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Student/Parent Handbook 2024-2025



Mrs. Julie Obraza, Principal & Preschool Coordinator
Mrs. Mary Aey, Assistant Principal & Special Education Coordinator
Mrs. Sabrina Kisner, Administrative Assistant
Mrs. Nicole Nicely, School Counselor
Dr. Joe Clark, Superintendent

Waterloo Elementary School
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PRINCIPALS' MESSAGE

On behalf of the teachers and staff of Waterloo Elementary School, we welcome you to the new school year! WES has made a commitment to create an environment that is focused on the growth and development of all learners. We strive to create a safe and nurturing setting where we can guide and support our students as they acquire the academic, cognitive, communication, social/emotional, interpersonal, and physical skills they need to meet future challenges and endeavors and grow as happy and successful members of the Waterloo community.

It is our goal to have students, parents, and school personnel work together in a common effort to make school a place that will enable each child to develop to his or her full potential. By working together, we can provide better educational opportunities for our children.

We look forward to many opportunities to celebrate our learners' growth, accomplishments, and successes.

Go Vikings!

-Mrs. Obraza and Mrs. Aey

WATERLOO ELEMENTARY SCHOOL STAFF 2024-25

PRINCIPAL	Mrs. Julie Obraza	
ASSISTANT PRINCIPAL	Mrs. Mary Aey	
ADMINISTRATIVE ASSISTANT	Mrs. Sabrina Kisner	
SCHOOL COUNSELOR (K-6)	Mrs. Nicole Nicely	
SCHOOL PSYCHOLOGIST	Mrs. Alison Barstow-Elliott	
FOOD SERVICE DIRECTOR	Mrs. Barb Rach	
TRANSPORTATION DIRECTOR	Mr. Tim Fox	
NURSE	Mrs. Kimberly Strange, RN	
KINDERGARTEN	Ms. Brenna Kirkbride Ms. Taylor Pfeifer	Mrs. Kim Shondrick
FIRST GRADE	Mrs. Nicole Lewis Ms. Emma Laughman	Mrs. Sara Heppe
SECOND GRADE	Mrs. Lisa Lange	Ms. Pamela Shawgo
THIRD GRADE	Mrs. Beth Moon Mrs. Jaylie Sonnefeld	Mrs. Jennifer Pusateri
FOURTH GRADE	Mrs. Tina Spellman	Mrs. Judy Drugan

FIFTH GRADE	Ms. Angie Luli	Mrs. Brenda Flarida
SIXTH GRADE	Mrs. Patty Mills Mr. Corey Turner	Mr. Brock Draher
INTERVENTION SPECIALISTS	Mrs. Renee Jackson Mr. Jordan Vinson Mrs. Laura Nichols Ms. LeeAnn Hritz	Mrs. Jennifer Bixler Mrs. Sonya Stewart Mrs. Kayla Pennington
TITLE I TUTORS	Mrs. Dawn Riley Mrs. Jen Flecksteiner Mrs. Lyndsay Renouf	Mrs. Wendy Knipper Mrs. Marsha Wise
PRESCHOOL	Mrs. Amber Wiley Ms. Natalie Epifanio Mrs. Megan Huth Mrs. Margie Decker (Intervention Specialist)	Mrs. Rebecca Caipen (aide) Ms. Taylor Stoneman (aide) Mrs. Judy Welch (aide)
ART	Mr. Matthew Noll	
PHYSICAL EDUCATION	Mr. Tyler Brown	
STEAM	Mrs. Elizabeth Hayes	
TECHNOLOGY	Mrs. Jodi Canale	
SPEECH PATHOLOGISTS	Ms. Beth Hoopes	Ms. Sandy Forshey
LIBRARY AIDE	Mrs. Judi Loshark	
CAFETERIA	Mrs. Cindi Cooper Mrs. Hellena Lippy Mrs. Tracey Nicely	Mrs. Jena Kavulla Mrs. Connie Knopp
AIDES	Mrs. Jennifer Baumbick Ms. Hailey McMillan Mrs. Raven Shannon Mrs. Ginger Gibson Mrs. Natalie Daniels Mrs. Jackie Murdock Mrs. Katie Hansen Mrs. Kristin Martin Mrs. Brandi Herbert	Mrs. Christina Bruce Mrs. Amie Martz Mrs. Katrina Kisner Mrs. Sabrina Kisner Mrs. Leslie McClinsey Mrs. Jazmine Wilhelm Mrs. Judi Loshark Mrs. Cyndy Smith Mrs. Amy McClellan

ATTENDANCE

REPORTING ABSENCES

If your child is to be absent, you must call the school office **(330-947-2153)** before **10:00 AM**, explaining the reason for the absence. State law requires that the school attempt to notify you if a call is not received, so we will call your home and/or cell phone if your child is absent and you do not call us. You may report your child's absence by calling **(330) 947-2153** anytime during the 24 hour day. This procedure complies with the "Missing Children's Act."

When your child returns to school after any absence, you must send a note within 3 days to the teacher explaining the nature of the illness or absence. If your child is going to be absent for more than 3 days, you **must have a doctor's excuse** and return it with your child.

Attendance is the responsibility of the student and parents. The school's responsibility is to provide instruction.

Frequent absences of students from the learning experiences during the year disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained entirely, even by make-up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefit of schooling. Retention may be considered for any student who has missed a significant number of days from school. **Parents or guardians must come into the office to sign their child in or out of school if arrivals and departures are different from our regular school day times.**

Attendance will be determined from the official records of the Waterloo School District. The State of Ohio has a mandatory attendance law that states that children must attend school until age eighteen (18). If a student's absence becomes excessive, a referral may be made to Portage County Juvenile Court as per the State attendance laws.

The statutes governing school attendance in Ohio are specific and leave little option for school authorities to excuse children from school. Parents provide notice in writing describing the circumstances under which their student might be absent from classes. Only school officials have the authority to excuse students. The State Board of Education classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school.

