's responsibility to check with his/her teacher for any make-up work and the due date.

A student who is suspended will be given the opportunity to complete work to stay current with the class and given equal credit for that work.

Promotion, Retention, and Placement

At the end of the school year, students are either promoted (having successfully completed academic criteria they move to the next successive grade level), placed (although not successfully completing the academic criteria, other factors indicate the student should be placed in the next grade level), or retained (having failed the academic criteria, factors indicate the student should return to the same grade level for the next school year).

Students having difficulty will be given opportunities and suggestions for intervention and assistance toward successful academic progress. Parents should pay close attention to interim reports and other communications sent home to be fully aware of their child's progress. Parents will be notified as soon as possible that placement or retention is considered for the next school year.

The promotion, placement, or retention of each student will be determined individually (except as determined by the Third Grade Guarantee). The decision to promote, retain or place a student in a grade will be made by the teacher(s), principal, guidance counselor, and parents on the basis of the following factors: reading level, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, grade average, response to intervention strategies, attitude, and local assessment results. The building principal will notify the parents of the final decision as to placement or retention. Should the parents wish, they may appeal this decision to the superintendent for review. The superintendent will make the final determination prior to the beginning of the next school year.

Recognition of Academic Success

If your child is on the Honor Roll/Principal's list and is in good standing or has perfect attendance (including tardy and leaving before 2:55 PM) and is in good standing, he/she **may be invited** to participate in BTES incentive programs which **may** be offered for the first, second and third nine weeks. To be in **good standing** for incentives, a student must have completed the following:

- maintained all A's and/or B's for the nine weeks
- had no discipline infractions for the nine weeks, including detention

Cafeteria Information

(Lunch Prices: K-5 \$2.75, 6-8 \$3.00, Adult Lunch \$4.00, Extra Milk .50)

East Guernsey Schools operate a free and reduced lunch program in cooperation with the federal government. Forms are available from the school office if needed. All requests are confidential.

Information from free and reduced lunch forms may be used to determine federal program eligibility. Students participating in the free or reduced program from the previous year will continue to be eligible until new forms are distributed in September.

Breakfast is available in the morning to all students at no charge (including two-hour delay days), as long as the student gets a complete breakfast. A complete breakfast consists of the three food components, with one of those food components being a fruit or juice. Students who do not have a complete breakfast will be charged for each individual item. Milk is available as a lunch supplement.

A cafeteria-style lunch is served daily. In an effort to promote healthy eating habits, the East Guernsey Local School District will provide students with a healthy meal daily. A student must choose 3 meal components to be charged with a lunch, with one of those components being a fruit or vegetable. If a student doesn't have a complete lunch, they will be charged for the individual items.

Buckeye Trail Elementary School operates a closed lunch. Students are not permitted to leave the grounds during lunch period. They are to remain in the building and eat in the cafeteria under school supervision.

To maintain an orderly and safe lunch program, all Code of Conduct rules, in addition to other guidelines, must be observed. Additional guidelines are, but are not limited to the following:

1. Students will enter orderly and walk single file through the line. No cutting in line permitted.
2. Students will eat and talk quietly.
3. Students will keep their eating area clean.
4. Students will sit down and stay seated until dismissed.
5. Students will not play with food.
6. Students must sit at the same table for the entire lunch period unless moved by a supervisor. Assigned seats may be utilized.

Point of Sale

The point of sale transaction is being used in the cafeteria. The student must enter their student identification number before leaving the cafeteria line. You can deposit money into your student's account at any time. We encourage parents to make deposits on a weekly or monthly basis. Both milk money and lunch money go into the same account. **When paying by check, please memo the student's name that you intend the deposit for.** If money is to be divided among siblings, please send a note with the deposit. A refund of any balance exceeding \$3.00 in a student's account may be requested within 30 days of withdrawal from the district. Any monies left on account will remain there until the next school year resumes. If there are any questions about point of sale, please call the school office at 489-5100.

Health Information

Accidents

Staff members take every precaution to insure the safety of students throughout the school year. However, accidents do occur. When a student has been injured on the playground, or in the building, the student is sent to the school nurse or office. Minor injuries are treated by the nurse or designee. In the event of more serious injuries, parents are notified immediately. For this reason, every student must have an emergency medical authorization card completed.

Emergency Care Cards

Ohio Law requires each student to have an emergency medical card on file at school. Please include on the card any health problems, allergies, physical conditions or daily medications. The information about completing this information will be distributed on the first day of school to students. The information should be completed immediately.

It is the responsibility of the parent/guardian to notify the school if there is a change in a student's personal information such as address, phone number, custody, etc. Notification to the school should occur within five (5) days of the change. Failure to provide or update contact information may result in a referral to Law Enforcement Officials. **A student can only be dismissed with a person who is listed as a contact on the card.**

Immunization

Health records are kept for all students who are attending school. An immunization record from your family physician or health department is required. The record must include the name of the vaccine and the date given. If your child has not received immunizations, the following must be kept on file in the student's health record:

1. **A written statement from a physician stating a medical problem exists that prevents safe administration of the vaccine OR**
2. **A written statement signed by the parent objecting to immunizations because of religious or philosophical beliefs.**

Immunization requirements for school attendance can be accessed through the Ohio Department of Health Website or, School Nurse.

