

OLD FORT
STOCKADERS
2017-2018

STUDENT HANDBOOK

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This agenda/planner belongs to:

Student Name

Grade _____

WELCOME TO OLD FORT ELEMENTARY SCHOOL

“The mission of the Old Fort Schools is to provide every student with the knowledge and skills needed to successfully pursue his/her life goals.”

We hope this handbook will provide information on policies and procedures you will need to help us provide your child with the best educational opportunities possible.

We cannot stress enough the importance of parents and teachers working together to ensure a successful school experience for your children. Please read this handbook carefully and keep it handy for easy reference. Please feel free to call the school if you have questions or concerns.

The entire staff of Old Fort Elementary wishes each of you a very successful and educationally rewarding school year.

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GENERAL INFORMATION

ATTENDANCE:

It is important that students attend school each day that they are not ill. The Compulsory School Attendance Law (Ohio Revised Code 3321) requires all students to be in attendance for a full day of school. Parents are urged to make doctor and dentist appointments and personal errands outside of school hours. Attendance is the responsibility of the student and the parent. Excessive absences will be reported to the County Sheriff's Department truant officer and/or the Department of Human Services as determined by the Old Fort Local School policy.

Each time a student is absent from school, or late to school, **it is the parent's responsibility to call the school before 8:00 AM** to provide an acceptable excuse for the student's absence. If no call is received we are required, as part of the Child Abduction Law, to call the student's home or the parent's work place to confirm the student's absence.

Upon returning to school, it is still necessary to send a note of excuse with the student. Students who have been absent because of a contagious disease must bring a note from the doctor stating that there is no danger of spreading the disease.

Students arriving after 8:00 AM but before 9:30 AM will be considered tardy. Students arriving after 9:30 AM or leaving before 2:15 PM will be counted one half-day absent.

Early dismissal of students is discouraged. The last few minutes of the day are important as the teacher is reminding students of homework and important information. Considerable disruption is caused when a teacher has to prepare one student to leave early. Please be considerate in this regard. If there is an emergency and you must have your child leave early, report directly to the office and your child will be called to the office for dismissal. Do not go to your child's classroom. Students will not be dismissed to anyone other than the custodial parent or guardian without permission of the parent or guardian. The adult must sign the log book in the office prior to the student leaving the building.

Excused absence—absence for which work can be made up

Unexcused absence—absence for which work cannot be made up

Family vacation—Students will be excused if arrangements are made in advance, unless absence becomes excessive. Vacation requests need to be made in writing one week in advance. A maximum total of five (5) days per school year may be granted. No approval will be granted during mandated state testing. **This absence DOES count as excessive absence days.**

Absences

A. At 38 hours absence, excused or unexcused, a letter of warning will be sent to the parents.

Excessive absences are defined below as excessive or truant according to House Bill 410:

B. At 65 hours absence, excused or unexcused, a second letter will be sent to the parents and a parent conference may be requested.

C. At 65 hours absence (excused or unexcused) a doctor's excuse is required for each absence or the student will be required to make up days after school. The building principal will have the final decision on determination of circumstances. Long-term illness will be considered.

After 65 hours of absence, a doctor's excuse or an excuse from the court will be required and the Attendance Intervention Team will be selected to meet with the parent(s) and student to implement an intervention plan and determine the need for community resources.

Habitual truancy, according to House Bill 410, is defined as follows:

Absent 30 or more consecutive school hours without a legitimate excuse, absent 42 or more school hours in one month without a legitimate excuse, or absent 72 or more school hours in one year without a legitimate excuse.

When a student is deemed habitually truant, the Attendance Intervention Team will be selected to meet with the parent(s) and student. After the intervention plan has been submitted and implemented and the student does not make progress on the plan within 61 days or misses 30 or more consecutive school hours or 42 school hours in one month, the district will file a complaint with the Juvenile Court.

Students with continual unexcused tardy time will need to make-up time according to the following schedule:

A. After three tardies a letter of warning will be sent to the parents.

B. The fourth tardy and all subsequent tardies will result in the student making up the time by serving an after-school detention.

AWARDS

An annual Awards Day program is held on the final day of school. Awards are presented to distinguish those students achieving scholastic, art, music and leadership ability. Guests and parents are invited to attend.

To encourage students to strive for their highest possible level of achievement, our school has a number of honor awards that are provided throughout the year. Awards include Outstanding Attendance, Honor Bee, Citizenship and Reading awards.

BEFORE/AFTER SCHOOL

Please do not permit your child to enter the elementary building before 7:30 a.m. as there is no supervision before that time. Parents should say good-bye to their children at the front door and should not accompany them to their classrooms. Students are to go to the elementary gym upon arrival to school and wait in the designated area until 7:50 AM. At that time they will be dismissed by grade level to their assigned homerooms.

All students who walk or are picked up are to leave the elementary building using the front entrance at dismissal time. Students who ride the bus will dismiss at the 5-6 doors. Teachers supervise their classes to the busses. Parents who transport their children to and from school are asked to wait on the front sidewalk or on the sidewalk across the street until their children have been dismissed by the teacher. Children will not be allowed to cross the street without school or adult personnel and will not be released to enter the parking lot on their own due to safety concerns.

No child is to leave the school for any reason unless permission has been secured from the office. (See early dismissal under attendance policy.)

Students are not permitted to stay after school unless they have a note from their parents that has been approved by the principal. Students will be sent home on the bus as usual if a note has not been received prior to dismissal time. Students

who stay after school must be supervised by an adult. **Please make all phone-in bus pass arrangements before 1:00 PM to ensure that the arrangements can be conveyed to your child(ren).**

BUILDING OR EQUIPMENT DAMAGES

Students are expected to take proper care of school equipment. Student desks and lockers may be checked periodically for damage, or possession of tobacco, drugs, or alcohol.

Pupils will be charged for any or all intentional damage to the building or its contents. In addition, 1 or 2 detentions will be given to the student depending on the severity of the damage. Accidental breakage should be reported to the office at once.