- **Personal illness**---the approving authority may require the certificate of a physician if deemed necessary.
- **Illness in the family**---the absence under this condition shall not apply to children under fourteen years of age.
- **Quarantine of the home**---the absence under this condition is limited to the length of the quarantine as fixed by the proper health officials.
- **Death of a relative**---the absence arising from this condition is limited to a period of three days unless a reasonable cause can be shown.

- **Students needed at home due to the absence of parents or guardians**---any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
- **Observance of religious holidays**---any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
- **Emergency or set of circumstances** which in the judgment of the Principal constitutes a good and sufficient cause for absence from school.
- **ALL OTHER ABSENCES WILL BE CONSIDERED UNEXCUSED.**

UNEXCUSED ABSENCES

Students who do not bring a note from a parent/guardian regarding their absence will be counted ‘unexcused’ for that day, unless the school was notified via phone. Excuse notes should be turned into the office within three days of returning to school. Students who bring a note for an absence that is not excused by school policy will also be counted ‘unexcused.’

TRUANCY

Ohio House Bill 410 updates Ohio’s truancy law (see attached ODE notice “Excessive Absenteeism”) and places a higher priority on parental engagement and accountability as part of a student’s absence intervention plan. Waterloo Elementary School is committed to a preventative approach to truancy and will implement an Absence Intervention Team to develop an absence intervention plan that incorporates academic and non-academic supports for students who are habitually truant.

A student will be considered ‘habitually truant’ if he/she is absent 30 or more consecutive hours without a legitimate excuse, absent 42 or more hours in one month without a legitimate excuse, or absent 72 or more hours in one year without a legitimate excuse.

A student will be considered ‘excessively absent’ if he/she is absent 38 or more hours in one school month with or without a legitimate excuse, or absent 65 or more hours in one school year with or without a legitimate excuse.

Further, a student is considered truant from school when any of the following conditions exist:

1. A student is absent from school without the knowledge of his or her parent or guardian.
2. A student leaves school without permission of the principal.
3. A student is physically present at school but does not attend class or is not in his/her designated area.

TARDY / HALF DAY ABSENCE

A Student will be counted *tardy* if they arrive at school after 8:00 AM and before 10:30 AM. Students must be signed in at the office by a parent/guardian and receive a late pass to class. Students are counted *half day absent* if they arrive at school after 10:30 AM or leave school before 11:25 AM. A student who leaves at or after 2:00 PM will be considered early dismissal. NOTE: *Excessive tardiness could result in a referral to the truancy officer or juvenile court.*

VACATIONS DURING THE SCHOOL YEAR

We encourage families to arrange for vacations during recesses from school, however, when it is necessary to take your child out of school for three or more days, please contact the school office at least two weeks in advance to request an “Extended Absence” form. The form must be approved by the principal and signed by the classroom teacher before the child will be excused for the absences. (NOTE: *Absences longer than ten days require the signature of the Superintendent of Waterloo Local Schools.*)

ILLNESS DURING SCHOOL HOURS

As a general rule, for the comfort of the child and the protection of other students, children with temperatures of 100.0 degrees or above, those vomiting or complaining of other long lasting symptoms, or those seriously injured, will be sent home. The school nurse is available to discuss medical concerns with you. The school office and the school nurse need to have on file the names of at least two adults (perhaps neighbors, friends, or relatives) who can come to school to get your child if illness or an accident occurs and we cannot reach you. Please make sure we have up to date telephone numbers on the “Emergency Information” cards. Parents are strongly encouraged that their child does not attend any school activities in the evening if they miss school that day due to illness.

MAKE-UP WORK

A student with an excused absence may complete any missed work. It is the responsibility of the student to turn in any assignments and work while absent. **If the student misses the day of a scheduled test, the student will be required to take the test the day of the return. The student must turn in all work up to the day of absence on the first day of return and will be given one day for each day of absence to get the make up work in.** The Principal may grant extra time for make-up work in special cases where the circumstances warrant an extension. Because projects are assigned far in advance, the student must submit his project on the day he/she returns to school.

Please contact the office to request missed assignments to complete at home if your child will be absent more than a few days.

INSTRUCTIONAL PROGRAM

MISSION STATEMENT

Waterloo Local School District, in cooperation with our families and community, cultivates academic excellence through high quality instruction and experience-based learning connecting students’ lives to their futures.

EDUCATIONAL PHILOSOPHY

We believe that our focus should be on giving every child the proper experiences that develop the basic skills of learning, the nurturing of interests and appreciation, and the reinforcement of good moral living.

We believe in developing the foundation on which the character of a worthy citizen is built, the teaching of our principles of government, and the importance of democracy. We provide an atmosphere reflecting cooperation, friendliness, and a place of learning. We strive for each student to go home feeling good about each and every day spent with us.

GRADING PROCEDURES

Grades reflect a cross-section of the student’s work. They include test scores, class activities, participation, discussions, observations, and written assignments. If your child has homework, it should be able to be completed independently. If you are concerned about your child’s grades, please contact the teacher. Waiting until parent-teacher conference time may be too late. Parents are encouraged to check ProgressBook on a regular basis.

Letter grades will be assigned in grades first through sixth grade using the grading scale listed below.

KINDERGARTEN

P – Progressing – Student is performing at an appropriate level.

D – Developing – Student is developing skills and is not yet completely successful.

SPECIALS CLASSES

- Meeting Expectations
- Not Meeting Expectations

GRADES 1 through 6 Core Academic Subjects

100% - 98%	A+
97% - 93%	A
92% - 90%	A- = 4.00
89% - 87%	B+
86% - 83%	B
82% - 80%	B- = 3.00
79% - 77%	C+
76% - 73%	C
72% - 70%	C- = 2.00
69% - 67%	D+
66% - 63%	D
62% - 60%	D- = 1.00
59% - 0%	F = 0.00

REPORT CARDS/INTERIM REPORTS

Report cards are issued four times a year in grades 1-6, approximately every nine weeks. Interim reports may be issued midway between the four nine-week reporting periods for whom teachers have academic concerns. Kindergarten progress reports are issued twice a year. Parents are encouraged to check ProgressBook regularly.

