

# **Southeast Primary and Intermediate Schools**

## **Student Handbook 2022-2023**



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**8301 Tallmadge Rd.  
Ravenna, OH 44266**

# **Southeast Primary and Intermediate Schools 2022-2023 Student Handbook**

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**Southeast Local School District is an Equal Opportunity Employer.**

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## **INTRODUCTION**

The staff extends a warm welcome to parents and students of Southeast Local Schools. This school year will be filled with many enjoyable experiences both academically and socially. As always, the teachers and principals are most willing to schedule conferences concerning your child. Please call in advance and make an appointment with the teacher or principal. Please check in at the office upon your arrival.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. The handbook contains information about student rights and responsibilities and each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact one of your principals. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **SOUTHEAST LOCAL SCHOOLS MISSION STATEMENT**

The mission of Southeast Local Schools is to guarantee all students an excellent education, preparing them to be successful, responsible citizens, and lifelong learners. A dedicated team, committed to high standards, in partnership with the community, will implement innovative strategies, nurture individual talents and provide a safe environment.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint.

## **CONTACT INFORMATION**

**Southeast Primary and Intermediate Schools: [www.sepirates.org](http://www.sepirates.org)  
8301 Tallmadge Rd.**

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Ravenna, OH 44266

Primary Telephone: (330) 654-1930; Intermediate Telephone (330) 654-1940

## **SECTION 2: ENROLLMENT/WITHDRAWAL FROM SOUTHEAST LOCAL SCHOOLS**

### **ENROLLMENT REQUIREMENTS**

Students who are new to Southeast Local Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. certified copy of birth certificate,
2. court papers allocating parental rights and responsibilities, or custody (if applicable),
3. proof of residency; utility bill and real estate tax bill or deed or rental agreement
4. proof of immunizations,
5. Social Security number

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The secretary will assist in obtaining the transcript, if not presented at the time of enrollment. New students will begin attendance the day after registration to allow preparation time.

No students will be admitted while under suspension or expulsion from another school district.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

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## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from the Southeast Local Schools, the parent must notify the school secretary and complete a Student Withdrawal Form. School records shall be transferred to the new school district. Parents are encouraged to contact the school secretary for specific details. All library books and school textbooks should be returned before leaving.

## **SECTION 3: GENERAL SCHOOL INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the initial approval of the principal and final approval of the superintendent. A minimum of 24 hour notice is required to ensure that the principal has the opportunity to review the announcement or posting.

### **AED**

The AED (Automatic External Defibrillator) is a lifesaving device to be used in case of a medical emergency. A student caught tampering with this device will be subject to discipline according to the Student Code of Conduct.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either a.) a written request signed by the parent/guardian or b.) the parent coming to the School office to request the release. Parents/guardians should complete an EMA (Emergency Medical Authorization Form) indicating persons other than themselves who can pick up students. This form is kept on file in the school office. For your child's safety, the school cannot honor last minute phone requests. Request for early dismissal must be made by 2:15 p.m. Students being picked up from school after 3:00 p.m. will be considered car riders and will be picked up in the back of the school.

### **EMERGENCY CLOSINGS**

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If the school must be closed because of inclement weather or other conditions, the school will make this known through announcements on: the district web page, automated calling system, local television/radio stations, and Twitter@Southeaststpt.

## EVENTS OUTSIDE THE SCHOOL DAY

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

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise an unaccompanied student, nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity.

## FEES

The Southeast Board of Education has adopted rules and regulations concerning a schedule of fees for educational material. The fee schedule also applies to lost and damaged textbooks and other school materials.

**Southeast Board of Education may enforce the payment of such fees by authorizing the withholding of participation in several activities and/or the withholding of interims and report cards .** If, as a parent of a school child, you are receiving funds from Aid to Dependent Children (SNAP), Ohio Disability Assistance Program, OWF (Ohio Works First), or the Social Security Administration (SSA) for a disability, you may be eligible for a waiver of school fees if the fees are for participation in a course of study. The waiver does not apply to fees charged for participation in extra-curricular activities.

## FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

1. No student may participate in fundraising activities off school property without proper supervision by approved staff, the student's parents or guardian, or other adults.
2. No house-to-house canvassing is allowed by any student for any fund-raising activity.
3. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for. . .", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
4. No student may participate in a fund-raising activity conducted by a parent group,

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booster club, or community organization on school property without the approval of the principal.

### LOST AND FOUND

The finder of any lost articles should take the item to the office. Students are urged to report losses to the principal's office and check the lost and found. Valuable items will be kept in the office.

### MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Parents may pay for lunches in advance. ([www.payforit.net](http://www.payforit.net)) Menus will come home monthly. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Individuals may be eligible for free or reduced lunch based on the family size and income. Applications for this program will be sent to you along with the first menu in the fall.

### INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) 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 all individuals who have access to the district's programs and facilities.

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

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Mr. John Lamanna, Special Education Coordinator, at 330-654-5841.

Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the Coordinator of Special Services.

### RECESS

Each grade level is provided an assigned time on the school playground for recess. Every effort is made to have classes go outside throughout the school year, while also considering temperature, wind chill, and other safety factors. When the wind chill is below 20 degrees, the students will remain in the building. Students should come to school prepared to play comfortably and safely for approximately 20-30 minutes each day. Parents may request in writing that a child be kept indoors for a medical reason (i.e. asthma). Such a request will be honored for no more than two consecutive school days, and requests should be kept to an absolute minimum. The school may, at the Principal's discretion, require a doctor's note for requests beyond two days duration or when the overall number of requests is in question.

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## STUDENT SCHOOL HOURS

8:35 a.m. – 3:30 p.m.

No students should be in the building before 8:35 a.m.

**Please do not drop your child off early for school.** Teachers are not on duty to supervise students before 8:35 a.m. Drop-Off- Please drop off your student at the back entrance until 8:50. After 8:50, you will need to bring your student to the main entrance. The front of the building is reserved for bus traffic.

Parents picking up their child at dismissal should be at the back door beginning at 3:20 p.m.

Car Riders- Must have permission slip(s) on file with the school office. A note with your child's name, the name of his or her teacher, and the name of the person picking up the child must be written and signed by the parent or guardian. The person named to pick up child must be listed on the Emergency Medical Authorization Form (EMA).

All school rules remain in effect for school sponsored events outside the school day.

## STUDENT RECORDS

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 parents, the adult student, or a surrogate. 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 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. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and 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, please contact the school principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any possible questions.

It is the responsibility of the student/parents/guardians to provide accurate, updated records. If a change in address, divorce, custody, or other relevant information change occurs, please contact the school secretary as soon as possible.

## STUDENT RIGHTS OF EXPRESSION

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

- A. A material cannot be displayed if it:
  - 1. is offensive to others, or deemed unfit for school wear (including but not limited to apparel with drug, alcohol, obscene/suggestive messages, tobacco, cigarettes, gang/cult identifiers, weapons, violence, or symbols that express hate (such as, confederate flag, Nazi flags, etc.) is prohibited.
  - 2. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- C. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student.

### VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should notify the principal and the attendance secretary with separate notes, one week **IN ADVANCE**. Such absences will be unexcused unless the following criteria are met:

- At least one of the student's parents/legal guardians must accompany the student on vacation
- The student must not be in danger of failing any classes
- The student must obtain assignments before leaving and submit them to his/her teacher on the first day upon his/her return to school
- The student must have an acceptable attendance rate (as determined by the principal)
- A maximum of three vacation days for the school year are allowed with pre-planned paperwork on file.

### VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the office upon entering the school to sign in and obtain a pass.** (Ohio State Law- R.C. 2917.211) Any visitor found in the building without signing in or a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to



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prevent any inconvenience. No parent will be allowed to interrupt a teacher during class time.

Students may not bring visitors to school without first obtaining written permission from the principal. Students will not be released to anyone without the proper authorization, including one form of identification. Students will only be released to persons listed on the Emergency Medical Authorization Form (EMA). Students must be signed out in the office when using any form of transportation other than riding the authorized bus.

## **SECTION 4: ACADEMICS AND GRADES**

### **ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained.

### **GRADES**

#### **Grading Periods**

Four times a year, at the end of each nine weeks of school, report cards will be sent home with the student. Kindergarten will receive report cards at the end of every twelve week grading period. Parents should read the report carefully and discuss it with their child. Intermediate School parents should then sign and return the card, acknowledging that they have examined it. Should any questions or problems arise, please seek a conference with the child's teacher. Parents should review the grade reports carefully and make an appointment with the teacher should further explanations be necessary. Grades for students in grades 3-5 may be accessed online using Parent Access.

According to Board Policy, final grades should be completed as follows: *The final grade for each student (for each subject) will be computed with the use of the nine week marking period grades plus the grade of the final exam, if given. Each grade has a set number of quality points in the total of the nine week marking period grades which will be divided by four.*

### **PRIMARY SCHOOL GRADING SCALE**

Kindergarten, First, and Second graders will receive progress marks in Reading, Mathematics, Science, Social Studies, and Writing according to the following scale.

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E =	97-100...Exceeds
M=	90-96...Meets
P =	70-89...Progressing (PI- Progressing w/Intervention)
N =	0-69...Not Progressing

## Primary School Progress Marks

The following marking system is used in Primary School for areas including social growth/work habits, individual indicators of study within a larger content area, and special classes like art, music, and physical education.