BUS RULES AND REGULATIONS

The safety of all pupils on our busses is of utmost importance! Every precaution must be taken to see that they arrive at their destination safely, efficiently, and economically. Bus driving is a difficult task and anything that happens on the bus to divert the driver's attention affects the safety of everyone on the bus. It is, therefore, absolutely necessary that students riding on the bus conduct themselves in the best manner possible. Your cooperation is earnestly solicited.

The Old Fort Board of Education, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, shall utilize video cameras on a rotating basis on all school vehicles transporting students to and from curricular and extracurricular activities. Video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations. The video cameras will also be used as instructive aids to district bus drivers to improve individual bus discipline, when warranted.

All buses will unload in the half circle at the north end of the building. **Upon arrival at school, students are to exit and proceed directly into the school building.**

The driver of the bus will have complete charge of the conduct of all students as they enter, leave, or ride his/her bus. Any persistent irregularity of any major act of improper conduct will result in referral to the principal for discipline.

Students will be expected to obey the following rules and regulations.

Each student must:

1. Not participate in any activity that draws the driver's attention away from safely operating the school bus.
2. Show respect to and obey the bus driver at all times.
3. Be at the bus stop on time. The driver has been instructed not to wait. The driver shall operate the bus on the approved time schedule and shall wait for students if ahead of schedule.
4. Always cross in front of the bus both when loading and unloading. Wait for the bus driver to signal it is safe to cross.
5. Stand at the residence side designated place of safety before the bus arrives and not approach the bus until it has come to a complete stop.
6. Not disembark from the bus and go to a mailbox. A student must wait until after the bus leaves before going to the mailbox (state law).
7. Must board or leave the bus only at designated locations unless there is both parental and administrative authorization to do otherwise.
8. Enter the bus in an orderly manner using the handrail to board the bus.
9. Remain seated and in the same seat at all times with all body parts inside the bus while the bus is in motion.
10. Sit in a position that will provide maximum protection by the barrier (no feet in the aisle or on the seats).
11. Carry onto the bus only items which can be held in the student's lap.
12. Maintain a clear pathway to the exit doors (no feet in the aisle).
13. Not eat or drink on the bus, except with a medical excuse that is on file in the office.
14. Keep noise to a minimum. **Absolute silence is required at all railroad crossings.**
15. Not use profane or obscene language or make improper gestures.
16. Not smoke, cause an open flame, fight, wrestle, use a flash camera, use a laser pointer, possess trading cards, possess buttons, etc. on the bus.
17. Not leave paper or litter on the floor or seats of the bus.
18. Not bring any animal on the school bus, except one intended for special needs assistance.
19. Not possess alcohol, tobacco, or drugs on the bus except prescription medication required for the student's welfare.
20. Not possess firearms, ammunition, weapons, explosives (including aerosol cans) or other dangerous materials or objects on the school bus.
21. Possess only audio equipment with headphones on the bus.
22. Walk to the busses when dismissed and not go into the high school without permission.
23. Have a bus pass signed by parent if not going on their regular bus.

BUS CONDUCT METHODS OF DISCIPLINE

Students not following appropriate bus safety rules may receive:

1st Offense—a written warning from the bus driver; a copy of the warning is given to the student's parents. Student will owe recess time.

2nd Offense—a second written warning from the bus driver; a copy of the warning is given to the student's parents, and 1 detention will be given.

3rd Offense – a written warning from the bus driver; the student will be removed from the bus for a period of time determined by the principal.

School officials may tailor consequences to account for individual circumstances in each situation.

CHANGE OF ADDRESS OR PHONE

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, the school office must be notified of any change in student's address and phone number as soon as they occur. It is especially important that parents' work phone numbers and emergency phone numbers be kept up to date and current as well.

CHILD CUSTODY

Parents are to inform the school any time the custody of a child changes (S.B. 140 requires this). School officials will need to see and copy court orders pertaining to a child's custody upon registering for school or in the case of a change in custody.

Natural parents have the right to access their child's records, report cards, and to be present at scheduled conferences. A non-custodial parent may request and receive a copy of the child's records and progress. One conference appointment will be scheduled for each child in a class.

CLASSROOM ASSIGNMENTS

School personnel devote much time and give much thought to the best placement for each pupil. Many factors must be taken into consideration in the process and classroom assignments are based on the individual child's needs as well as the needs of the other students.

Some of the criteria used for classroom assignments are: 1) ability and performance, 2) social and emotional development, 3) learning disabilities, 4) personalities of pupils and teachers, 5) combinations of certain students, and 6) equal distribution of boys and girls per class.

With these numerous factors involved, it is not feasible to honor individual parent requests regarding student classroom assignments. Please do not request a specific teacher. We ask that you rely on our professional judgment in making proper class assignments for the benefit of all students. Parents with questions regarding placement procedures should contact the principal.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Old Fort Local School District (OFLSD) is pleased to give all district employees, students and visitors access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the OFLSD to be able to continue to make its computer network and Internet access available, all district employees, students and visitors must take responsibility for appropriate and lawful use of this access. All district employees, students and visitors must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While teachers and staff members are responsible for supervision of network and Internet access, all district employees, students and visitors must cooperate in exercising and promoting responsible use of this access. Upon reviewing, signing, and returning this Policy and Agreement, students, district employees and visitors will be given access to the network and Internet access at School and will agree to follow the Policy. The OFLSD cannot provide access to any student, district employee or visitor who fails to sign and submit the Policy to the School as directed.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the District Technology Coordinator to respond to your questions. If any user violates this Policy and Agreement, the individual's access will be denied, if not already withdrawn and he/she may be subject to additional disciplinary action.

I. Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy and has the effect of harming another or his/her property.

II. Term of the Permitted Use

As part of the educational process we understand that students, district employees and visitors should have access to educational material and by signing and returning this form, the students, district employees and visitors will be granted that access. Students will be asked to sign a new Policy and Agreement each year during which they are students at the OFLSD before they are given access.

III. Purpose and Use

The School District is providing access to its computer networks and the Internet for educational purposes **only**. If you have any doubt about whether a contemplated activity is educational, you may consult with the District Technology Coordinator or the person(s) supervising the activity to help you decide if a use is appropriate. No web browsing software, which bypasses the filtering system, can be installed on computers used or located within the OFLSD.