HONOR ROLL/MERIT ROLL

Students in grades 4-6 are eligible for honor roll or merit roll recognition. Students who earn a GPA of 3.40 - 4.00 will make the honor roll. Students who earn a GPA of 3.00 - 3.39 will make the merit roll. Students are recognized for these achievements throughout the year. The end of the year assembly will also recognize individual students for academic achievements.

PROMOTION - A student will be promoted to the next grade level after satisfactorily meeting expectations designated for that grade level.

READING IMPROVEMENT AND MONITORING PLAN (RIMP)

Ohio law requires schools to assess the reading ability of students in kindergarten through fourth grade and to implement a Reading Improvement and Monitoring Plan (RIMP) for any student who does not meet the minimum reading assessment thresholds (considered “not on track” for reading proficiency). Parents will be kept informed and invited to participate in the writing of the RIMP should their child’s reading scores require it. Classroom teachers keep parents informed of their child’s reading progress so there are no surprises. Parents should contact their child’s teacher should they have any questions or concerns.

FINAL FORMS

Student records are kept via the online portal, FinalForms. This is easily accessible through the district's website. Every parent is assigned a username and a password. Please contact the school office if you need help accessing FinalForms. **It is imperative FinalForms are reviewed and updated by parents every August at minimum.** FinalForms provides the school critical information including emergency contacts, address changes, phone numbers, custody rights and information, and medical alerts.

Other student records are kept by teachers, counselors and the administrative staff. There are two kinds of basic records – directory information and confidential records. Directory information can be given to any person or organization for nonprofit purposes when requested, unless the parents of the student restrict the information through FinalForms. Directory information includes: a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent/guardian. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, health records and communications with the family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency.

Parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, contact the Principal, in writing, stating the records requested.

INDIVIDUALS WITH DISABILITIES

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

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

A student may qualify for Special Education services through the proper evaluation, and placement procedures. Active parent participation is required when qualifying a student for Special Education. To inquire about the procedures or programs involved with Special Education, or if you suspect your child has a disability that substantially limits major life activities should contact the Principal and/or school counselor.

EVALUATION FOR GIFTED EDUCATION AND ACADEMIC ACCELERATION

Pursuant to district policies 6.03: Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation and 7.14: Gifted Education, if you would like your child to be considered for one of these options, please contact the principal.

INTERNET ACCESS - ACCEPTABLE USE FORM

As our world becomes more and more connected electronically it is critical that we are proactive in preparing our students to be responsible and wary internet users. Waterloo schools has a detailed policy for internet use that is available online and is included at the end of the student handbook. Please read over it and discuss it with your child.

We require every student who will have access to the internet in the classroom to sign an “Internet Acceptable Use Policy” form each school year before access is granted. The form is your family’s agreement to understand responsible actions and follow those regulations. Waterloo Local Schools has procedures in place that include monitoring software to ensure student safety by closely monitoring internet use and electronic communications.

ASSESSMENTS

To measure individual student progress and school/district progress, students’ reading ability will be assessed in accordance with Ohio law and District policy. Each student in grades 3-6 is expected to take and pass the required Ohio State Tests for that grade level. There are also Diagnostic Assessments required at each grade level. Ohio now has a Dyslexia Law requiring screening of your child’s reading skills for characteristics related to dyslexia.

Kindergarten students also take the KRA (Kindergarten Readiness Assessment) at the beginning of the school year.

BREAKFAST / LUNCH PROGRAM - ELEMENTARY SCHOOL

The Food Service Department uses a Point Of Sale system. Students use a finger scanner to pay for their meals. Students are assigned a PIN (Personal Identification Number). It is the same PIN throughout their school career. These numbers are kept confidential. Under NO circumstance may a student use another students’ PIN. Every student will scan their finger at the register for all purchases, or enter their PIN. Money is deposited into the students account and accessed at the Point Of Sale (Register). Money is deposited into account by sending cash, check (payable to Waterloo Local School), or using PaySchoolsCentral.com. The link to the online system is on the Waterloo Local School District website (viking.portage.k12.oh.us) under Food Service. There is also a free mobile app for iOS and Android. The PaySchoolsCentral.com system also allows parents to monitor student meal activity and account balances. For PreK – 6th grade, money is collected by the homeroom teacher and sent to the cafeteria to be deposited into the student’s account. Money should be in an envelope with students first & last name. Please make sure your child has breakfast and/or lunch money daily! Any funds remaining in the account at the end of the school year are carried forward to the next school year.

If your family has financial hardship or change in income, parents may complete an application for Free / Reduced price meals. Applications must be filled out every year. Applications are on the district web site under Food Service, in the school office or may be completed online. If approved the student meal status is noted in the Point of Sale system. This is kept confidential. Students must still enter their PIN at the register. The meal status/price includes breakfast and lunch.

Any student that QUALIFIES for

Reduced price meals will receive Breakfast & Lunch for FREE!

ODE has issued a Waiver for the school year to provide breakfast & lunch at no cost to students eligible for reduced-price meals. Application must be submitted and qualifications met.

LUNCH

Served: 10:45 am – 1:05 pm

BREAKFAST

Served: 7:45 – 8:00 am

Students purchasing breakfast are dismissed first from the buses and report directly to the cafeteria.

Breakfast is served quickly and efficiently in order to create the least amount of disruption to the regular school day. ALL students have the opportunity to eat breakfast at school.

MEAL MODIFICATIONS / FOOD ALLERGIES

If your child has a food allergy or needs a meal modification, please communicate the need in writing to the Food Service Department. Every effort will be made to accommodate food allergies. A written note is required from either the parent or a medical authority that describes the child's condition and that they are requesting a substitute.