M: Meets grade level standards/on track for this grading period

P: Making progress toward grade level standards and may need additional support

N: Has not consistently met grade level standards and needs support

## INTERMEDIATE SCHOOL GRADING SCALE ASSESSMENT SCALE

A=	100-90
B=	89-80
C=	79-70
D=	69-60
F=	59 and below
S=	Satisfactory
U=	Unsatisfactory

## Intermediate School Progress Marks

The following marking system is used in the Intermediate school for areas including social growth/work habits:

Plus (+): Exceeds grade level standards

Equal sign (=): On track when analyzing grade level standards

Minus symbol (-): Has not consistently met grade level standards and needs support

## AWARDS:

**HONOR ROLL-** *Shall be considered all A's in each subject area*

**MERIT ROLL-** *Shall be considered all A's and B's in each subject area*

**PERFECT ATTENDANCE-** *In attendance each day of school without any tardies or early dismissals*

## MAKE-UP OF TESTS AND OTHER SCHOOL WORK

A student who has an excused absence has the opportunity to make up any work missed at school. The make-up work must be completed within the same number of days as the student was absent. It is the responsibility of the student to arrange make-up work.

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## PROMOTION, RETENTION, AND PLACEMENT

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

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity
4. Requirements of the Third Grade Reading Guarantee as dictated by the Ohio Department of Education

We believe that the key to every student's success is communication. We will notify you of your child's progress through four report cards and four interim reports. We urge you to monitor your child's homework, in-class assessments, and teacher notes.

The following procedure will be followed for retention:

- In May, parents will be notified in writing that their child may be retained
- A conference will be held with the parent/guardian prior to retention.
- All retention or retention refusal forms will be filed in the student's permanent file.
- Final retention letters will be sent home.

## SUGGESTIONS FOR PARENT/GUARDIAN FOR CREATING A SUCCESSFUL ENVIRONMENT TO COMPLETE HOMEWORK

- Present a positive attitude about homework.
- Question if there is little or no homework over an extended period of time.
- Schedule homework as a priority in your family routine.
- Provide a quiet, consistent location for the student to do his/her homework.
- Do not do the homework, but be available to look over the work.
- Assist your child in organization and praise your child whenever appropriate.
- Encourage your child to be responsible.
- A student who is out of school 2 or more days should make arrangements to get homework assignments by contacting the attendance office (330-654-1945)

## Suggestions for Students

- Be neat, accurate, and show pride in your work.
- Always put your name on assignments.
- Remember that it is your responsibility to have your work completed on time.

## SECTION 5: ATTENDANCE EXPECTATIONS, STUDENT CONDUCT CODE, DISCIPLINARY

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## PROCEDURES, AND DUE PROCESS INFORMATION

### ATTENDANCE

It is important for every student in Ohio to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

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 entirely regained even by make-up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. In accordance with this philosophy all students are required to be in regular attendance except when excused by law.

**The following reasons are recognized by Ohio Law as being valid for absence from school:** personal illness of the student, illness in the student's family **necessitating the presence of the child**, quarantine for contagious disease, death in the family **(applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence)**, needed at home to perform necessary work directly and exclusively for parents or legal guardians **for a limited period of time when approved by the Superintendent** (applies to students over 14 years of age only), **observance of religious holidays consistent with a student's truly held religious belief**, traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours), **college visitation**, **absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status**, **absences due to a student being homeless or as determined by the Superintendent**. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

**If a student is absent from school, the parent or guardian MUST call (330-654-1945) ext. 1210 before 10:00 a.m. to report the absence.** When no excuse is provided via phone call, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. School administrators may request a written note at any time.

Following an absence, students will be permitted to make up missed work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no makeup of class work will be permitted. Disciplinary action will follow.

A doctor's note must be submitted by the student for extended or repeated absences. Students will be allowed 3 days from home for recognized reasons each 9 weeks. A written parent note for each of the three excused absences must be submitted to the elementary

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school's attendance officer within three school days of the student's absence. After a three day time frame, the student's absence will permanently become an unexcused absence.

The definition of habitual truant changed from days to hours. The new definition is:

- a) Absent 30 or more consecutive hours without a legitimate excuse.
- b) Absent 42 or more hours in one month without a legitimate excuse.
- c) Absent 72 or more hours in one year without a legitimate excuse.

Includes excessive absences:

a) Absent 38 or more hours in one school month with or without a legitimate excuse.

b) Absent 65 or more hours in one school year with or without a legitimate excuse.

If a student is considered to have excessive absences, the following will occur:

- a) The district will notify the student's parents in writing within seven days of the triggering absence,
- b) The student will follow the district's plan for absence intervention, and
- c) The student and family may be referred to community resources.

### **Absence on the Day of an Activity**

Students must be in attendance at school at least one half day on the day of an extra-curricular activity in order to participate in that activity. Half of a school day is 3 ½ hours. Any exceptions to this practice must be approved by the building principal.