Netiquette All users must abide by rules of network etiquette, which include:

1. Use of appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. Don't use language that is offensive to others, or make ethnic, sexual preference or gender-related slurs or jokes.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
3. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the OFLSD Handbooks: view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
4. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload worms, viruses, Trojan horses, time bombs, chain letters, or other harmful programming or vandalism. Don't disclose or share your password with others; don't impersonate another.

5. Uses that access controversial or offensive materials. It is understood that access is designed for educational purposes and precautions have been taken to eliminate controversial material. However, it is also recognized it is impossible to restrict access to all controversial materials, and every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites.

6. Uses that are commercial transactions, product advertisement, or political lobbying.

IV. Privacy

Electronic transfer and storage of information is provided as a tool for your education. The OFLSD reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information files are and shall remain the property of the OFLSD and no user shall have any expectation of privacy regarding such materials.

V. Failure to Follow Policy and Breach of Agreement

The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement shall, at a minimum, have his/her access to the computer network and Internet terminated, which the OFLSD may refuse to reinstate for the remainder of the user's tenure in the OFLSD. A user breaches his/her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The OFLSD make other disciplinary action.

VI. Warranties/Indemnification

The OFLSD makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provides under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered directly or indirectly by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his/her use, and the parent(s) or guardian(s) are agreeing to indemnify and hold the School, OFLSD, Northern Ohio Educational Computer Association that provides the computer and Internet access opportunity to the OFLSD and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user and the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on School computer or on another's outside the School District's network.

VII. Updates

Users and, if appropriate, the user's parent(s)/guardian(s) may be asked from time to time to provide new or additional registration information or to sign a new Policy and Agreement. For example, the policy may reflect developments in the law or technology.

Your signature on the form indicates that you agree to abide by the Acceptable Use Policy as described herein:

User agreement:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Old Fort School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

It is further understood that as the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the OFLSD's Acceptable Use Policy and Agreement for the students' access to the OFLSD's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am, therefore, signing this Policy and Agreement and agree to indemnify and hold harmless the School, the OFLSD and Northern Ohio Educational Computer Association that provides the opportunity to the OFLSD for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Policy and Agreement. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

DETENTION/ STUDY TABLE

Old Fort Elementary School, grades 5 and 6, will continue a study table/detention program this year. It is the sincere hope of the Faculty, Administration and Board of Education that the study table program will encourage our students to work toward a more rewarding educational experience.

Parental support is an important part of this program. It is designed to teach the students responsibility and organizational skills. It is our belief that this program will benefit many of our students who would otherwise fail.

The program will service students in two areas: detention for student conduct code violations and study table for assignment completion.

Study table is held in an after school setting as a result of 3 late slip notices. The 4th late slip and all following for the quarter is a study table (process begins again at the start of a new quarter). The purpose of the study table is to improve a deficient skill set which is causing the student not to get homework finished. The student will work on the deficient skill in an effort to keep the lines of communication open between parents and teachers. The teacher assigning the study table will be the one monitoring the study table and working with the student on the deficient skill.

Detention is a form of punishment in which a teacher, staff member, and/or administrator deems necessary to correct a behavior choice or for breaking the code of conduct. Detentions are served after school. Detention dates are assigned by the administrator. Parent signature on the discipline notice is required to acknowledge the date of the detention and that transportation arrangements are the parent's responsibility.

The detentions for student conduct code violations will be scheduled after school and will follow the guidelines set forth in the student handbook. Detention will be served after school from 2:45-3:45 p.m. in the elementary building. When a detention

has been assigned to a student, a notice will be sent home to the parent. A detention may be rescheduled with a request made by the parent prior to the detention date. Failure to serve a detention may result in in-school suspension.

DRESS CODE AND APPEARANCE

Dress and appearance should be appropriate for the school setting.

Acceptable dress would include:

- Sweat pants, jeans, and T-shirts that are neat in appearance
- Shorts and skirts that are moderate length (mid-thigh or longer) and not excessively tight
- Hair that is neat and clean
- Shoes and sandals that have a back or strap to cover the heel to ensure student safety
- Tights or leggings with a skirt only for students in grades five and six
- Tights or leggings with a shirt that comes to mid-thigh or longer for kindergarten through grade four
- All clothing should be neat and clean and fit appropriately

Unacceptable dress would include:

- Blue jeans, pants, or shirts that are frayed, excessively worn or with holes that expose skin
- Clothing and jewelry with obscene, profane, pro drug/alcohol, pro tobacco, racial or sexual implications
- Shoes with heels for students in kindergarten through grade four
- Any jewelry or clothing which may present a safety hazard or anything deemed inappropriate by the administration
- Hats, head coverings, headbands or bandanas without permission of the principal
- Plunging necklines (**Shirts must have a modest neckline or buttoned to a modest height**)
- Sunglasses
- Pants and shorts not worn on the student's waist
- Tattoos (covered at all times)
- **Extreme Hair Styles are those that cause distraction to the education process and are not allowed at the elementary school level. An extreme hair style can be defined as hair coloring (blue, pink, red, etc.) that is not a natural-born color, Mohawk style, or any other style that can be deemed a distraction to the education process at the discretion of the administration. Students who choose to color their hair will not be allowed to return to school until their hair is restored to a natural color.**

If there are any questions as to the appropriateness of any type of clothing, hair style/coloring, and/or personal adornment, the building principal should be contacted in advance. The waiving of the dress code can be done by the administration only. In the event that a student has unacceptable dress or appearance, it is the responsibility of the student to make arrangements to immediately remedy the situation.

Disciplinary action is as follows:

1st offense—warning; call parents

2nd offense—detention

3rd offense—ISS

Continuing offenses—OSS

EMERGENCY CARDS

Each child is required by State Law to have an emergency card on file in the office. During the year, if the information changes on the card, please notify the elementary office. A new card will need to be completed each year.

EMERGENCY PLANS

Our staff is prepared to take prudent actions should any emergency arise during the school day. Fire, tornado, and other emergency evacuations are conducted periodically to give students the opportunity to practice procedures.