Non-Disability Situations

The Food Service Department will make every effort to accommodate meal modifications based on non-life threatening allergies, cultural, religious and/or ethical preferences within the Program meal pattern. Supporting documentation in the form of a written request stating modifications and substitutions should be submitted to the Food Service Department.

MEDICAL INFORMATION

MEDICATION

Board of Education Policy requires that a medication form be completed by both the parent and the physician for all prescription and non-prescription medication that is to be given during the school day, including over the counter drugs such as Advil, Tylenol, or cough drops. The medication form can be obtained in the school office and should be presented to your child's doctor to complete. Any medication given during the school day will be dispensed by the school nurse.

If we are to administer medications at school, the following rules are to be followed:

- Liquid medication must be in pre-measured doses (request this from your child's pharmacist.).
- The parent/guardian must hand deliver the medications along with the completed medication form to the school office.
- Students are not permitted to hand carry medication to school (including on the bus).

IMMUNIZATIONS

In the state of Ohio, children entering kindergarten or Ohio schools for the first time must have:

- FOUR or more doses of DPT (diphtheria, tetanus, pertussis) vaccine
- THREE or more doses of the polio vaccine
- ONE dose of MMR (measles, mumps, rubella) vaccine
- Children need a TB (tuberculosis) skin test within one year of entering school.

Medical records should be provided when the student is enrolled. Failure to comply with the law may result in exclusion from school. Please contact the school nurse if you have questions about any of these requirements.

ORGANIZATIONS

PARENT TEACHER ORGANIZATION (PTO)

Parents are encouraged to join the Parent Teacher Organization and support the programs and activities involving Waterloo Elementary School children. The PTO helps parents keep in touch with the classroom events and activities. PTO is active in fundraising which directly benefits students and their families. They also hold book fairs, host a holiday shop, plan a Fun Run, and provide meals for staff appreciation events. PTO conducts the Safety Land program for kindergarten students in August. **All parents are encouraged to participate in the PTO.** Meetings are held monthly in the evening during the school year.

SCHOOL ACTIVITIES

FIELD TRIPS

Field trips are a beneficial part of the educational program and will be held as opportunities arise and funds are available. Permission forms are completed in FinalForms. Specific field trip information will be provided by teachers.

CLASSROOM PARTIES

Three parties are held each school year for grades K-5: that occur during fall and winter. Classroom parents will be selected from the names of those parents volunteering. In addition, other parents may be asked to help provide food or help in the classroom.

STUDENT BIRTHDAYS

When your child has a birthday and you wish to furnish a treat for classmates, please check with the classroom teacher for suggestions and times. Please do not bring in snacks/treats without prior approval from the classroom teacher. Please check with your child's teacher regarding any food allergies.

SCHOOL PROCEDURES

SCHOOL HOURS

Students are not to be dropped off before 7:45 AM. No supervision is available before 7:45 AM.

Grades K-6

Tardy Bell	8:00 AM
Dismissal Bell	2:40 PM

School personnel provide supervision of students on school property during school hours. Students are to leave the school grounds at dismissal time unless special provisions have been made with school personnel

for a child remaining beyond those times. We want all children to be safe! **No supervision is available before 7:45 AM.**

DROPPING OFF STUDENTS IN THE MORNING

From **7:45 AM to 8:00 AM**, parents may drop their students off at school without signing them in. There is a student drop off lane. Parents may drop students off in the back of the school in the lane around the playground. Students enter door #10.

Parents who need to come into the school for any reason must enter via door #9 and use the sign-in kiosk. A driver's license or state ID is required for this sign-in. Please park in the visitor section or in the large parking lot south of the playground. The driving lane is for drop off only. The lane in the front of the building (main doors #9) is for buses only.

VISITORS - ENTRANCE TO THE BUILDING

For the added security of the students and staff, all visitors must be "buzzed" into the building. All doors will be locked during the school day. The visitor kiosk is located to the right inside the first set of doors at the main entrance. Please use the visitor's pass sticker that will print. A driver's license or state ID is required for this sign-in. We are making the building as safe as possible for all who enter.

After gaining permission to enter, all visitors to the building must first stop in the office. Visitors must display their visitors pass sticker at all times while in the school building.

Parents are welcome to visit their child's classroom with prior permission from the principal. In order to maintain an efficient learning atmosphere and to limit disruption to classes, requests to visit should be made 24 hours in advance. For the safety of all children, all non-employee adults are prohibited from entering the playground. Loitering is not permitted on school grounds, including in or near the playground area.

The principal has the authority to prohibit the entry of any person to the school, or to expel any person from the building and/or school campus when there is reason to believe the presence of such an individual could disrupt the educational process or pose a danger or threat.

RECESS

Students in grades K–5 enjoy an outside mid-day recess, weather permitting. Playground aides or teachers supervise students on the playground. In poor weather conditions students will utilize the school gym.

Being outside and active contributes to children's good health, therefore students go outside for recess as often as possible. Students remain inside when the temperature or wind chill factor is below 20 degrees. Our playground supervisors observe weather conditions closely to ensure the safety of our children. Please be sure your child comes to school with appropriate cold weather protection including **boots, gloves, hat, and warm coat.**

PLAYGROUND RULES

We want the playground at Waterloo Elementary School to be a fun and safe place for all the children. These rules have been established to ensure safety for all. Please review the rules with your child.

- Exit the building by walking to the playground.
- The playground equipment is to be used in accordance with its intended use. Children should slide down the slides and the fire poles.

- Running or chasing others on the equipment is not allowed.
- A grass area and a separate area for running and playing tag, kickball, etc. are available in addition to the playground equipment.
- No twisting, jumping off, running through, or lying on the swings.
- Play equipment will be provided by the school. Students should not bring their own balls, jump ropes, etc.
- Students must follow the code of conduct when on the playground.
- Students should comply with the directions of the adult playground monitors at all times.

AFTER SCHOOL ACTIVITIES

Students staying for Scouts, clubs, etc. must have a written permission note on file in the office. Students must be picked up on time for after school privileges to continue.