Medication

We are not permitted to give prescription or over-the-counter medications at school without written authorization from your doctor on our school form completed by the doctor and parent.

If medication is prescribed, the form should be completed while you are at the doctor's office. Both the doctor's order and the medicine (**must be** in the original bottle) must be provided to the school. Forms are available at the school office **or online**. If you have any questions regarding the medication policy, please call and talk to our school nurse.

General Information

Announcements

Daily announcements are made during homeroom and include the Pledge of Allegiance and a moment of silence. Additional announcements are made on an as needed basis.

Change of Address or Phone Number

It is the responsibility of the parent/guardian to report any change of address or phone number by updating the OneView Portal Online

Class Parties

Class parties should be an extension of the educational experience and promote development of social skills. Parties are to be scheduled when they are least disruptive to the educational atmosphere and shall be no more than one hour in length. There will be no more than three class parties per year. Some parties are designated as "parent parties" (parents are invited and encouraged to attend), and some may be designated as "class" parties (enjoyed by the class and their teachers).

The building Classroom Party Policy is updated regularly and a copy sent home. One aspect of the policy worth noting is **siblings of students, especially younger siblings, are not permitted to attend classroom parties.** This should be seen as a special time for the school-age child to be the center of attention during this particular event.

In keeping with the District Wellness Plan, current Ohio Department of Health guidelines and government regulations, all food brought to the school for distribution to students must be purchased and prepackaged with contents included on the label.

Custody Orders

Current custody orders, the divorce decree, and shared parenting plans are required to be on file. The entire original documents must be presented to school. When a new custody order becomes effective or an existing order is modified, an updated copy of the entire order needs to be provided to the school within five (5) days. School personnel will follow the contents of the latest valid documents which are on file at the school.

Dress Code

Wearing apparel should be chosen with the thought, health, safety, and favorable environment so as not to disrupt the educational process.

The determination of what is appropriate as listed below is the responsibility of the school principal or designee.

1. Clothing is to be neat, clean, and in good taste. Clothing may not be excessively tight or revealing.
2. Shoes must be worn at all times. Shoe strings must be tied. Open-toed shoes which fasten securely at the heel may be worn.
3. Sleeveless shirts must have close, fitted armholes. Shirts and tops should not reveal any cleavage. Tops and/or dresses with spaghetti straps are not permitted. Back and midriff must be covered. (No halters, one shoulder tops, or tubes).
4. Jackets or other outer garments are prohibited for regular wear in the building during normal school hours. Hoods or sweatshirts may not be worn inside the building.
5. Hair is to be clean and well groomed. Extreme hairstyles (such as mohawks, brightly colored, hair carvings, drastic "spikes", etc) are not permitted.
6. Personal hygiene must be favorable.
7. No clothing of any type that displays or insinuates obscene words, phrases, pictures, or advertise tobacco products, alcoholic beverages, drugs, gangs, violence, or death, or is suggestive in content may be worn.
8. Shorts are permitted all year long at the discretion of parents. They will be proper length and deemed appropriate (must extend to the middle finger or beyond when standing erect with arms to the side).
9. Pants are to be fitted or belted and be free of holes above the knees. Pants may not drag on the ground and must fit securely above the hips.
10. Head gear is not to be worn in the buildings (with the exception of school sponsored events" unless worn as part of cultural heritage.
11. Visible body piercing (other than in the ears and single post nose studs) is not permitted including tongue piercing or offensive tattoos.
12. Face paint is not permitted (With the exception of school sponsored events).
13. Wallet chains, excessive safety pins worn as decoration or other jewelry items that could be considered dangerous are not permitted.

Students that are in violation of the dress code **will receive a verbal warning, followed by a Written Warning, Detention, Alternative Intervention or Suspension (in progressive order)**. The student will be given the opportunity to wear an article of clothing in the office or call home and request clothing be sent in. **The student will not be allowed to return to the classroom until the violation is corrected.**

Electronic Devices/Cell Phones, etc.

The school cannot guarantee the safety or security of Electronic Devices. Students who bring their personal items to school do so at their own risk and only a limited amount of administrative time can/will be utilized in investigations of loss or damage. Electronic Devices may be used for educational purposes, with the permission of the classroom teacher or building principal. **However, devices that have the capability to access the internet are not permitted to be taken onto the playground or be used**

outside of the classroom. The content of material on these devices is subject to the Code of Conduct. Student cell phones are to be turned off, kept inside the student's backpack or cubby and not used during the school day or on the school bus. Tape or recording devices may be used in a classroom, only as a learning aide, and only with the prior approval of the teacher, unless stated in an IEP or 504 plans.

Consequences for violations of these procedures, policies, and practices will be a written warning and confiscation until the end of the school day, Detention, Alternative Intervention, and Suspension from school (in progressive order).

Early Dismissal/Emergency Announcements

In the event of delays, cancellations, or early dismissal due to calamity situations (weather, utility failures, etc.) announcements will be made on local radio stations (WILE, WCMJ, WBNV), on the district parent notification system and television stations (WTRF, WHIZ, WTOV) and yourradioplac.com. Please do not call the school.

Emergency dismissal arrangements should be noted on the back of the emergency card and the student made fully aware of such an arrangement.