### **Tardiness**

A student who is not in his/her assigned location by 8:50 a.m. shall be considered tardy. A student late for school must report directly to the office and sign in. Students must be accompanied by a parent or guardian into the building to be signed in. We believe that students need to be at school on time to maximize their education.

## **CODE OF CONDUCT**

A major component of the educational program at Southeast Local Schools is to prepare students to become responsible adults and citizens by learning how to conduct themselves properly and in accordance with established standards. Student behavior is ultimately the responsibility of the student and his/her parents. Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights of others are not violated. The students of the Southeast Local School District will conform to school regulations and accept directions from authorized school personnel.

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Students should note that other forms of student behavior might be considered inappropriate depending on the situation. An action that may be harmless in one circumstance may be disruptive in another. Therefore, this list is not meant to be inclusive, but rather to provide students with an idea of what is expected. The Administration therefore reserves the right to

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establish procedures, rules and regulations in areas where precedent has not been set.

## STUDENT DISCIPLINE CODE

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

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

**Discipline of students with disabilities** – Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

## EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

### 1. **Drugs and/or Alcohol Use**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means the sale, distribution, possession, or use of drugs, alcohol, tobacco, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, and the like. This prohibition also applies to any type of drug-related paraphernalia.

#### **Consequences for violation of the Drug and Alcohol Policy:**

- Violation of this provision will subject a student to discipline up to and including expulsion.
- Referral to local law enforcement agencies
- Possible referral to juvenile authorities/agencies, including Portage County Juvenile Court. Many drug abuse offenses are also felonies.

### 2. **Use of tobacco**

The School prohibits the sale, distribution, purchase or attempt to purchase, possession, and/or use of any form of tobacco product (including: cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco, in addition to the papers used to roll cigarettes) at school or at any school activity. This prohibition also applies when going to and from school, at school bus stops, on school buses, at interscholastic competitions, extracurricular events, or any other school program or activity that is not located in a school or on school property that is owned or controlled by the Board. Violation of this provision will subject a student to discipline up to and including expulsion. This provision also applies to smoking accessories (e-cigarettes, lighter, matches, etc).

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### **3. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity. Violation of this provision will subject a student to restriction.

### **4. Possession of a weapon**

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Violation of this provision will subject a student to discipline up to and including permanent expulsion.

A weapon includes conventional objects like guns, pellet guns, any look-alike guns or weapons, knives, or club type instruments. It may also include any toy that is presented as a real weapon, reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Unless convincing evidence can be provided, possession of a weapon determines ownership.

If it can be confirmed that a student other than the one who possessed the weapon brought the weapon on Board property, that student shall be subject to the same disciplinary action. Possession of a weapon will subject a student to expulsion and possible permanent expulsion.

Under federal law, a firearm is defined as: (A) any weapon, including a starter gun, which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or silencer; or (D) any destructive device.

A destructive device, includes, but is not limited to any explosive, incendiary, poison, gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

Possession of any such weapon requires the superintendent to expel a student for a calendar year unless the Superintendent modifies the expulsion based on the consideration of one or more of the following specific circumstances:

- a recommendation from the group of persons knowledgeable of the student's educational needs
- the student was unaware that s/he was possessing a firearm or knife;
- the student did not understand that the item s/he possessed was considered a firearm or knife;
- the student brought the item to school as part of an educational activity and did not realize it



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would be considered a firearm or knife.

### **5. Use of an object as a weapon**

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. Violation of this provision will subject a student to discipline up to and including permanent expulsion.

### **6. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **8. Physically assaulting a staff member/student/person associated with the District**

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Injury to District officials or employees, whether on or off school property, will not be tolerated.

If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions. The Superintendent may modify the expulsion based on consideration of one or more of the following specific circumstances:

A. A recommendation from the group of persons knowledgeable of the student's education needs

B. Other extenuating circumstances

Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **9. Verbally threatening a staff member/student/person associated with the District**

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Violation of this provision will subject a student to discipline up to and including expulsion.

### **10. Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Violation of this provision will subject a student to discipline up



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to and including expulsion.

### **11. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

Violation of this provision will subject a student to discipline up to and including expulsion.

### **12. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification. Violation of this provision will subject a student to discipline up to and including expulsion.

### **13. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. Violation of this provision will subject a student to discipline up to and including expulsion.

### **14. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **15. Trespassing**

Although schools are public facilities, the law permits the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without written authorization of the Principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **16. Theft**

When a student is caught stealing another person's or the school's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the principal/assistant principal. The school is not responsible for personal property brought by a student onto the school property. Violation of this provision will subject a student to discipline up to and including expulsion.

### **17. Disobedience**

The school staff is allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Violation of this provision will subject a student to discipline up to and including expulsion.