In the event of an actual emergency, it is in the best interest of both you and your child for you to refrain from driving to school to pick up your child. In addition to the danger involved in being in a car during certain emergencies, it is extremely disruptive to the emergency procedure being implemented to have persons unfamiliar with our plans "on the scene" as it may take away from the safe and reassuring environment we are attempting to provide all students during this time. Under these conditions, no students are to leave the premises without procedural releases.

FALSE ALARMS

Initiating false alarms and bomb threats are serious matters. **PENALTY:** A student who is known to have initiated a false alarm or bomb threat will be suspended from school for ten days with the recommendation for expulsion pending a student hearing. Local law authorities may also be notified.

FIELD TRIPS

As part of our student's educational experiences, field trips are planned throughout the year. Field trip permission forms must be on file prior to student participation. Individual students may be excluded from class trips if their behavior is not respectable. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct as it may be viewed as a detriment to the class participation and the benefit of others.

Field trips are educational experiences and not family outings. Only designated chaperones are permitted on school field trips. Parents who are volunteering to chaperon may not bring younger children on the trip. Due to bus space available and the requirements of the field trip site to be visited, only a certain number of chaperones may go on a trip.

GRADES

Report cards will be issued at the close of each quarter of the school year. Progress reports will be posted on Progress Book midway through each nine-week period to notify parents of student's progress. If you need paper copies, please contact the elementary office. The first nine-week mandatory conference period will be scheduled for all students in grades K-6. Conferences for the second and third nine-weeks will be arranged for students in K-6 on the basis of need and parental

request. The fourth nine-week period grade cards will be sent home with the students. A student may be invited to attend a portion of the scheduled conference.

Impromptu conferences during the day are not permitted as classroom instruction must not be interrupted. A conference with a teacher should be planned at least one full day in advance. Report cards will be withheld pending payment of fees owed. Early Withdrawal/Late Entry Reports are issued to students who have attended school in our district less than one nine-week period.

GRADE SCALES

Major Subjects			Minor Subjects			Kdg-Grade 2			
A	100 – 93	4.00	C	76 – 73	2.00	O	Outstanding	M	Mastered
A-	92 – 90	3.67	C-	72 – 70	1.67	S+	Satisfactory+	P	Progressing
B+	89 – 87	3.33	D+	69 – 67	1.33	S	Satisfactory	N	Needs Improvement
B	86 – 83	3.00	D	66 – 63	1.00	S-	Satisfactory-		
B-	82 – 80	2.67	D-	62 – 60	0.67	N	Needs Improvement		
C+	79 – 77	2.33	F	59 – 0	0.00	U	Unsatisfactory		

GUIDANCE SERVICES

Parents who would like to speak to our guidance counselor may call the guidance office at the elementary at 419-986-5166 or at the high school at 419-992-4291 to schedule an appointment.

GYM CLASS

Students in grades K-6 will change shoes only. All students must wear gym shoes to gym class. No black soles on tennis shoes, please.

A student may be excused from an activity for medical reasons only with a written doctor's excuse. All other notes must first be approved by the principal before coming to class.

HEALTH ROOM

Students who become ill or injured during school hours are sent to the office. Depending on the nature of the illness, a student may rest in the health room for a period of time or a parent may be notified to transport the student home.

HOMEBOUND INSTRUCTION

If a student has a prolonged absence due to an accident or illness, arrangements can be made through the principal for home instruction. The superintendent and the Board of Education must give final approval.

HOMEWORK

Homework will be assigned by teachers to provide practice of a skill or review of material covered in class or to otherwise enhance the learning process. It is not intended as "busy work." Therefore, we encourage parents to see that the student has a place to work, proper books, papers, dictionary, etc. to complete the assigned work. A general rule of thumb for the average time for homework assigned is:

Grade 1-10 minutes	Grade 4—40 minutes
Grade 2-20 minutes	Grade 5—50 minutes
Grade 3-30 minutes	Grade 6—60 minutes

Weekends are to be used for make-up and additional review, if necessary.

When a child is absent from school, homework assignments may be requested. We request that you call in the morning so the teacher will have ample time to prepare the assignments and gather books and materials. Homework may be sent home with a brother, sister or neighbor as requested or may be picked up at the office at the end of the day.

IMMUNIZATION & MEDICATION

Ohio State Immunization Law requires that all school children be adequately immunized against the following diseases: Diphtheria, Polio, Tetanus, Rubella, Measles and Mumps, and Hepatitis B. **Students who do not have minimum immunization will not be admitted to school.**

The Old Fort Board of Education strongly recommends that medication be administered at home. If this cannot be done, parents may come to school to administer medication to their children. If this is not possible then the following policy must be followed:

1. All medications, including cough drops, must be stored in the office and administered by office personnel. 2. **Prescription drugs and non-prescription medication** must be in the original container with all vital information, student's name, date, name of drug, and time intervals to be taken. The medication must be accompanied with a form **signed by the doctor and the parent** (see O.R.C. 3313.713). These forms are available in the office and completed forms are kept on file for the entire year.

INCLEMENT WEATHER

In case of extreme weather conditions, school closing will be announced on the local radio stations and Toledo T.V. stations. If early dismissal must take effect due to weather, it will also be announced on the radio. Please do not call the school for information on weather related closings or delays. Instant Alert System has been made available to you. If you would like to be included in the calling system, please contact the office or go to the district website for further information.

LIBRARY BOOKS

Each child is responsible for the library materials checked out in his/her name. The following scale will be used to assess lost or damaged materials.

Lost books- total cost replacement based on current price of the book

Lost magazine- replacement cost of the magazine

Damaged books- \$.50-\$10.00

LOST AND FOUND

Students are responsible for their own possessions. Everything that can be marked (lunch boxes, bags of lunch, articles of clothing, etc.) should have the student's full name on it. All lost and found articles will be placed in the lost and found area by the front door. All money or jewelry will be claimed in the elementary office. If you have lost an item, please notify your teacher or the office immediately.

LUNCH/BREAKFAST PROGRAM

Lunch will be served each day school is in session. Students have the option of buying a school lunch or packing a lunch. Milk and ala carte items are available for purchase. Parents and senior citizens have an open invitation to make reservations to join us for lunch anytime.