Fund Raising

Throughout the school year there are fund raiser activities carried out by school related groups and organizations. Students are encouraged to participate in helping to raise needed funds for the many school activities not funded through district funds. However, no student is required to participate in fundraising activities. Parents who do not want their student to participate should send a note indicating this to the school office.

Students may be denied the opportunity to participate directly in fundraising activities if previous participation resulted in money not being turned in or other abuses of the fundraiser took place.

Fund raisers that are not directly associated with the school or school-related group or organizations are not to be conducted during the school day without administrative approval.

Gum/Candy

Chewing gum and eating candy is not permitted anywhere on school grounds or on school sponsored trips (except for special occasions such as use as an incentive or reward and approved by the principal).

Hat Days

Hats may be worn on designated Hat Days, sponsored by student activity groups as a fund-raiser. Headgear is limited to ball caps and visors (worn in appropriate fashion). No bandannas, scarves, do-rags, etc. are permitted. The determination of what is appropriate is the responsibility of the school principal or designee.

Lost And Found

To prevent lost belongings, label your child's clothing with their first and last name. Unclaimed and unlabeled items will be donated to charity at the end of each nine weeks grading period.

Parent Teacher Organization

The P.T.O. holds meetings on a monthly basis. Notices are sent home prior to each meeting by the PTO. We urge you to attend and become involved in your building P.T.O. Funds raised by these organizations are used to benefit our buildings and students. Contact the building office for information regarding P.T.O. meetings and becoming involved.

Personal Property

Items which adversely affect the educational process are not allowed at school. Dangerous toys and gambling devices will be turned in to the office and made available only to parents or guardians.

If students are playing with toys during instructional time they may be confiscated and returned at a later time. Students who bring personal property to school do so at their own risk. Students are advised not to bring electronic devices and other personal property to school. Students who bring personal property to school do so at their own risk. Electronic devices may be confiscated by school personnel if they disrupt the educational process. The school is not responsible for the loss of personal property.

Phone Calls

Students are not permitted to make or receive phone calls without the permission of office personnel. Students are not permitted to use cell phones during school hours. Cell phones must be turned off and stored in cubbies during the school day. Cell phones will be confiscated and turned into the office if on or used during the school day.

Pictures

Individual pictures of all students will be taken in the fall. Notices will be sent home with the students to inform the parents. Parents may purchase school pictures if they choose. The purchase of pictures is not mandatory. Pictures are usually scheduled again in the spring.

Pictures of students will be used in the yearbook as well as for identification cards that the photography service provides even if pictures are not purchased. **If you wish your student's picture not to be published, make it known on the emergency medical card.**

Safety

The Ohio Revised Code requires that each school instruct and train children in procedures to be used in case of emergency.

Student safety is controlled by classroom instruction and regularly scheduled fire, tornado, lockdown, and evacuation drills. Signs are posted in each room giving evacuation procedures to follow in an emergency.

A district crisis plan is used to train staff members how to handle crisis situations.

Student Records

Student records are kept in the guidance office. Ohio law protects student records. Requests to view records by students or parents/guardians must be made to the principal or guidance counselor.

Surveillance Cameras

Surveillance cameras are present to aid with student safety and building management. There is no expectation of student privacy. Surveillance cameras are for administrative use only and due to confidentiality issues, available for viewing by school administrative personnel only.

Textbooks

Students will be provided with several textbooks for use during the school year. The students will be responsible for their care. Replacement cost will be assessed for misuse or loss of books or equipment. Pencils and excessive papers should not be found in student textbooks. Students should not write in non-consumable texts nor should the corners of pages be turned down.

Chromebooks

Student use of chromebooks will follow all school rules. Chromebooks may be confiscated for improper use. Students may also be billed for damage to chromebooks.

Title I School Wide Building

Each year, Buckeye Trail Elementary receives Title I Federal funds. Title I funds are based on free and reduced lunch counts and are used to provide services to students who need additional assistance. Our Title I delivery service is called a School Wide program. This means all students, but in particular the

lowest achieving, receive additional assistance. After school programs and ongoing intervention services are among the services provided by Title I.

Visitation

An open house is held in each building either before or early in the school year for parent visitation.

Parents and volunteers that are on school grounds during the school day should park in the visitor parking spaces or other unoccupied spaces.

Student visitors are not allowed. Children not of school age are **not permitted** to visit the school. All visitors are required to report and sign-in at the office when entering the building. A visitor's pass will be issued at the time of sign in.

To limit classroom disruption we ask that you do not go to your child's classroom during the school day. If you are picking up your child early or need to see your child during the day, the office personnel will get your child out of class for you. Students are not permitted to remain around the buildings in the evenings unless they are attending a school-sponsored event.

Volunteers

Volunteers should meet all guidelines laid out by the school district in the Volunteer Handbook, including all proper background checks, board approval, and abiding by guidelines set forth by the volunteer coordinator and building principal.

Weapons

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto school premises. A valid license does not authorize the licensee to carry a weapon onto these premises. VIOLATORS WILL BE PROSECUTED.

Withdrawing

The following procedure should be followed when a student is withdrawing from school:

1. Notify the school at least two weeks in advance
2. Pay all student fees.
3. Request a copy of your child's report card.
4. Return all school property.