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### **18. Damaging property**

Vandalism and disregard for school property will not be tolerated. Loss or damage to the property of District officials or employees, whether on or off school property, will not be tolerated. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions. Violation of this provision will subject a student to discipline up to and including expulsion.

### **19. Persistent absence or tardiness**

Attendance laws require students to be in school all day or else to have a legitimate excuse. It is important to establish consistent attendance habits in order to succeed in school and in the world of work. Violation of this provision may result in a referral to Southeast Absence Intervention Team.

### **20. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Violation of this provision will subject a student to discipline up to and including expulsion.

### **21. Refusing to accept discipline**

The school may use informal discipline to attempt to correct a student's behavior and in order to avoid having to remove the student from school. If a student refuses to accept such informal discipline and to correct his/her behavior, more severe discipline may be imposed. Violation of this provision will subject a student to discipline up to and including expulsion.

### **22. Aiding and abetting violation of school rules**

If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **23. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Violation of this provision will subject a student to discipline up to and including expulsion.

### **24. Possession of electronic equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not permitted to bring electronics to school or on the bus. Students may bring a cell phone, however phone should remain in backpack at all times. Southeast will not be held responsible for lost, stolen, or damaged cell phones. Violation of this provision will subject a student to

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discipline up to and including expulsion. There will be no expectation of privacy regarding confiscated electronic equipment.

### **25. Computers/Technology**

Inappropriate use of computer hardware or software and/or misuse of other technologies will not be tolerated. Students are not permitted to record or photograph other students. Students who disregard Board Policy regarding computer and Internet acceptable use may have their use privileges suspended or revoked. Students granted access to the Internet through the District assumes personal responsibility and liability, both civil and criminal, for use of the Internet not authorized by Board Policy/Regulations. Violation of this provision will subject a student to discipline up to and including expulsion.

### **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **27. Violation of bus rules**

Please refer to Section 6 on transportation for bus rules.

### **28. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Disruption includes, but is not limited to the following:

- A. Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.
  - B. Continuously making noise or acting in any manner as to interfere with the instructor's ability to conduct the class or activity.
- Violation of this provision will subject a student to discipline up to and including permanent exclusion.

- C. Inappropriate language.

### **29. Aggressive Behavior toward students**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. The policy applies to all activities in the District, including activities on school property and those occurring off school property or at any school-sponsored, school-approved or school-related activity or function.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, physical, or emotional well-being.

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This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior toward a student.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **30. Bullying**

**Bullying:** Southeast Local Schools defines bullying as repeated acts over time attempting to create or enforce one person's (or group's) power over another person (or group). These acts can constitute emotional, verbal, and/or physical abuse. Students who believe they are being bullied should immediately report the matter to the building administrator or school counselor.

### **31. Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment includes, but is not limited to, any act which

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subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, natural origin, marital status or disability (including: sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographic location). The harassment of other students or members of staff, or any other individuals is not permitted.

Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

#### **A. Verbal:**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

#### **B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other persons associated with the District.

#### **C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual contact, with a fellow student, staff member, or other person associated with the District.

### **Gender/Ethnic/Religious/Racial/Disability Harassment**

#### **A.**

##### **Verbal:**

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

#### **B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

#### **C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

### **Intimidation**

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Includes, but is not limited to, any act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, natural origin, or sexual orientation.

### **Menacing**

Includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

### **Harassment, intimidation, or bullying**

Any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

1. physically harming a student or damaging a student's property;
2. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. creating a hostile educational environment.

### **Staff**

Includes all school employees and Board members.

### **Third Parties**

Include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

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The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) who s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **32. Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes writing assignments, change



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of seating or location, in-school restriction, and after-school detention.

In-school restriction may take place in a designated, supervised location. The student will complete assigned school work at a desk isolated from other students.

The after-school detention will be served from 3:30 p.m. until 4:00 p.m. The parent and the student will be notified of the detention through a note that the parent needs to sign and return to the principal. The note will clearly specify the time and date of the detention. **Parents need to arrange for transportation for your child as your child will need to be picked up at 4:00 p.m.**

## **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. If an individual is issued an out of school suspension, the student will receive credit/grades for work/assessments missed during the disciplinary absence upon return of the completed work. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system.

## **DUE PROCESS RIGHTS**

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

## ***SUSPENSION FROM SCHOOL***

When a student is being considered for an out-of-school suspension, by the Superintendent, Principal, Assistant Principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reason for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one school day, a letter will be given to the parent or guardian stating the specific reason(s) for the suspension and including notice of their right to appeal such action. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. During this suspension, your child will not be permitted to participate in any school activities or to enter any school premises.
6. Notice of this suspension will also be sent to the:



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- a. Superintendent
- b. Board Treasurer
- c. Student's school record (not for inclusion in the permanent record)

If a student leaves school property without permission immediately upon violation (or suspected violation) of provision of the Student Code of conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardians(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### *APPEAL OF SUSPENSION TO THE BOARD OR ITS DESIGNEE (SUPERINTENDENT)*

- A written appeal must contain the reason(s) that the suspension is being appealed.
- The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
- Upon review the Board/Designee (Superintendent) may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the Superintendent's opinion, this is appropriate.
- The Board/Designee (Superintendent) shall reach a decision and inform the parent within twenty-four (24) hours of the hearing.
- A verbatim record of the appeal hearing shall be made in the event of an appeal to the Court of Common Pleas.