The charge for a full lunch is \$2.40 (K-3) and \$2.60 (4-6) per day per student. We encourage you to pay for lunches on a weekly or monthly basis. Students' accounts are entered in the Café Terminal system with each student having his/her "PIN" number. A maximum of \$5.00 may be charged by a student unless special permission is granted by the principal. Students exceeding this limit will be served an alternate lunch rather than a regular tray.

Free and reduced priced lunches are available to all students who qualify. A new lunch form must be completed for each new school year and updated as needed if the information changes. Applications are available in the office. Applications must be returned to determine eligibility.

Good lunchroom manners are important. Students are responsible for removing their own trays and cleaning their own area. The throwing of or playing with food is prohibited. Running in the cafeteria will not be allowed. Trading food is not allowed.

Breakfast will be served from 7:35 AM until 7:55 AM at a price of \$1.50; reduced is \$.30. Students who walk and wish to eat breakfast in the cafeteria should be at school by 7:45 AM. Students who are allowed to eat breakfast in the classrooms will be allowed to go to the cafeteria and pick up breakfast until 7:55 AM. This time will be adjusted accordingly for bus riders if the bus is late. The cafeteria will close at 7:58 AM and all students will return to their classrooms at that time.

MUSIC PROGRAMS

Music programs will be presented during the year. Students in the designated grades are expected to participate on the scheduled evenings. Lack of participation, except for student illness, will result in a significantly lowered music grade. Compliance with reasonable appropriate dress as decided on by faculty and administration is necessary.

Parent Teacher Organization (P.T.O.)

Our P.T.O. has been established to help the elementary teachers and students. Please call the elementary office for the names of the current officers. Membership is free and open to any elementary parent. We strongly urge you to become involved.

PARTIES

Classroom parties are scheduled for major holidays. If your child does not wish to participate due to religious reasons, he/she may be excused to the library during party time.

Birthday parties for students are not permitted; however, birthday treats for students may be shared with classmates during recess or at lunchtime at the discretion of the classroom teacher. Balloons, flowers, and other celebrations or decorations are not permitted at school. Invitations for private birthday parties that do not include the entire group of boys or girls should not be distributed at school. Student birthdays are announced with morning announcements and a small gift is given to each student.

PICTURES

As a service to parents, school pictures are taken every year in the early fall. We use a prepayment plan with various packages available. A notice with details will be sent home prior to the picture day so orders can be taken.

PLAYGROUND RULES

All students are to go out to recess at the time scheduled as long as weather and playground conditions are acceptable. Recess arrangements are announced as needed by the principal. We expect students to be dressed for the weather each day and participate in playground activities.

Students who need to stay in for medical reasons need to bring a note from their parents. Notes will not be honored for more than one day at a time except in cases with unusual circumstances. Students who do not go outside should remain seated in the appointed location. Your cooperation in limiting these exceptions is appreciated.

1. Must have permission from the playground supervisor before leaving the playground.
2. Eat all food in the cafeteria. No food will be allowed on the playground.
3. No tripping, fighting, or pushing.
4. Do not pick up or throw sticks, stones, dirt, or other objects that might harm someone.
5. Return our playground equipment to the proper storage area.
6. Sit on the swings.
7. Mount the slide only by the steps. We slide down forward in a sitting position.
8. Walk across to the playground for our own safety.
9. Assemble with your grade when the whistle is blown for us to end our play.
10. Do not use baseballs or golf balls.
11. Do not bring toy guns or knives to school.
12. Do not lift or carry children around the playground.
13. Electronic devices including cell phones, radios, electronic games and tape players are not permitted on the playground.
14. Do not play tag on the equipment.
15. Use our playground equipment properly. We do not climb on the top of the monkey bars.

ROOM MOTHERS/FATHERS

Any mother or father having children in grades K-6 may participate as a room helper. Room helpers may be asked to organize games, refreshments and chaperone school field trips. Slips to participate as a room helper will be sent home at the beginning of each school year. Please check the activity in which you would like to participate. Teachers will contact parents as needed.

SALES AND SOLICITATION

Students are prohibited from transacting individual sales that are not approved by the Old Fort Board of Education.

STUDENT CODE OF CONDUCT

Our school must maintain order since it is a vital prerequisite to learning. Even though the ultimate aim is self-discipline, the fact must be accepted that the authority of the teachers and principal is necessary as children are led slowly and gradually to the point where they can participate in the disciplining of themselves. It is our intent to give children freedom, but it is possible only when children have demonstrated that they can accept freedom by using it wisely.

Old Fort Elementary School maintains strong discipline. Students are expected to follow the rules of the school. If they "choose" not to, they must serve the consequences. Each teacher must be allowed to teach and each student allowed to learn without interruptions. Students can expect to have a safe environment in the school, on the playground, and on the bus. Classroom rules are posted in each classroom and general rules are listed in our student/parent handbook. There should be no question as to what is expected of students.

Should it become necessary, interrogations and search of students during the school day and extra curricular activities may be conducted within the guidelines and policies of the Old Fort School District and the laws of the State of Ohio.

Corporal punishment will not be used as a means of correcting students in school. Loss of recess time or after school detention may be assigned to students who fail to follow rules. Suspension or expulsion will be given to serious or repeated violations according to the laws of the State of Ohio and the Old Fort School District.

All students have the right to know the framework of the procedures within which they are expected to assume a personal responsibility for their actions. They also have the right to know the disciplinary measures that will be taken when they fail to show this personal responsibility.

All situations will be investigated before a decision is made about the nature of the violation and the penalty to be administered. Parents have the appeal right for in-school suspension, out-of school suspension and expulsion. In an appeal the student has the right to legal counsel.

In a disciplinary action, a student will be offered the opportunity to respond to any and all charges against him or her during an informal hearing.

Due to the types and varieties of student discipline problems, the action taken by a teacher or administration must be left to the discretion of each person. Discretion, however, must be guided by code. The student conduct code shall be used by students, parents, teachers and administrators in clarifying said disciplinary actions. In all cases, the penalty will rest upon the severity of the violation. The administration reserves the right to discipline any student for any violation not listed in the school conduct code.

Violation of conduct rules by a student may result in but is not limited to disciplinary action(s) such as counseling, assignment of work, detention, rearrangement of class schedule, social probation, parental contact, removal from class, in-school suspension, out-of-school suspension, expulsion, and/or referral to the juvenile authorities.