A child is not officially withdrawn from the East Guernsey Local School District until a request for records is received from the accepting school district in which the child will be attending. The child and their parent/guardian are subject to all attendance and truancy guidelines until he/she has been officially withdrawn from the East Guernsey Local School District.

CODE OF CONDUCT

The items in this Code are inclusive for all students properly under the authority of school personnel during a school activity, function or event. This includes all students on campus as well as both campuses of the Mid-East Center and Technology Center and students provided services under the other educational options.

The provisions of this code apply on all property owned or controlled by the District's Board of Education. Such provisions also apply to student misconduct off property owned or controlled by the Board that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Such provisions also apply to student misconduct, regardless of where it occurs, that is directed at a District official or employee or the property of a District official or employee.

The items in this Code are in effect during normal school hours, hours of a normal school function, or hours outside the normal day where contact is made by students and school personnel of a school-related nature.

All members of the school staff are to be free from harassment on or off school grounds regardless of time of day, time of year, or location. This includes misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. This includes, but is not limited to, verbal and/or physical assault or harassment, and damage to personal property.

A violation of any part of this Code may result in disciplinary action including: verbal or written warning, student-teacher conference, student-administrator conference, student-counselor conference, student-parent-counselor conference, and/r student-parent-administrator conference, rearrangement of class schedule, removal of privileges, removal from class or school, assignment to detention, In School Suspension, Suspension from school to the maximum of ten (10) school days, expulsion and/or juvenile court referral. **Common disciplinary actions are as follows:**

Detention is assigned for lunch and/or recess detention.

Alternative Instruction (AI)-A student may be assigned alternative instruction for minor discipline issues, or for issues such as missing work or other situations deemed necessary by the building principal. Such determinations will be made by the building principal on case by case situations.

In-School Suspension-A student may not attend school events (home or away), or be on school property after school hours during the time or day of an In-School Suspension. On one (1) day of ISS students will not be permitted to attend practice or games nor be on school property after school hours. Three (3) or more days of ISS will result in the student not being allowed to participate after school for all days serving except the last day of the suspension. In-School Suspension does not affect extracurricular activities on Saturday or Sunday, or over an extended vacation period (Christmas, Easter, Thanksgiving, etc). Students serving ISS spend part of a day, a day or days in the AI/ISS room and do work for which they receive credit. Violations of this Code or ISS may result in additional ISS time, suspension, and/or referral to Juvenile Court.

Suspension (out of school) from school means a student may not attend school, school events (home or away), or be on school property during the time of suspension, this includes Saturday, Sunday, and during an extended vacation period. A student who is suspended will be given the opportunity to complete work for credit. Students who receive a suspension of ten (10) days, or who have received multiple suspensions, may appeal to have their out of school suspension reduced, if they agree to an appropriate counseling program or evaluation. Such appeals will be dealt with on an individual basis, and in strict confidence.

Expulsion from school means a student may not attend school, school events, or be on school property during the time of expulsion. Makeup work must be turned in on the day that the student returns from the suspension. Tests and quizzes that were given while a student has been suspended, must be made up by the end of the 2nd day that the student has returned for a maximum credit of fifty (50%). Expulsion may result in the loss of credit for courses taken at school, the Career Center, or at any college or university, under the Post Secondary Enrollment Option. Only the Superintendent can expel a student.

While an expulsion is normally for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester, Ohio law authorizes the extension of an expulsion under some circumstances and, if fewer than 80 school days remain in the school year, the Superintendent may apply any remaining part or all of the expulsion to the following school year.

Students who receive a suspension of ten (10) days, or who have multiple suspensions, may appeal to have their out of school suspension reduced, if they agree to an appropriate counseling program or evaluation. Such appeals will be dealt with on an individual basis, and in strict confidence.

Should a student or a student's parent/guardian/custodian choose to appeal the Superintendent's expulsion, he/she must do so within fourteen (14) calendar days of the notice of expulsion. The appeal shall be in writing and made to the District Treasurer. At the request of the student or of the student parent/guardian/custodian or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

A student shall be held in violation of the East Guernsey Local Schools Code of Conduct when he/she has participated in:

Disruption: Disruption or obstruction is the result of misbehavior that interrupts the learning, teaching, or coaching processes, interferes with the rights of others to enjoy a performance of a school sponsored or school sanctioned activity whether curricular or co-curricular, or threatens the general safety or well-being of students, employees, and the community.

Vandalism: Physical damage or defacement of school or private property, including littering. Physical damage, defacement to school property, school personnel's private property, and private property are prohibited. Physical damage, whether intentional or unintentional, is any action that leads to the property's replacement, repair, cleaning, or comparable restorative action. Littering, whether intentional or unintentional, is also prohibited.

Theft: Theft of school or private property. Theft of school property, school employees' property, or private property is taking into one's possession or use, property that is not one's own or allowing another to take into possession or use someone else's property while by word or action leading them to believe the property was under your care and/or supervision. Theft of information, copyright infringement, or unauthorized duplication is prohibited.