### *APPEAL TO THE COURT*

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

### ***EXPULSION FROM SCHOOL***

When a student is being considered for expulsion by the Superintendent:

- The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion
- The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three school days nor later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parents.
- Within one school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal; and the right to request that the hearing be held in executive

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session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### *APPEAL OF EXPULSION TO THE BOARD OR ITS DESIGNEE (SUPERINTENDENT)*

The student who is 18 or older or the student's parent(s) or guardian(s) may appeal the expulsion to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent or guardian, if held before the Board. While the hearing may be private, the Board shall act publicly.

The procedure to pursue such appeal will be in accordance with regulations approved by the Board. Notice of intent to appeal must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

### *APPEAL TO THE COURT*

Under state law, the decision of the Board or its designee may be made to the Court of Common Pleas. These procedures shall not apply to in-school suspensions. An in-school suspension is one served entirely within a school setting.

### **PERMANENT EXCLUSION**

A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual offenses, complicity in any of the above crimes. This process is formal and will usually follow an expulsion and the proper notification of the parents.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting. If the appearance cannot be immediately correctable, parents will be contacted, either at home or work, to bring acceptable clothing to their child. All situations not covered in these regulations shall rest in the hands of the administration and faculty.

The following styles or manners of dress are **prohibited**:

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1. Pajama pants and tops including spirit wear (unless specially designated by the Principal)
2. Hard-soled shoes in Physical Education.
3. Flip-flops (no sandals or shoes without backs and straps—No Beach Wear)
4. Midriff or halter shirts or blouses. No bare mid-sections.
5. Tank tops by either boys or girls (spaghetti straps for girls)
6. Shorts or Skirts of inappropriate length. Appropriateness is at the discretion of the principal.
7. See-through or mesh garments without proper undergarments.
8. Hats, unless specially designated by the teacher or principal.
9. Shirt graphics with references to suggestive topics.
10. Coats in class (during inclement weather, dress appropriately for cool classrooms)
11. No roller blade shoes (including roller and heelie shoes) are permitted.
12. Pants will not sag below the waist

Students must wear appropriate footwear for all school environments. Shoes that provide adequate support and protection are strongly encouraged, and socks are required while students play at recess.

Students who are representing Southeast Local Schools at an official function or public event may be required to follow specific dress requirements.

“If in doubt, don’t wear it.”

### EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self and in the school;
- act at all times in a manner that reflects pride in school, self, and family. This includes any event outside the normal school day that school personnel have a responsibility for such as dances, field trips, and athletic events;
- converse in an appropriate manner in content and volume for young ladies and gentlemen;
- use care in all facilities and with all books, equipment, and apparatus.
- gum chewing is prohibited

Classroom teachers are empowered to set specific rules for their individual classrooms in

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addition to these basic expectations.

## **HAZING**

It is the policy of the Board of Education of the Southeast Local School District that hazing of any type is inconsistent with the educational process and shall be prohibited at all times in the Southeast Local School District. No Administrator, faculty member, or any other employee of this School District shall encourage, condone, tolerate, or recklessly permit the hazing of any person. No student shall plan, encourage, or engage in the hazing of any person.

Administrators, faculty members, and other employees of this School District shall be particularly alert to potential situations, circumstances, or events that might involve hazing. If hazing or planned hazing is discovered by any administrator, faculty member, or employee, he/she shall make reasonable attempts to prevent it, including but not limited to, informing involved students of the prohibition against hazing contained in this policy and requiring said students to cease all hazing immediately.

Administrators, faculty members, students, and all other employees of the School District who violate this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law. As used in this policy, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. The negligence, consent, or assumption of the risk of any individual subjected to hazing does not lessen the prohibition contained in this policy.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, 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 lockers, 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 which have been confiscated.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures described in this document are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school on time and prepared to learn.

## **ZERO TOLERANCE**

The Board of Education has a zero tolerance for violent, disruptive, or inappropriate behavior by its students: i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the student Code of Conduct. The Board also has zero tolerance for the possession, use, or distribution of drugs or alcohol on school property.