LOST AND FOUND

Please mark all personal articles (lunch box, gloves, book bags, boots, etc.) with your student's name. We have a "lost and found" box in the office. Your child should check with the office if something is missing and we will check for missing items. At the end of each year, any unclaimed items are donated or discarded as appropriate. If items are marked, they can be returned to the owner.

SNOW AND CALAMITY DAYS

If school is to be canceled because of weather or other emergency reasons the OneCall Now messaging system will be used to notify parents. Do not call the school. Every effort will be made to let you know as early as possible if school has been canceled. In addition to the OneCall Now system, social media will be used as much as possible to notify families of a school cancellation.

STUDENT FEES

Student fees are for consumable materials such as workbooks, art supplies, etc. FEES ARE DUE WITHIN THE FIRST 3 WEEKS OF SCHOOL. School fees for students in grades K-6 are \$40.00. The student chromebook fee is \$25.00.

Make checks or money orders payable to Waterloo Local Schools. DO NOT send cash to school with your child.

Students using school property and equipment can be fined for excessive wear and/or abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Damage to or loss of school-owned books such as textbooks or library books may result in a fine up to the total replacement cost of the book. Since losing or tearing out pages from a textbook or library book renders the book unusable, the full replacement cost of the book will be assessed as a fine.

Failure to pay school fees and any book fines shall result in the withholding of report cards at the end of the year. Unpaid fees accumulate from each year to the next. Students who are deemed eligible for free lunches are waived from instructional school fees along with students whose parents are on OWF or Disability Assistance (ORC Section 33313.642). Please notify the Principal if you fall within these categories by completing the fee waiver form.

TOYS

Our main goal at school is to be engaged in meaningful learning activities. Children should not bring toys to school except or with special permission from the classroom teacher. Occasionally expensive toys are broken or misplaced at school, and the school cannot be responsible for repair or replacement. No toy guns, knives, or any weapons are ever permitted at school.

TRANSPORTATION / BUS RULES

Students are expected to follow rules and regulations established by the Waterloo Board of Education. For the safety of all concerned, strict discipline will be enforced if a student fails to obey the bus driver.

Students must ride their assigned bus to and from school. Because of critically balanced loads, please **DO NOT** request your child ride home on a different bus. Parents should direct questions to the transportation supervisor at (330) 947-3104. All changes in transportation **MUST** go through the bus supervisor, before the teacher or school. Children with notes that have not been approved by the bus garage personnel will be delivered to their homes as usual.

Students referred to the office for bus misbehavior will have a conference with the principal, may receive punitive consequences, be suspended from transportation privileges, and/or may receive further disciplinary action taken for a specific violation of the student code of conduct. Possible infractions include: fighting, profane language, smoking, not adhering to safety rules, disrespect, physical damage to the bus, unruliness, harassment, multiple referrals to the office, or any action deemed inappropriate by the bus driver, supervisor, and/or principal.

If a student loses or is suspended from transportation privileges, parents are responsible for transporting the student to and from school. The child is required to be in school and failure to attend will result in an unexcused absence.

BUS RULES

Please review these safety rules with your child and be sure you both understand the rules:

1. Go directly to your assigned seat, face the front of the bus with their seat on the bus seat and back against the back of the seat; always remain seated while the bus is in motion.
2. Keep your belongings and body parts out of the aisles. Do not sit on top of feet, books, or book bags. The driver must have a clear view of the traffic behind the bus.
3. **DO NOT** carry anything on the bus that cannot be easily carried on the lap. (for example: large musical instruments, large fundraiser objects, football gear, etc.)
4. Glass jars/containers are not permitted on the bus.
5. Talk quietly with students nearby. Yelling is not allowed.
6. **DO NOT** eat or drink on the bus, especially suckers.
7. Speak with respect to other students and to the bus driver; foul language, teasing, or other put-downs are not permitted.
8. Keep body parts (hands, head, feet) on the inside of the windows. No spitting out the windows. Students should not write or draw on the windows or seats of the bus.

9. DO NOT throw any objects, in or out of the bus. Keep the bus clean.
10. Be absolutely quiet when the bus stops at a railroad crossing or when the interior lights are on.
11. Be courteous. No poking or touching. Students should not touch anything that is not theirs.
12. NO horseplay.
13. Taking pictures or videos is not permitted on the bus.
14. Electronic devices may be used only with headphones while on the bus. All headphones must be off the ears and games turned off while boarding or exiting the bus. This is a privilege and if a problem arises, the games/electronic devices can be confiscated and parents will need to pick them up at the transportation office.

NOTE: Students and/or parents/guardians are held responsible for any vandalism of the bus. Restitution will be required and students may receive disciplinary action.

END OF THE DAY DISMISSAL - CAR RIDER LINE

We discourage parents from signing out their child from school before the end of the school day at 2:40 PM.

Parents should wait in the car rider line for students to be dismissed.

Parents will form a single file line in the driving lane closest to the sidewalk next to the building. The line will wrap around the playground. We are requesting that parents do not arrive any earlier than 2:30 PM. **While waiting in the line, parents are not permitted to use electronic devices to video/record any students on the playground. Parents should stay in line, stay in their vehicle, and always proceed slowly and cautiously.**

School staff will approach your vehicle to ask the name child(ren) you are picking up. Please speak clearly as traffic and outside noises can make it difficult to hear. Students will be called by name to come out to the waiting cars. Please follow the directions of the school staff so that this process continues to be a safe and effective means of dismissing students to cars. Cars all along the curb should be loading students at once to keep the line moving.

Daily Car Riders

Parents must complete a car-rider permission form for each of your children who will be car riders daily this year. These students will be on the daily car rider list. Forms will be available throughout the year in the elementary office. The form that you turn in will remain in effect for the duration of the year, unless we receive further notice from you.

Occasional Car Riders

Each day we update the car rider list. Parents must call into the school or send in a note stating a change of transportation for dismissal.