Fighting: Fighting, hitting, unauthorized touching. Fighting is any physical **or verbal** combative behavior that disrupts the tranquility of a proper educational atmosphere

Sexual harassment is prohibited as inappropriate, offensive, and detrimental to the creation of a healthy educational environment. Sexual harassment may include, but is not limited to the following: 1) unwelcome sexual flirtations, touching advances, or proposition; 2) verbal or physical abuse of a sexual nature; 3) graphic or suggestive comments about an individual's dress or body; 4) the use of sexually degrading words to describe an individual; 5) sexually obscene jokes; 6) remarks referring to sexual orientation; 7) Violence in a dating relationship.

Assault/Physical Attack: Any violent physical attack by one student upon another or others, or any threat to cause physical injury to another.

Weapons or Look-A-likes: Transmission, concealment, creation, handling, or use of weapons and/or dangerous instruments. Any object has the ability to become a weapon or dangerous object when misused or handled in a manner that becomes threatening to the safety of others whether that threat is real or reasonably believed. Students are not to have in their possession at or during school, on the bus, in their cubbies, or on their person, any weapon or dangerous instrument. This includes, but is not limited to: any type of guns (hand, starter, air, paint, pellet, squirt, or water), or any object that is indistinguishable from a firearm; knives of any type; laser pointers; or any other object that by its nature, representation, or use, can be defined as dangerous. Violation is a 10-day suspension for school and a recommendation for expulsion.

Controlled Substances or Look Alike: Possession, use, including evidence of consumption, buying, selling, offering, transmission, or concealment, of alcoholic beverages, illegal drugs, narcotics, controlled substances, or any mind-altering substances, including counterfeit drug and related tools, or “look-alike” drugs or “over the counter” drugs (such as aspirin, acetaminophen, Tylenol, etc). Also included are suspected “inhalants”. Any substance that one student may lead another to believe to be a mind-altering substance is also included in this offense.

The student must inform the school of any prescription medicines he/she may be taking, including dosage, frequency, and possible side effects. A form is available and must be filled out by both the parent and doctor and filed with the school nurse for both the prescription and nonprescription medication. Authorized school personnel can dispense the medication to the student.

Students are not to give, possess or receive medication of any kind, including aspirin or acetaminophen. Violations are assessed by the Building Administrators and may lead to a 10-day suspension from school. A five-day reduction and referral to counseling may be available to first time offenders. Multiple violators, and students involved in the use, sale, exchange, and/or transmission of substances may result in a 10-day suspension from school and a recommendation for expulsion.

Tardiness to Class or School: Unexplained absence or tardiness to a class, study hall, assemblies, or school. When a student is not present, or arrives after the appointed time for a class, study hall, assembly, or school to begin, he/she is to have a written explanation for the absence or tardiness, otherwise they are designated truant.

Profanity/Offensive Behavior: Offensive language or behavior is any communication, written or verbal, physical or implied, that by its denotation, connotation, or tone can be reasonably construed to be profane, obscene, shocking to sensibility, or in poor taste. Included is any language, communication, or act that is personally demeaning, offensive, or in violation of an individual’s Civil Rights and human dignity (race, religion, sexual orientation). Public Display of Affection, such as kissing, hugging, holding hands, or placing hands on another student in an inappropriate manner, etc. is not permitted.

Failure to Follow School Regulation/Directions: All students are expected to follow directions given to them by any District employee. If the student did not hear clearly, or did not understand the directions, it is his/her responsibility, out of respect for the employee’s position, to politely ask for the directions to be repeated or rephrased and then it is his/her responsibility to comply with those directions.

The District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. The District views the Dress Code as a serious issue and expects parents to promote the

observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire.

- Vulgar, illegal, evil, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited. Evil, intimidating, or hostile contact lens, as identified by the administration, will not be permitted in the school setting.
- Hats (or other head coverings or hoods) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
- Shorts and skirts will be no shorter than the middle of the thigh. This midpoint is the arbitrary decision of the principal.
- Shirts and tops will be no lower than one inch below the collarbone, must cover the shoulder and be long enough to cover the student's waistline. Boys must not have excessive cutout shirts on the side or rib cage. Boys and girls shoulders must be covered by the shirt. The principal has the discretion to determine what is appropriate for cutout shirts.
- See through clothing and clothing that has excessive rips, tears, or holes are not permitted. All undergarments are to be covered. There can be no rips or tears above the knee cap on jeans or pants. Tape must be obtained to cover the holes in pants that are above the knee. Stretch pants or yoga pants must be covered by an upper garment (shirt, sweatshirt, sweater, etc.) over the rear end.
- Oversized clothing, which compromises the safety of students, is not permitted. Pants must be worn at the appropriate height for the school setting.
- Appropriate and safe shoes or sandals will be worn at all times.
- Visible body piercing is prohibited (other than ears and small single nose stud).
- Offensive tattoos are prohibited and must be covered by clothing. Students may not wear bandages to hide prohibited body piercings or tattoos.
- Abnormally colored hair will not be permitted in school, such as (orange, bright red, green, purple, blue, or any color deemed inappropriate by the principal)

Students who violate the Dress Code rules may receive a detention, AI, and finally suspension (in progressive order). Students may not attend class until the dress code violation is corrected—they will be assigned with AI. Students will be required to call home for proper attire, borrow from a classmate, or make clothing compliant to the dress code, or they must report to AI.