STUDENT DISCIPLINE CODE

The code meets the intent of HB421 which require each Board of Education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students learn in an environment conducive to learning. Students in a school system have the responsibility to act in such a way as not to interfere with the rights of others to receive the proper educational opportunity. By accepting the right to participate in school programs on and off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students are subject to the discipline code while attending athletic events, all other school functions, while on field trips and to and from field trips.

The Student Discipline Code describes: (1) the types of conduct that will lead to certain disciplinary action, and (2) the procedures to be employed in removals, suspensions, and expulsions of students. The Student Discipline Code shall be made available to all students and posted in a central location within each school building.

METHODS OF DISCIPLINE

The building principal is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

Assign detention; deny privileges; in-school suspension; suspension from school and/or extra curricular activities; recommend to the superintendent for expulsion; refer for citation to Juvenile Court; arrange pupil or parental conferences; removal from class, extra-curricular activities, or the premises; call juvenile authorities and/or notify police; emergency removal; prescribe other disciplinary measures; referral to Seneca County attendance officer; community or school service.

A violation of any of the following rules may result in disciplinary action as prescribed above.

Rule 1 *Disruption of School* A student shall not, by use of violence, force, coercion, threat, harassment or intimidation, cause the disruption or obstruction of the educational process, including all curricular and extracurricular activities. Some examples of disruption would include unusual dress and appearance, fighting, bomb threats, arson, the setting off of fire alarms, strikes or walk outs, continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class. (This MAY RESULT IN SUSPENSION AND/OR EXPULSION.)

Rule 2 *Fighting* Any student starting or participating in a fight will be suspended from school and will not be allowed to make up missed work. When a student is suspended for fighting, charges may be filed.

First Offense: Three (3) days suspension

Second Offense: Ten (10) days suspension and a recommendation for expulsion

Rule 3 Aggressive Physical Contact Any student placing his/her hands or feet on another student or teacher for any reason will be subject to a form of suspension.

Rule 4 Harassment- Intimidation- Hazing- and/or Threatening Statements/Bullying The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, threatening or offensive learning environment. **This includes situations brought to school from websites or blogs. (MAY RESULT IN SUSPENSION AND/OR EXPULSION)**

Rule 5 Narcotics, Alcoholic Beverages and Drugs The school has a Drug Free zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, trafficking, manufacturing, possession, and distribution of drugs, alcohol, fake drugs, steroids, inhalants, drug paraphernalia, or look alike drugs is prohibited. This would also include the use of nonalcoholic beers and wines and the misuse of prescribed or non-prescribed drugs. Students are not permitted to attend school or school-sponsored events and activities under the influence of any narcotics, drugs, or alcohol.

Many drug abuse offenses are felonies and students violating the above rule are subject to the following consequences:

- Suspension from school for ten (10) days with recommendation for expulsion
- Parental notification and referral for an alcohol/drug assessment, and/or recommendation for expulsion
- Police notification

Students suspected of being under the influence are subject to the following consequences:

- Suspension from three (3) to ten (10) days.
- Parental notification and referral for alcohol/drug assessment, and/or recommendation for expulsion.
- Suspension days may be waived by agreement of school administration and parents, upon proof of completed intervention procedure.

Rule 6 Possession of a Weapon – Explosives A weapon includes conventional objects like guns, firearms, pellet guns, knives, club-type implements or ammunition of any type. It may also include any toy that is presented as a real weapon or 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, laser pointers, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may lead to expulsion.

Under Federal law, a firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, 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. This also includes fireworks. A knife is defined as any cutting instrument consisting of at least one sharp blade. This will result in a ten (10) day suspension with recommendation for expulsion. Police report filed.

THE SUPERINTENDENT MAY EXPEL A STUDENT FOR AN ENTIRE CALENDAR YEAR FOR THE USE OF OR POSSESSION OF WEAPONS AT SCHOOL, ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES. THIS ALSO INCLUDES STUDENTS WHO INFLICT SERIOUS PHYSICAL HARM TO PERSONS OR PROPERTY AT SCHOOL, ON SCHOOL PROPERTY OR AT A SCHOOL ACTIVITY.

Rule 7 Insubordination A student shall not disregard or refuse to obey reasonable directions given by school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any rule, directive, or discipline procedure shall constitute insubordination. (May result in suspension and/or expulsion.)

Rule 8 Assault/Attempted Assault Physically assaulting or attempting to assault a staff member/student/person associated with the district. Includes written or verbal threats about a staff member/student/person associated with the district. Physical assault or attempting an assault on a staff member, student, or other person associated with the District which may or may not cause injury. Any statement or non contact 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. Injury to a staff member may result in charges being filed and subject the student to expulsion. May result in a ten (10) day suspension with recommendation for expulsion. Police report filed.

Rule 9 Possession of Tobacco Products Student smoking and possession of tobacco products is prohibited before school, during school, and after school in the building, on the grounds, on the busses, and in any area that a student waits at dismissal time.

Any student who violates the above rule will be dealt with as follows:

First Offense: Three (3) day in-school suspension.

Second Offense: Five (5) day in-school suspension.

Third Offense Ten (10) day out-of-school suspension, recommendation for expulsion.

A student is in violation of the smoking policy if any of the following exists:

1. A student is seen with a tobacco product in his/her mouth.
2. A student is seen throwing any tobacco product.
3. Smoke is seen coming from a student's mouth or nose.
4. Any tobacco product is seen in a student's hand.
5. Any tobacco product found on a student's person, book bag or locker.

Rule 10 Truancy and Tardiness Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Repeated violations of tardiness shall be considered as violation of Rule #7. (May result in suspension and/or expulsion)

Rule 11 Extortion Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law. (May result in suspension and/or expulsion)

Rule 12 Falsification of School Work, Cheating Falsification and cheating on one's school work and forgery will result in a "0" on class work and may result in detention, suspension or expulsion.