STUDENT DRESS CODE

General Information

It is the policy of the Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of those rights and privileges do not interfere with the orderly process of education. Student dress should not cause a safety hazard. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

School dress should be appropriate for the environment and the activity in which the individual is involved. The dress and appearance of students should adhere to standards of cleanliness, safety and decency. Gym shoes must be worn during gym class and should be provided and kept at school by the end of the first nine weeks.

The school Administration will make the final decision regarding dress code violations.

Cleanliness and Neatness

No clothing is to be dirty, altered and torn. Students are encouraged to wear closed-toe shoes for safety during recess. Open-toed shoes should be worn with socks. Hair must be clean and groomed.

Safety

The staff may prescribe proper dress in any given specialized situation. The school will not be responsible for any accident or injury resulting directly or indirectly from clothing worn by students. Failure to follow safety regulations may result in withdrawal from the class and or disciplinary actions for insubordination.

Decency

The following are examples of dress being "unfit" for school wear:

- trousers, or pants that are not secured at the waist.
- apparel with drug, alcohol, obscene/suggestive messages, tobacco, cigarettes, gang identifiers, cult identifiers, Confederate flags.
- gang related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.
- cut-offs, jams, bathing suits, spandex/biker pants, low hip hugger pants that expose the bare midriff or boxer shorts
- spaghetti strap tops or tube tops
- unbuttoned shirts and blouses that expose the bare midriff
- see through clothing
- sunglasses (prescription sunglasses are permitted when deemed necessary by a physician)
- no contact lenses that distort the eyes (snake eyes, cat eyes, etc)
- heavy chains, studded bracelets, spiked or dog collars and other articles which may be judged to be potentially harmful to students and/or could be used as a weapon are not permitted.
- bicycle and/or dog chains worn as necklaces or bracelets
- hats
- shorts, skirts/dresses (the determining length for appropriate clothing: the length must extend beyond the tips of the fingers when the arms are held at the side), exception would be for PE class
- attire with holes/rips/tears at inappropriate places, pants with holes above the knee
- long coats, street jackets
- excessive make-up
- no visible body piercing will be permitted with the exception of the ears
- shoes with plastic or metal cleats

All situations not covered in the above list shall rest in the hands of the administration and faculty. Students failing to comply will face appropriate disciplinary action.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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

Use Of Canines for Detection of Evidence of Violation of Laws or School District Rules

Pursuant to Board of Education Policy 6.28: Interrogations and Searches, the use of canines for detection of evidence of violation of laws or school district rules may occur.

ELECTRONIC DEVICES FOR STUDENTS

The use of cellular telephones in WES is **prohibited** during school hours.

Misuse of electronic devices may result in disciplinary action dependent upon the action and consequences laid out in this handbook for such actions; this disciplinary action could include restricting a student from using electronic devices at school in addition to the other disciplinary actions outlined in this handbook.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography, electronic harassment).

The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto its property.

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

SCHOOL SECURITY NOTICE

Ensuring a safe and violence free school environment is everyone's responsibility.

Waterloo Local Schools encourages all members of the school community including students, parents, staff, and residents to be vigilant in reporting threats of violence or possession of weapons.

SECURITY CAMERAS

Waterloo Local Schools has installed cameras and video equipment to monitor various sections of the building and grounds. The purpose is to provide a safe and secure environment. In order to be both proactive and preventive the following guidelines are for the implementation and use of the equipment.

General Guidelines:

- 1) The monitoring devices are the property and the responsibility of the school.
- 2) Cameras and recording devices will be used on a 24-hour basis throughout the year.

Use of recordings/Files:

- 1) The school reserves the right to use recordings/files in disciplinary occurrences. recordings/files may be used as part of the disciplinary investigation to show rule violations to hearing officers, police and court authorities, parents/guardians/ and/or students. When properly identified, these recordings/files may be stored in the school safe for future reference.
- 2) Administrators who use recordings as part of the due process hearing procedure will indicate the use of a specific tape on the intent to suspend form. The information on this form will include date, time, and reason for the use of the recordings.
- 3) **Only authorized staff** will observe recordings.
- 4) When school authorities observe any behavior that may be in violation of the law by any person, the school may contact local authorities to determine if the incident is sufficient to warrant criminal charges.
- 5) Outside agencies may request viewing of a recording/file to assist them in their investigative responsibilities.

SAFETY DRILLS

Fire drills, tornado drills, lockdown drills, and safety drills are held throughout the school year to educate students and staff of the procedures to follow in case of an emergency and to comply with state law. Our first priority is the safety of students and staff. Students are expected to participate in all drills and follow the directions of teachers and other school staff.

SCHOOL SAFETY HOTLINE: 844-SaferOH

Waterloo Local Schools partners with the Ohio School Safety Center (OSSC) to provide the Safer Ohio School Tip Line. Students can call or text 844-SaferOH (**844-723-3764**) (open 24/7) to anonymously report anything that is suspicious or endangering to you, your friends, or your school. Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up. Calls or texts are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies, and the Ohio School Safety Center (OSSC) for action and follow up.

Things to report to the tip line include (but are not limited to):

Bullying incidents;

Withdrawn student behaviors;

Verbal or written threats observed toward students, faculty or schools;

Weapon/suspicious devices on or near school grounds;

Gang related activities;

Unusual/suspicious behavior of students or staff;

Self-harm or suicidal sentiments; and

Any other school safety related concerns.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

All students are expected to follow school, classroom, playground, and bus rules concerning appropriate behavior. Classroom rules are posted and students and teachers have discussed the expectations regarding student conduct. Students have many opportunities to earn Viking Bucks for following the Viking Way: Be Safe, Be Kind, Be Respectful. However, student behavior is ultimately the responsibility of the student and his/her parents. School and home must work together to help students understand and meet behavior expectations.

CODE OF CONDUCT FOR STUDENTS

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an educational program that is accessible, safe, and pleasant without disruption of the educational process. Every student has a right to this opportunity. In accordance with our Educational Philosophy, students who repeatedly disrupt the learning environment will have increased consequences as determined by school administration.