Unsafe Behavior: Any action that by its nature threatens the safety of the student and others. This includes the use of playground or other equipment in a manner other than its intended use, general horseplay, running in the hallway, excessive rough play, pushing, shoving, kicking, biting, or other behavior in the school setting that is unsafe, excessive or unwarranted physical contact.

Academic Integrity/Cheating/Plagiarism: Any means by which a student gains an unfair advantage over other students in any type of assessment is cheating. Presenting someone else's work as one's own in order to obtain a grade or credit is cheating. Cheating also includes, but is not limited to, copying one's assignments, quiz or test answers, and plagiarism.

Falsification: Any act of providing false information, lying, or misrepresentation of the truth; the act of falsely reporting incidents, making accusations or giving statements to school personnel which may adversely affect the welfare of others. This includes, but is not limited to, false absence excuses, passes, parental signatures and communications.

Disrespect/Insubordination: The District is committed to providing a safe, friendly learning environment. Each student is expected to respect the community and school in the same manner that the

community and school respect each student. Students are always to comply with a reasonable request of a District employee in a supervisory position. Insubordination is a behavior that shows lack of regard for the authority of any District employee or volunteer. Disrespect is a behavior that shows a lack of regard toward the employee or volunteer.

Unauthorized use of fire or possession of fire creating items/Bomb Threats: Unauthorized use of fire, explosive devices, and possession of instruments used to create fire is prohibited. False alarms of any type including fire and/or bomb threats are prohibited and subject to prosecution as well as discipline.

Hazing/Harassment (Bullying) /Threatening: *Buckeye Trail Elementary School is a Threat Free Zone.*

- Hazing is defined as any act of initiation into any group or organization that creates a risk of mental or physical harm.
- Harassment is defined as intimidation by continual threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing any individual. The use of racial/ethnic slurs and name-calling is a violation of this provision.
- Threatening is the act of using various means to intimidate or coerce another. Students are not to threaten or urge another student or person to threaten any student, teacher, or other school employee or visitor. Any student who threatens the life ("fatal threat") of another student, teacher, school employee or visitor, especially using the word "kill", faces a 24-hour emergency removal from school, an out-of-school suspension (10 days) and a recommendation for expulsion.

Any student, teacher, or school employee or visitor, who believes they have been hazed, harassed, threatened, bullied, or are a victim of cyber bullying should report the incident to a teacher, guidance counselor, social worker, principal or superintendent. The incident will be investigated promptly, and if verified, a combination of disciplinary consequences, possible law enforcement referral, and/or counseling will be directed for the perpetrator(s). Victims will be provided counseling as needed.

Possession of Tobacco in any Form: A student is not to have any tobacco product on their person, or in a school locker, or their vehicle parked on school property while attending school or school events. A student is not to possess, use or transport any tobacco product while on school property or at a school sponsored event. This includes e-cigarettes or look alikes that are developed to deliver tobacco.nicotine or any look alike substance, this includes team or fog.

Excessive Rough Play/Pushing-Unsuitable Conduct- Conduct unsuitable for the school environment, which includes but not limited to: extreme rough play, pushing, shoving, horseplay, and/or excessive physical contact.

Bullying/Cyber Bullying: Bullying and cyberbullying are acts which are forms of harassment, intimidation, and coercion. Stay Away Agreements (contracts) will be used by the principal for a designated period of time while a bullying accusation is being investigated.

Gambling: A student is not to engage in any form of gambling.

Forgery Falsification or Defacement of Records: A student is not to use or sign the name of another person and shall not falsify or deface any school record.

Abuse of Computer Hardware/Software: A student shall not abuse the District's computer hardware or software, tamper with computers or computer programs, or make unauthorized copies of computer

software. Also, a student shall not violate the District's Acceptable Use and Internet Safety Policy.

Leaving School Premises: A student shall not leave school premises when obligated to be in school unless authorization to leave is obtained. In addition, a student is not to be in an authorized or improper area of a school away from proper supervision.

Other: Any conduct not specified alone that distracts or interferes with good order, the operation of school programs, or the educational process, including any conduct that poses as threat to the safety of persons or property.

All student violators will receive Due Process and be entitled to a hearing, and/or appeal of disciplinary action. The discipline consequences, which accompany the Student Code of Conduct, are a general guide. The severity of the offense may/will determine the severity of the consequence, based on the principal or designee judgment.

Classroom Rules

Each classroom will have established classroom rules and consequences posted in the classroom. The Principal or her designee may assign consequences as deemed appropriate for disciplinary referrals for not following classroom rules (see page 15, and "Disciplinary Consequences", page 19-21).

Hallway Rules

1. **All Code of Conduct rules apply in the Hallway.**
2. **Students are to walk in an orderly manner.**
3. **Students are to stay to the right side when walking in the hall if at all possible.**

Playground Rules

1. All Code of Conduct rules apply on the playground.
2. Students may enter or leave the playground only with teacher permission.
3. Students are to use designated play areas and equipment only.
4. Good sportsmanship and fair play should be used at all times.
5. Food and pop are not allowed on the playground.
6. The playground is open only during school hours.
7. The following are not allowed on the playground: baseballs, wooden or metal bats, skates, roller blades, skateboards, etc. including clothing that may get caught in equipment.
8. Any other items not mentioned that may be deemed unsafe or disruptive based on the judgment of the Principal or designee not permitted on the playground.