## **SECTION 6: SCHOOL TRANSPORTATION INFORMATION AND DISCIPLINARY PROCEDURES** **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students. The bus schedule and route are available by contacting the transportation garage at 330-654-1949. Please remember that the Transportation Department will only transport your child to the same location, Monday through Friday. This is for safety and scheduling reasons.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. Students are expected to treat the bus as a "mobile classroom" and behave accordingly.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

### ***PRIOR TO LOADING (ON THE ROAD AND AT SCHOOL):***

Each student shall:

- Be on time at the designated loading zone (5-10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be

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boarding the bus. The bus will not wait.

### *DURING THE TRIP:*

Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.
- Not tamper with the bus or any of its equipment.

### *LEAVING THE BUS:*

Each student shall:

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

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

**Consequences** for violations for the preceding rules are at the discretion of the building principal and/or the transportation supervisor. These disciplinary actions may include **any** or **all** of the following, seat reassignment, parent notification, and/or bus suspension depending upon the seriousness of the violation:

\*A parent may appeal the decision to the Superintendent of Schools.

### **BUS PASSES**

Bus passes are available in the principal's office. If an emergency arises, the principal may issue a bus pass. Students must present a note signed by the student's parent or guardian. Upon approval the student will receive a pass to give the bus driver to allow the student to ride the appropriate bus. Passes will not be issued to spend the night/visit a friend or to work on a class project.

### **CHANGE OF BUS**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses except as approved by the principal. In most cases, each student riding the bus will have the same daily pick-up and drop-off schedule. Please contact the school office if other arrangements are requested.

### **PENALTIES FOR INFRACTIONS**

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A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

## **SECTION 7: HEALTH/SAFETY/WELLNESS POLICIES AND INFORMATION**

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

Any removal will be only for the contagious period as specified by local Health Department Guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

### **EMERGENCY MEDICAL FORMS**

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the nurse's office. A student may be excluded from school until this requirement has been fulfilled.

### **HANDWASHING PROTOCOL**

Hand washing is defined as the vigorous, brief rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water.

The amount of time spent washing hands is important to reduce the transmission of



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pathogens to food, water, other people, and inanimate objects, such as door knobs, hand railings, and other frequently touched surfaces. Proper hand hygiene involves the use of soap and running water, rubbing hands vigorously for at least 20 seconds. The use of a nail brush is not necessary or desired, but close attention should be paid to the nail areas, as well as the area between the fingers.

Wet hands have been known to transfer pathogens much more readily than dry hands or hands not washed at all. The residual moisture determines the level of bacterial and viral transfer following hand washing. Careful hand drying is a critical factor for bacterial transfer to skin, food, and environmental surfaces.

### INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and allowed to return to class. If further medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The office/clinic will determine whether or not the student should remain in school or go home. Students are to be free from vomiting, diarrhea, or fever (100 degrees) for 24 hours before returning to school. No student will be released from school without proper parental permission.

### MEDICATIONS AT SCHOOL

Prescription and over-the-counter medication may be dispensed at school but only with a physician's written order and parental signed consent. Official school medication forms are available at the office. It is helpful to have the form with you at the student's doctor appointment. New forms must be completed for each school year. The following guidelines are in place to ensure that such medications are handled in a safe and efficient manner:

1. A parent may come to school to personally give the medicine to the student without an order.
2. If a student is ill to the extent that over the counter medicine is required during the school day, especially for infectious diseases such as colds and flu, parents should consider keeping their student at home until the need for medication is over.
3. Medication must be brought to school by the parent in the original labeled container with the student's name on it. Students are not permitted to carry medication to and from school.
4. Medication is to be kept and dispensed at the clinic and is administered by authorized school personnel. Pills needing to be cut in half should be done at home by the parent/guardian prior to bringing bottle to school.
5. Medication such as inhalers and epi-pens can be carried by the student and be self-administered but only with written permission by the physician. The physician's note should include that the student has received proper training in self-administration of the drug. These records are kept in the medication file



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along with those medications dispensed by school personnel. It is the parent's responsibility to notify the nurse if the student needs an inhaler or an epi-pen at school.

6. Students requiring blood glucose testing for insulin dependent diabetes also need a physician's order to self-administer this at school. Included in the order should be specific treatment for low or high glucose readings.
7. Administration of medicine at school should be kept to a minimum through careful scheduling around school hours. It is preferred that a physician schedule antibiotics before and/or after school hours when possible.
8. Parents should notify school personnel of any change in medication or its dosage. New medication forms must be completed by the physician and parent with each change.
9. Any unused medication unclaimed by the parent when a prescription is no longer needed or at the end of the school year will be discarded by school authorized personnel.

### **SAFETY DRILLS**

The school complies with all safety laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly reaction according to prescribed safety procedures.

#### ***FIRE DRILLS***

Each teacher will instruct the students how to exit the building if the fire alarm sounds during class time. When the fire alarm sounds, every person must leave the building immediately in an orderly and quiet manner, observing the following expectations:

1. Close windows and close doors.
2. Turn off lights.
3. Move quickly and quietly through the halls keeping close to the walls.
4. Keep your hands to yourself and do not talk. (Attendance will be taken.)
5. If you are in another part of the building report to the nearest teacher.
6. Stand in an orderly and quiet line until the "all clear" is called.