The code of conduct and discipline policy are reviewed annually.

Zero Tolerance Statement

In compliance with state law contained in Ohio Revised Code 3313.66, The Waterloo Board of Education has adopted the following Code of Conduct providing guidelines and regulations for student conduct. The enforcement of this Code of Conduct provides students and staff with the most favorable learning and teaching atmosphere. The rules and standards set forth in the code apply to conduct on school premises, on school buses or other school property, to conduct off school premises which affects other students, district officials or employees or their property, or the school, and to conduct at school functions of any kind. Any conduct which causes or which creates the possibility that it may cause disruption or interference with any school function, activity, or purpose, or creates the likelihood that it will interfere with the health, safety, well-being, or rights of other students or staff is prohibited.

Types of Infractions of the Student Code of Conduct

The following is a list of some of the main areas of conduct that may lead to disciplinary action. Disciplinary action may include depriving the student of certain privileges, detention, suspension, or suspension with consideration for expulsion:

Arson / Fires

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

Assault

A student shall not engage in any act (verbal or written) or threatened act (verbal or written) of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

Cheating / Dishonesty / Forgery / Plagiarism

Cheating, forgery or academic dishonesty of any kind will not be tolerated. Any student who cheats is subject to disciplinary action which may include a failing grade, loss of credit and/or suspension from school. Please be careful with using “AI” artificial intelligence when conducting research.

Class Cutting / Truancy

Being truant from school, having unexcused absences or tardies, or cutting any class or activity may result in a student being suspended from school or assigned to in school assignment. Truancy or unexcused absence *may* result in the student forfeiting the right to make up tests, quizzes, class work, assignments, or participation grades missed while out of school/class.

A student is considered truant or to have cut class when one or more of the following conditions exist:
student is absent from school without knowledge of parents; student leaves, arrives and then leaves school,

or is absent without permission of the Principal and/or does not follow proper procedures for leaving school; a student is given a pass but does not report to destination, or reports to an area without prior permission; a student comes to school but does not follow assigned schedule; a student is in an unauthorized area during the school day; no telephone call is received or note submitted regarding a day of absence, late arrival or early release.

Complicity

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. This includes recording any infraction that is a violation of the student code of conduct.

Computer Misuse

Any violation of the Internet and the Acceptable Use Agreement will result in disciplinary action taken and loss of computer privileges. Students are not permitted to use obscenities, vulgarities, questionable internet sites; download to desktop; change icons or screensavers; print out obscene lyrics and/or visuals. Misuse will result in disciplinary action taken and loss of computer privileges.

Damage to Property

A student shall not cause or attempt to cause damage to either school property or private property on school premises or during school activities conducted on or off school grounds.

Disrespect/Disobedience

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

Disruption of School

A student shall not cause a disruption of the educational process or the operation of the school. A student shall not engage in any act that is potentially harmful to the health, welfare, or safety of self or others.

Distribution or Sale of Unauthorized Materials

A student shall not distribute or sell unauthorized materials on school property.

Dress or Appearance

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, disrupts the educational process.

Displays of Affection

A student shall not engage in displays of affection on school property.

Electronic Device Misuse (cell phones, laptops, computer tablets, and MP3 players)

Misuse will result in disciplinary action taken and/or loss of electronic device privileges. The device may be confiscated from the student and returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

False Alarms

A student shall not give a false alarm of fire, bomb, or other hazard.

Fighting

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. A student shall not incite a fight or violence (by encouraging/taunting for example).

Gym Bags/Backpacks/Tote Bags

These items are to be stored in your homeroom on a hook during the school day. Wheeled book bags are not permitted unless deemed medically necessary by a physician. Students in 6th grade will store these bags in their assigned locker.

Heely Shoes

Heely shoes (wheels in the sole) may not be worn during the school day or at after school events

Insubordination

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute

teachers, teacher aides, administrators or other authorized personnel during the period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to: disobedience or disrespect toward any staff member, not serving assigned detentions, not following school rules or proper procedures, not following assigned schedule, being in an unauthorized area, and repeated misbehavior after warning.

Intimidation / Harassment / Bullying

A student shall not intimidate, harass, bully, insult, or in any manner abuse verbally or in writing any student or staff member. (See Bullying Policy)

Loitering

A student shall not loiter or delay in any way that may cause disruption of the activity.

Misuse of Vehicles on School Property

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia

A student shall not use or misuse, sell or distribute, possess, be under the influence of, or smell of alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use or misuse, possess, offer to sell or distribute counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

Prescription or Non-prescription Drugs

A student shall not use or misuse, sell or distribute, or possess prescription or nonprescription drugs without following the procedures for use of such drugs at school.

Profane, Obscene or Vulgar Language/Gestures/Writing

A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

Prohibited Articles

Any object that in the judgment of the administration disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This may include, but is not limited to gambling and gambling related items, lighters, card playing, and laser pointers.

School Buses

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

Sexual Harassment

Ohio and Federal Law define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- making or threatening reprisals after a negative response to sexual advances
- non-verbal conduct: leering, gesturing, displaying sexually suggestive objects, drawings, cartoons, posters, or suggestive or obscene letters, notes, text messages, photographs or invitations.
- verbal conduct: making or writing derogatory comments, epithets, slurs, or jokes, making sexually based remarks about another person's or one's own body; or sexually degrading words used to describe an individual.
- physical conduct: tickling, impeding, or blocking movement, or sexual flirtation.

Intimidation and Bullying

A student shall not force another person to give money or articles of value.

Theft

A student shall not attempt to act or act in taking or acquiring the property of others without their consent.

Threats

A student shall not with words, acts, or deeds threaten to commit, or have committed, acts of violence against persons or property. A statement of threat may be considered as an act of violence with intent to affect the welfare or safety of others. Threats are taken seriously and will not be condoned or tolerated. Discipline consequences may occur for threats.