***The disciplinary consequences which accompany the Code of Conduct on these pages are a general administrative guide. The severity of the offense will determine the severity of the consequence, based on the Principal's judgment.**

2017-2018 Disciplinary Consequences - A General Guideline

Violation	1 st Offense	2 nd Offense	3 rd Offense	Subsequent Offenses
1. Disruption	1 day AI	3 days AI	5 days AI	Suspension and court referral for chronic behavior Possible recommendation for expulsion.
2. Vandalism	1 day AI, Restitution and Replacement	3 days AI, Restitution and Replacement	5 days AI, Restitution and Replacement	Suspension and Court referral for chronic behavior Restitution and replacement possible recommendation for expulsion
3. Theft	1 days AI Restitution and Replacement	3 days AI Restitution and Replacement	10 days AI Restitution and Replacement	Suspension and Court referral for chronic behavior Restitution and Replacement
4. Fighting	<u>Verbal</u> – Loss of Recess and Privileges <u>Physical</u> – Loss of recess, Isolation, Restricted Privileges, Possible Suspension	<u>Verbal</u> – Loss of Recess and Privileges <u>Physical</u> – Loss of recess, Isolation, Restricted Privileges, Possible Suspension	1, 3, 5 Days Suspension <u>Physical</u> -1, 3, 5 Days Suspension	10 Day Suspension Recommendation for Expulsion <u>Physical</u> -10 Day Suspension Recommendation for Expulsion
5. Sexual Harassment	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Days Out of School Suspension, Recommendation for Expulsion and referral to Juvenile Court
6. Assault/ Physical Attack	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Days Out of School Suspension, Recommendation for Expulsion and referral to Juvenile Court
7. Weapons or Look Alike	10 Day Out of School Suspension Recommendation for Expulsion and referral to Juvenile Court			
8. Controlled Substance or Look Alike	<u>Transmission/Use</u> – 10 Day Out of School Suspension with Recommendation for Expulsion and referral to Juvenile Court <u>Possession</u> – 10 Day Out of School Suspension	<u>Possession</u> - 10 Day Out of School Suspension with Recommendation for Expulsion and referral to Juvenile Court		

9. Tardiness	Detention	Detention	1 day A.I.	Additional A.I.
10. Unexcused Absences	Detention	Detention	1 day of A.I.	Juvenile Court referral
11. Profanity/ Offensive Behavior (Verbal or Written) Profanity or offensive behavior toward staff will be treated as Offense #4	Loss of Recess Apology	Loss of Recess Apology Restricted Privileges Meet with guidance/social worker	Loss of Recess Apology Restricted Privileges Meet with guidance/social worker Behavior Plan	Out of School Suspension
12. Failure to Follow School Directions Dress Code	Loss of Recess Verbal Warning	Loss of Recess, Isolation, Restricted Privileges Loss of recess-change clothes before returning to class	3 Days AI Loss of recess-change clothes before returning to class	4 th -3 Days AI (Progressive) 5th-Suspension
13. Unsafe Behavior	Loss of Recess	Isolation, Restricted Privileges Meet with guidance or social worker	Isolation, Restricted Privileges Meet with guidance or social worker Possible suspension	Suspension (Progressive per Offense)
14. Academic Integrity/ Cheating	Loss of Recess	Loss of Recess (3 days)	AI or Suspension	Out of School Suspension (Progressive per Offense) Recommendation for Expulsion and referral to Juvenile Court
15. Falsification	Loss of Recess	Isolation, Restricted Privileges Meet with guidance or social worker	Isolation, Restricted Privileges Meet with guidance or social worker Possible suspension	Suspension (Progressive per Offense)
16. Insubordination/ Disrespect	Loss of Recess Apology	Isolation, Restricted Privileges Meet with guidance or social worker	Isolation, Restricted Privileges Meet w/ guidance or social worker Possible suspension	Suspension (Progressive per Offense)

17. Unauthorized use of Fire Arson	3 Days AI or Suspension, Restitution/Replac ement 10 Day OSS with Recommendation for Expulsion and referral to Juvenile Court	Suspension, Restitution/Replac ement	10 Day Out of School Suspension Recommendation for Expulsion and referral to Juvenile Court	
18. Hazing/ Harassment/ Cyber Bullying Threatening (Fatal)	3 day loss of recess Isolation, Restricted Privileges, meet with guidance or social worker 24 Hour Emergency Removal 10 Day OSS, Recommendation for Expulsion	1 DaySuspension	3 Day Suspension	5, 10 Day Out of School Suspension (Progressive), Recommendation for Expulsion and referral to Juvenile Court
19. Possession/Us e of Tobacco in Any Form	1 Day Suspension	3 DaySuspension	5 Day Suspension	10 Day Out of School Suspension Recommendation for Expulsion and referral to Juvenile Court
20.Excessive Rough Play/Pushing, shoving, unsuitable conduct	Loss of Recess	Isolation, Restricted Privileges Meet with guidance or social worker	Isolation, Restricted Privileges Meet with guidance or social worker Possible suspension	Out of School Suspension (Progressive per Offense)
21.Bullying/Cy ber-Bullying	3 days of A.I	5 days of A.I.	5 day suspension	10 days out of school suspension
22. Other	The gravity of the offense=consequ ences	Progressive discipline steps	Progressive discipline steps	Progressive discipline steps

BUS CONDUCT

As a school district, we strive to seek ways and methods to make bus transportation as safe as possible for all. This safety concern can only be successful with the cooperation of parents. With your help and support, we hope to avoid accidents and injury.