#### ***TORNADO ALERT***

Tornado drills will be held once a month during April, May and June. The Tornado procedures are:

1. Close windows and close doors.
2. Turn off lights.
3. Everyone should move into the designated area and kneel on the floor against the wall in a crouching position. Keep your head down folding your hands over the top of your head. Each child should be close to the person next to him. (Attendance will be taken.)
4. Keep doorways clear.
5. No talking.
6. Stay out of the gym.
7. Stay in the crouching position until the "all clear" signal is given.

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## *UNWANTED INTRUDER*

Unwanted Intruder drills are intended to instruct students and staff on what to do if an intruder in the school or an incident at or near the school creates a dangerous condition. At least three drills will be conducted each school year in accordance with Ohio law. Expectations in the event that an intruder enters the building include:

1. Staff are empowered to make the best decision for their own and the student's safety upon hearing over the P.A. system that an intruder has entered the building, while also being provided with a location if known.
2. In the event of a lockdown, all doors are to be closed and locked.
3. Students, staff, and visitors should move into a corner of the room that is not easily seen by an observer in the hallway.
4. Students must remain quiet and listen for additional instructions from staff members.
5. A.L.I.C.E. techniques are to be employed by staff and students as necessary.

## Primary School Student Fees

Grade	Fee	What Does the Fee Buy?
<b>Transition Kindergarten</b>	\$6.05 Technology Fee \$2.00 School Folder \$1.00 Art Fee \$5.95 Scholastic News \$10.00 Consumable Mathematics/Curricular Supplements <b>\$25.00 Total</b>	<ul style="list-style-type: none"> <li>• Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>• Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>• Keep Books</li> <li>• Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>• Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>
<b>K</b>	\$6.05 Technology Fee \$2.00 School Folder \$1.00 Art Fee \$5.95 Scholastic News \$10.00 Consumable	<ul style="list-style-type: none"> <li>• Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>• Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>• Scholastic News is a periodical specifically written for children it is an excellent tool for</li> </ul>

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	<p>Mathematics/Curricular Supplement</p> <p><b>\$25.00 Total</b></p>	<p>teaching current events in an age appropriate manner</p> <ul style="list-style-type: none"> <li>• Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>• Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>
1	<p>\$6.05 Technology Fee</p> <p>\$2.00 School Folder</p> <p>\$1.00 Art Fee</p> <p>\$5.95 Scholastic News</p> <p>\$10.00 Consumable Mathematics/Curricular Supplements</p> <p><b>\$25.00 Total</b></p>	<ul style="list-style-type: none"> <li>• Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>• Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>• Scholastic News is a periodical specifically written for children it is an excellent tool for teaching current events in an age appropriate manner</li> <li>• Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>• Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>
2	<p>\$6.05 Technology Fee</p> <p>\$2.00 School Folder</p> <p>\$1.00 Art Fee</p> <p>\$5.95 Scholastic News</p> <p>\$10.00 Consumable Mathematics/Curricular Supplements</p> <p><b>\$25.00 Total</b></p>	<ul style="list-style-type: none"> <li>• Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>• Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>• Scholastic News is a periodical specifically written for children it is an excellent tool for teaching current events in an age appropriate manner</li> <li>• Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>• Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>

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## Intermediate Student Fees

Grade	Fee	What Does the Fee Buy?
<b>3</b>	\$9.50 Technology Fee \$1.00 Art Fee \$10.00 Consumable Mathematics Supplement \$4.50 Community Consumable Supplies  <b>\$25.00 Total</b>	<ul style="list-style-type: none"> <li>Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>
<b>4</b>	\$9.50 Technology Fee \$1.00 Art Fee \$10.00 Consumable Mathematics Supplement \$4.50 Community Consumable Supplies  <b>\$25.00 Total</b>	<ul style="list-style-type: none"> <li>Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>
<b>5</b>	\$9.50 Technology Fee \$1.00 Art Fee \$10.00 Consumable Mathematics Supplement \$4.50 Community Consumable Supplies  <b>\$25.00 Total</b>	<ul style="list-style-type: none"> <li>Technology Fee offsets the cost of consumable items such as paper and toner used in our tech lab as well as in the general classroom use of technology tools.</li> <li>Art Fee offsets the cost of consumable materials used in art class (i.e. Construction paper, glue, etc.)</li> <li>Consumable Mathematics Supplement is a portion of the cost for a supplement to our current math program.</li> <li>Community Consumable Supplies are shared supplies used class-wide and school-wide. Consumable items include, but are not limited to: craft/art supplies, classroom magazines, and other project material used throughout the year.</li> </ul>