Rule 13 Refusing to Accept Discipline The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action. (May result in suspension and/or expulsion)

Rule 14 Theft – Unauthorized Possession of School or Personal Property A student shall not take or acquire the property of others without their consent. This could also include property of the school. Students will be subject to a suspension for up to ten (10) days and a police report may be filed. (May result in suspension and/or expulsion)

Rule 15 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. (May result in suspension and/or expulsion)

Rule 16 Aiding or Abetting Violation of School Rules If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior (May result in suspension and/or expulsion)

Rule 17 Possession of Electronic Equipment Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy, will result in the following disciplinary action:

- 1st offense Device must be picked up by the parent of the student.
- 2nd offense Device will be placed in a secured area for the remainder of the semester.

Referral to law enforcement will be made if the violation involves an illegal activity (e.g. child pornography). A student is responsible for the use of their cellular telephone or ECD, even if the device is used by another student. Contents of cell phones may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. In addition, students are not allowed to wear and listen to radios, tape players, CD players, portable TV's, headphones in the classroom or school building unless authorized by a teacher or administrator. This may also include cameras and video recorders not approved by school personnel. Laser pointers are prohibited. The property will be confiscated.

Rule 18 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. This includes any communication that implies a threat to one's person or property that has a connection to school, or the process of schooling. Police will be notified. This may result in a ten (10) day suspension and a recommendation for expulsion. This is a federal offense.

Rule 19 Trespassing Although schools are public facilities, the law does allow 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 authorization of the Principal. (May result in expulsion)

Rule 20 Attempting to or Purposely Setting a Fire Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This may result in a ten (10) day suspension with recommendation for expulsion.

Rule 21 Damage to School Property A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or material. Marking, defacing, or damaging school property is forbidden. Violators of this rule will be required to pay for repair or replacement according to the laws of the State of Ohio and may face disciplinary action. If the student is a minor, his/her parents/guardians are, by law, financially responsible. (May result in suspension and/or expulsion)

Rule 22 Damage to Private Property A student shall not cause or attempt to cause damage to private property on school premises, or at any of the school activities on or off school grounds. (May result in suspension and/or expulsion)

Rule 23 Open Flames, Lighters, Matches A student shall not have in his/her possession a lighter, matches, or any flammable materials or not light a lighter or match in the school building, on the school bus, or on the school grounds. (May result in suspension of up to ten (10) days with possible recommendation for expulsion)

Rule 24 Violation of Bus Rules Please refer to Bus Rules and Regulations. (May result in suspension and/or expulsion from school or bus privileges)

Rule 25 Profanity A student shall not use any form of profanity in the school building, on school grounds, at school activities or the school bus. This would include, but not be limited to, obscene gestures, signs, letters, pictures, etc. This shall include obscene or inappropriate words or pictures on clothing. (May result in suspension and/or expulsion)

Rule 26 Gross Misconduct A student's conduct in the classroom, school building, property, and during extra-curricular activities is of utmost importance to the process of education. A student's behavior shall not interfere with the ability of school district personnel to perform the job of teaching or obstruct another student's right to a free and appropriate education. A student shall not intentionally or unintentionally display misconduct in classrooms, hallways, cafeteria, restrooms, busses, grounds, parking lots, or on school property. Some examples of misconduct are insubordination, generating loud and unauthorized noise, running, profanity, inducing panic by word or action, aggressive behavior directed at students, staff, or property, or continuously buying and/or selling sponsored items on school property. This also includes any communication that implies a threat to one's person or property that has a connection to school, or the process of schooling (May result in suspension and/or expulsion)

Rule 27 Endangerment A student shall not engage in any activity or action that may result in the endangerment of another person's health and/or safety. Such actions include but are not limited to: throwing objects, tripping another student, placing a sharp object on a chair, spitting at another person, etc. Endangerment may result in suspension and/or expulsion.

Rule 28 Disregard for Student Code of Conduct Disregard for the Student Code of Conduct, as evidenced by repetitive violations of school rules and/or policy, could result in suspension with possible recommendation for expulsion.

Rule 29 Skateboarding is not permitted on school property

Rule 30 Tampering with Food/Drink A student shall not tamper with any other person's food or drink. Tampering shall refer to altering, adding a foreign substance, placing a foreign object in, or contaminating food or drink in any manner. Tampering may result in injury/illness or having the potential to cause injury or illness (May result in suspension and/or expulsion.)

IN-SCHOOL SUSPENSION (I.S.S.)

The I.S.S. is an alternative to out-of-school suspension. The I.S.S. will allow a student to do work and receive credit. Their assignment is based upon their agreement on the guidelines listed below.

1. The I.S.S. room is located in the elementary office where the student is monitored.
2. Hours for the I.S.S. are the same as a regular school day: 8:00 A.M. to 2:45 P.M.
3. Students are responsible for bringing all books and materials to the I.S.S. room for the duration of their reassignment. Students may bring appropriate reading material that can be used when school assignments are completed.
4. Students are to remain in the room, in their seat, quietly working on school assignments.
5. Lunch: Students will eat lunch in the I.S.S. room. They may bring their own lunch from home or purchase a lunch through the school cafeteria.
6. Students will use the restroom as the supervisor designates.
7. Students are responsible to ask for school assignments prior to assignment in I.S.S. Students are also responsible for returning finished work to their teachers. Following completion of assignments, the I.S.S. supervisor will return them to the office. Teachers will give appropriate credit for work completed. The student will receive no credit for work not completed.
8. While in attendance, each student shall observe the Student Discipline Code and the rules for the I.S.S. classroom. Any violations while attending the I.S.S. classroom will lead to additional days being assessed.
9. Students are not allowed on any other school property during the reassignment period. If a student must be on school property during the reassignment, the I.S.S. supervisor will make the arrangements.
10. Absence/Tardy: Any student absent from the I.S.S. will make up the day missed.
11. Tests may be sent to the I.S.S. teacher to administer. Tests not sent by the classroom teacher will be made up following the suspension.
12. Assigned days not served at the end of the school year may be carried over to the next school year.
13. No extra-curricular activities for students assigned to I.S.S.