Any disruptions, rowdiness, or acts by students which jeopardize the safety of others will not be tolerated. The bus driver is in charge of students transported on his/her bus with full authority to enforce these rules in conjunction with the district-wide Bus Code of Conduct.

The school district's bus conduct expectations for students are: 1) the student acts in a safe manner and 2) the student follows the directions of district staff (ex.-bus driver, bus aide). Violations of the bus conduct expectation are, but not limited to, the following-

1. **Unsafe behavior at bus stop:** any behavior which threatens life, limb, or property of another
2. **Unsafe behavior on bus:** out of seat while bus is in motion, extending hands, arms, head or objects out windows, blocking aisles or exits, throwing or passing objects
3. **Failure to comply with request of driver:** failure to obey the driver promptly and respectfully.
4. **Opening windows without permission of the driver**
5. **Eating, chewing gum or drinking liquids on the bus is prohibited.**
6. **Discarding refuse on the bus**
7. **Carry-on possessions:** only objects that fit on laps are permitted. Toys, sports equipment, etc., must be in a sack or duffel bag. No glass containers allowed on buses. Cell phones may not be used on the bus (unless requested from the driver).
8. **Loading and Unloading:**
 - a.) Arrive at bus stop before scheduled arrival time
 - b.) Wait in location clear of traffic and away from bus stops, and for the signal of the driver before crossing the roadway.
 - c.) Walk on the left side of the road facing oncoming traffic when approaching
 - d.) Cross in front of bus when going to the opposite side of the road.
9. **Violation of the school Code of Conduct.**

Written permission is required to ride a bus other than regularly scheduled or to exit at other than designated stop. Office approval is required for changes. If there is a change in the method of transportation that a student needs for a particular day, a note must accompany that student to school on or before the day in question. We cannot guarantee a change if made through a phone call. Parents, who call the office to make changes in the transportation of their child, should call before 1:00 p.m. on the day of the change.

Violation of East Guernsey Bus Code of Conduct*

Some East Guernsey buses are equipped with a surveillance camera. Cameras may periodically be in use while students are on the bus. Surveillance cameras are for administrative use only and, due to confidentiality issues, are available for viewing by only school administrative personnel. Students who receive a bus conduct report will meet with the principal or his designee to discuss the referral. Students are afforded Due Process in which they can give their side of the incident. The administrator will be fair and firm. Disciplinary decisions may be appealed to the superintendent.

Guide of Bus Discipline Consequences

- Step 1 Verbal Warning-**Driver documents incident (Date, time, violation).**
- Step 2 Written warning signed and returned to the Bus Driver by the parent, with a copy given to the **Principal** for the student's file, **including date, time and violation.**
- Step 3 Written referral sent to the Principal.
- | | | | | |
|--------|-------------------|-------------------------------|-------------------|-------------------------------|
| Step 4 | Grades K-2 | One day off the bus | Grades 3-5 | One day off the bus |
| Step 5 | Grades K-2 | Two days off the bus | Grades 3-5 | Three days off the bus |
| Step 6 | Grades K-2 | Three days off the bus | Grades 3-5 | Five days off the bus |
| Step 7 | Grades K-2 | Five days off the bus | Grades 3-5 | Ten days off the bus |
- Step 8 **Recommendation for bus suspension for the remainder of the school year.**

***The disciplinary consequences which accompany the Bus Code of Conduct on these pages are a general administrative guide. The severity of the offense will determine the severity of the consequence, based on the Principal's judgment.**

Directory Information

In compliance with Federal regulations, the East Guernsey Local School District has established the following guidelines concerning student records:

The guidance counselor is the Records Control Officer for each respective building and is responsible for the processing and maintenance of all student records. The counselor may be reached by calling the building office.

Each student's records will be kept in a confidential file located at his/her building. The information in a student's file will be available for review only by the parents or legal guardian of a student, an adult student, and those designated by Federal Law or district regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District official or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with Federal Education Rights and Privacy Act.

The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing as soon as possible so that she/he will not permit distribution of any or all of such information:

Name, address, and 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 and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

A copy of the Board of Education's policy and the accompanying District regulations are available at the Central Office. There will also be a person available at the Central Office to answer any questions concerning the policy or regulations.

Discrimination Grievance Procedure

For resolution of complaints alleging discrimination of race, sex, handicap, religion, or national origin or other human differences, the following procedure is to be used.

Any employee, student, or parent on behalf of the student who has a complaint and is unable to solve the issue, is to submit the complaint to the compliance officer of Title IX Section 504. Send complaints to the Superintendent of Schools, PO Box 128, Old Washington, Ohio, 43768, (740) 489-5190. The compliance officer's responsibility is to investigate the circumstances of the complaint.