Tobacco & Smokeless Products/Paraphernalia

A student shall not possess, transmit, smoke, or otherwise make use of any tobacco product or nicotine product at any time while on school property, on a school bus, or at a school-sanctioned event or activity. This includes vapes.

Vandalism

A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.

Weapons and Dangerous Instruments

Students are prohibited from acquiring, using, carrying, possession, or having control of dangerous weapons on school property, in school vehicles, or at any school sponsored activity. Students who violate the policy will be subject to expulsion. The definition of dangerous weapon shall include but not be limited to: deadly weapons, handguns, explosive devices, imitation weapons, look alike weapons, straight razors, noxious irritants or poisonous gases (mace, etc.), firearms, zip-guns, incendiary devices, stun guns, any knife, an impact device such as baton, nunchucks, metal knuckles, etc., or any other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community.

- *The Student Code of Conduct is reviewed annually*

Participation in Extracurricular Activities

A student participating in or attending extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct. When a student is absent for the entire school day or leaves early due to illness, that student is strongly discouraged from attending any after school activities including practices. A student suspended from school is automatically denied participation in athletic or activity programs during the suspension period.

CONSEQUENCES TO DISCIPLINE POLICY

Detentions

Students may be assigned a recess/lunch detention or loss of recess minutes by elementary school staff for minor rule infractions. Students will serve those detentions in the elementary office. For **6th grade students only**, after/before school detentions may be assigned after consultation by the teacher and administration with parents to ensure transportation arrangements.

Recess/lunch detention may be assigned to students for any violation of the student code of conduct including but not limited to: not in assigned area during the school day; truancy, chronic (repeated) misbehavior; insubordination; any act that constitutes inappropriate behavior for the school setting; misbehavior at recess, in restrooms, at lunch, in class, etc.; dress code violations; public displays of affection.

In School Assignment (ISA)

In school assignment will be given for all students who require additional disciplinary action for repeated misbehavior and/or offenses.

Administrative Discretion

The Principal may suspend a student from school for up to ten days for any action related to violating the Code of Conduct included in this student handbook. Suspensions may be assigned and served as Out of School Suspension, In School Suspension, or some combination of both at the discretion of the building Administrator, Superintendent, and/or Dean of Students.

ADDITIONAL CONSEQUENCES TO DISCIPLINE POLICY

Examples of misconduct that may result in suspension or recommendation for expulsion

One (1) or more days of suspension may be assigned for:

Academic dishonesty/cheating/plagiarism/forgery
misuse of cell phone, computer, or technology
Complicity
Disrespect/disobedience/misconduct
Distribution/sale of unauthorized materials
Disruptive dress/appearance
Displays of affection
Fighting/inciting a fight
Loitering
Insubordination
Intimidation / harassment / bullying
Misconduct
Misuse of vehicles on school property
Profane, obscene or vulgar language / gestures / writing / graffiti
Prohibited articles
Sexual harassment

Three (3) or more days of suspension may be assigned for:

Computer misuse - repeated or excessive
Use of electronic device to send sexually explicit material
Fighting/inciting a fight
Gross insubordination
Repeated misconduct or repeated/excessive offenses
Gross sexual harassment
Intimidation / harassment / bullying – repeated or excessive
Inciting panic/false alarms/social media threats to the school
Possession, distribution, or use of tobacco products or paraphernalia
Possession, distribution, or use of electronic cigarettes or paraphernalia
Profane, obscene, or vulgar language / gestures / writing - repeated or excessive
Theft/Forgery
Unauthorized Elevator Access
Repeated excessive displays of affection

Five (5) or more days of suspension may be assigned for:

Assault/threat of another student
Damage to property
Disruption of school
Fighting – repeated offense

Gross sexual harassment
False alarms
Gross sexual harassment
Repeated/excessive offenses

Ten (10) or more days of suspension and possible expulsion may be assigned for:

Threat toward students, staff, or visitors
Vandalism or arson/fires
Repeated/excessive offenses

Ten (10) days of suspension and possible expulsion/referral to Juvenile Court/Police Report may be assigned for:

Possession, consumption, distribution, and/or under the influence of:
a. Narcotics, alcoholic beverages, drugs and paraphernalia at school or at a school event
b. Misuse of prescription/ non-prescription drugs

Dangerous weapons
Assault of staff
Sexual Assault
Threat toward students, staff, or visitors
Vandalism or arson/fires
Repeated/excessive offenses

Suspension From School

For **Out Of School Suspension**, the student should remain at home under the direct supervision of parents/guardians. The days of suspension are actual school days (days on which school is in session). Snow or calamity days do not count as a suspension day. Suspensions include denial of participation in, or attending school activities home or away. Failure to comply with the terms of suspension will result in further disciplinary action.

Expulsion From School

The Principal may recommend expulsion to the Superintendent for a student. Expelled students are prohibited from attending school for up to eighty (80) school days. All credits may be lost. Attendance at any school activity is prohibited during an expulsion.

Immediate Expulsion From School

The Principal may recommend to the Superintendent immediate expulsion (of up to one year) of a student in unusual instances of inappropriate behavior. Student(s) involved may be referred to Juvenile Court authorities and a police report filed as well. These acts include but are not limited to:

- any physical attack or assault on a school employee at any time.
- Possessing, handling, transmitting, or concealing any firearm, knife or potentially dangerous weapon(s). This includes look-a-like items.
- Arson or vandalism of school property (restitution may be required).
- Any act that may be criminal in nature, or may result in criminal charges being filed as a result of the act.
- Under the influence or possession of narcotics, drugs, and/or alcohol at school or a school event. This includes look-a-like items. This also includes vapes.
- Any misconduct off school grounds which directly relates to and affects the welfare or morale of the

school is within the scope of authority of school officials.

Parent Acknowledgement Statement

I _____ acknowledge that I have received and read over the rights, responsibilities and procedures outlined in this handbook.

student

parent signature and date

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