PROCEDURES FOR SUSPENSION

The superintendent, principal, or designee may suspend a student from school for not more than ten (10) days. No student shall be suspended unless prior to the suspension such superintendent or principal:

1. Give the pupil written notice of the intention to suspend and the reason for the intended suspension.
2. Provides the student an opportunity to appear at an informal hearing before the superintendent, principal, or designee and to challenge the reason for the intended suspension or otherwise to explain his/her actions. (It should be noted that the informal hearing is not an adversary hearing and the student has no right to counsel.)
3. If the student is to be suspended, he/she will be told of the suspension and its length.
4. The superintendent or principal shall, within twenty-four (24) hours after the time of the student's suspension, notify in writing the parent, guardian or custodian of the student and the treasurer of the Board of Education of such suspension. The notice shall include:
 - a. the reason for the suspension.
 - b. the right of the student or his/her parent, guardian or custodian to appeal such action to the board of education or its designee.
 - c. the right to be represented in all such appeal proceedings.
 - d. the right to a hearing before the Board of Education or its designee in order to be heard against such suspension.
 - e. the right to request that such hearing be held in executive session.

REMOVAL FROM CLASS, BUILDING, BUS OR SCHOOL GROUNDS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then an administrator or district employee may remove the student from class. This also includes all areas of the school building and school grounds. The student is then to report to the office, where school administrators or their designee will monitor the situation. Students may then be removed from the premises by order of school administration or their designee by way of suspension or emergency removal. The removal may be accomplished by the student's parent/guardian or representative of said parent/guardian. (Removal may also be made by law enforcement officials to facilities under their jurisdiction.)

Students who have been suspended shall not be eligible to participate in any school function for the duration of such disciplinary action and not be allowed on school property except for in-school suspension. At the principal's discretion, students suspended from school may receive credit for assignments missed.

PROCEDURES FOR EXPULSION

Only the superintendent may expel. Due-process shall be afforded the student by the building administrator before such administrator recommends expulsion to the superintendent.

Prior to the intended expulsion, the superintendent must enact the following procedures:

1. Gives the pupil and his/her parents, guardian or custodian written notice of the intention to expel. That notice will include reasons for the intended expulsion and must advise the pupil and his/her parent, guardian, custodian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion. That notification must carry the time and place of the hearing which must take place not earlier than three (3) days and no later than five (5) days after the notice is sent. The superintendent may grant an extension of time, upon request, provided all parties involved are notified.
2. Conduct a hearing when practical under appropriate guidelines of hearing procedures within the above stated period.
3. Within twenty-four (24) hours of the expulsion, the superintendent must notify the parent, guardian, custodian and the clerk of the Board of Education of the action to expel the pupil. The notice must include the reasons for the

expulsion and the right of the parent or custodian to appeal to the Board of Education or its designee and the right to be represented at the appeal and to request the hearing to be held in executive session.

APPEAL TO THE BOARD OF EDUCATION

A student and his/her parent or guardian may appeal his/her expulsion or suspension by a superintendent or principal to the Board of Education or its designee. Such student or his/her parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing against such suspension or expulsion.

STUDENT COUNCIL

The students in grades 4-6 may participate in the elementary Student Council. The offices will be filled by the students securing the most votes for each office. Installation of officers will follow election. Students elected to hold an office in Student Council must maintain a "C" or better grade in all subjects.

STUDENT RECORDS

Students' records are confidential and are protected by the "Privacy Act." A student's permanent record is available to parents within 24 hours of written request. The records include academic information, standardized test scores and health records. This information will not be made available to out-of-school authorities without the permission of the parents unless a subpoena is issued by the court.

Directory information (names, addresses and phone numbers) will be made available upon request. Parents who object to information and/or pictures being released to school newsletters, local newspapers, scholarship committees, etc. should contact the elementary office.

SUPPLY FEE

There will be a supply fee for each student enrolled in grades K-6. There will be a charge for the band instrument rental and field trip admission fees. Fees are due by the end of September. All reports will be held from October on until payments have been made. Students whose fees have not been paid will not be permitted to participate in school sponsored field trips. (Please contact the office for a payment plan).

All library books and textbooks must be returned or paid for before final report card will be released.

SUPPLY LIST

Your child will be expected to maintain standard school supplies needed for school. A list of these supplies is provided at the end of the school year in the final newsletter and sent again in the opening newsletter mailed to each student in August.

TELEPHONE PRIVILEGES

Children may use the elementary office telephone or classroom telephones for school business. Cell phones are not permitted to be used in school. Parents will need to pick up the phone if it is confiscated.

TESTING

As part of the elementary school's continuing effort to determine student's educational growth we evaluate their progress with standardized tests administered in grades K-6. In addition, the Ohio Department of Education mandates diagnostic and achievement tests in various grades. A pre-kindergarten evaluation is given in the spring to all incoming kindergarten students. New students to the district will be given placement and diagnostic tests as needed.

TEXTBOOKS

The Old Fort Board of Education provides all basic textbooks at no cost to the children of our school. Textbooks will be issued at the beginning of the year and returned at the end of the year. Lost books or damaged books will be assessed a fine within the following schedule:

1. Lost book—cost determined by the time remaining before the next adoption.
2. Damaged book -- \$1.00 to \$7.00

VISITORS

To be sure that we have the safest environment for our students, all visitors to the school must be buzzed in at the main door and sign in at the office before going into the building. This would include any community members or visiting parents, that would go outside the main office for official business. Sports teams and high school students who are practicing after school will not be given access to the elementary building.

VOLUNTEERS

Students in grades four, five and six may volunteer to become student helpers in our S.P.A.R.K.S.(Students Performing Acts of Random Kindness) Program. These students help teachers or other school personnel doing various jobs during recess time. No more than 2 students at a time will be assigned to any one teacher. They are recognized for the service on Awards Day.

Any member of the community who wishes to donate time in the elementary school is welcome. If you would like to give of your time on a regularly scheduled basis, please notify the elementary office and we will work out a schedule with you. Our elementary library is staffed with adult volunteers. All volunteers are required to have a BCI clearance and orientation before working with students.

WITHDRAWAL PROCEDURE

Parents should notify the school office as soon as possible if it becomes necessary to withdraw a student from our school. All withdrawals from school shall be handled through the office of the principal. Notice of such withdrawal shall be made by the parents or guardians in person or in writing. Proper forms must be completed, library books and textbooks returned, and fees paid before a student's report card will be issued to the student.