

# **St. Marys City Schools**



## **Elementary Handbook 2018-2019**

CALENDAR FOR 2018-2019 SCHOOL YEAR

Grading Periods Special Days	Days Present
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<u>1<sup>st</sup> GRADING PERIOD – AUG. 21 – OCT. 19 (K-12)</u>	42
Aug. 16 Thurs.	Meetings for teachers new to system
Aug. 17 Fri.	General Teachers Meeting/Teacher Workday
Aug. 20 Mon.	Teacher Professional Development
Aug. 21 Tues.	First day of school
Sept. 3 Mon.	Labor Day – No School
Oct. 8 Mon.	Professional Development – No School
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<u>2<sup>nd</sup> GRADING PERIOD – OCT. 22 – DEC. 21 (K-12)</u>	42
Oct. 26 Fri.	Grade Card Distribution (K-12)
Nov. 8 Thurs.	Middle - 4:20-8:00 p.m. 6-8 Parent-Teacher Conferences
Nov. 12 Mon.	Primary - 4:20-8:00 p.m. K-2 Parent-Teacher Conferences
Nov. 13 Tues.	Intermediate - 4:20-8:00 p.m. 3-5 Parent-Teacher Conferences
Nov. 15 Thurs.	Middle - 4:20-8:00 p.m. 6-8 Parent-Teacher Conferences
Nov. 15 Thurs.	High - 4:20-8:00 p.m. 9-12 Parent-Teacher Conferences
Nov. 19 Mon.	Intermediate - 4:20-8:00 p.m. 3-5 Parent-Teacher Conferences
Nov. 20 Tues.	Primary - 4:20 - 8:00 p.m. K-2 Parent-Teacher Conferences
Nov. 21 Wed.	8:00 a.m.-3:00 p.m. K-5 Parent-Teacher Conf./No School - K-5 pupils
Nov. 22-23 Th./Fri	Thanksgiving Vacation - No School
Nov. 26 Mon.	No School - K-12 pupils and staff
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<u>3<sup>rd</sup> GRADING PERIOD – JAN. 7 - MAR. 14 (K-12)</u>	45
Dec. 24-Jan. 4 Mon./Fri.	Christmas Vacation – No School
Jan. 7 Mon.	Return from Christmas Vacation
Jan. 11 Fri.	Grade Card Distribution (K-12)
Jan. 21 Mon.	Martin Luther King Day – No School
Feb. 14 Thurs.	Professional Development – No School
Feb. 15-18 Fri./Mon.	Presidents Day – No School (Staff and Students)
Feb. 26 Tues..	High School Scheduling 4:30-7:30 p.m.
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<u>4<sup>th</sup> GRADING PERIOD – MAR. 15 – MAY 23 (K-12)</u>	47
Mar. 22 Fri.	Grade Card Distribution (K-12)
Apr. 18-22 Thurs.-Mon..	Spring Break – No School
Apr. 23 Tues.	Return from Spring Break
May 23 Thurs.	Last day for pupils
May 24 Fri..	Teacher Work Day
May 26 Sun.	Combined Baccalaureate-Commencement
May 27 Mon.	Memorial Day
May 31 Fri.	Grade Cards Mailed (K-12)
May 24, 28, & 29, 2017	May be used as make-up days. Policy 8210

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. These documents are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in the summer of 2008. If you have questions or would like more information about a specific issue or document, contact your school principal or you can access the document on the District's website: <a href="http://www.smridders.net">www.smridders.net</a> by clicking on "Board Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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# **Student/Parent Handbook 2018-19**

## **St. Marys City Elementary Schools**

Welcome to St. Marys City Schools. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact your building principal.

Sue Sherman, Principal St. Marys East Primary School                      Phone: 419-394-2616  
Email: sue.sherman@smriders.net

Lisa Elson, Principal, St. Marys West Intermediate School                      Phone: 419-394-2016  
Email: lisa.elson@smriders.net

### **DISTRICT MISSION STATEMENT**

The mission of St. Marys City Schools, a public school of excellence, is to guarantee a comprehensive education which meets the individual needs of all students and will equip them with skills and knowledge for life, utilizing a highly qualified staff, with up-to-date facilities, resources, and technology; giving students the guidance and support needed to meet their individual goals and plans in cooperation with parents and community.

### **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building Principal. It is to be used daily for the betterment of your responsibility and organizational skills.

### **SCHOOL DAY**

**School Hours:** St. Marys Primary School 8:40 -3:25, St. Marys Intermediate School 8:30 – 3:15. Dismissal procedures may begin prior to official dismissal time. Students are not to be on school grounds prior to 10 minutes before the start of school.

Phone Numbers:

St. Marys East Primary School:	419-394-2616
St. Marys West Intermediate School	419-394-2016

### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from school administration.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

## **EMERGENCY MEDICAL AUTHORIZATION & MEDICAL CONCERNS**

**Emergency Medical Treatment** – State law requires that every student have an Emergency Medical Form on file at school. These forms are sent home with your child on their first day of school. The form gives us permission and direction on “what to do in case of an emergency”. Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor(s) they wish to treat their child and the hospital they wish to care for their child in an emergency. If any changes are needed on the Emergency Medical Form throughout the year, parents must inform the school by phone or note. Also, students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

**Illness or Injuries** – When your child becomes ill (vomiting, fever, or symptoms, of a communicable disease) or injured the school will contact you. Children who become ill at school can be better cared for at home by their parents. Parents, or the person designated by the parents who are contacted because of a child’s illness are requested to pick up the child as soon as possible. The office staff must make positive identification of the adult taking the student home.

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under St. Marys City Schools open enrollment policy; in which case, the appropriate paperwork must be completed and approved with St. Marys City Schools Director of Instruction.

A student must be five years old by August 1<sup>st</sup> to enroll in Kindergarten. New students in K-5 must enroll at the District Service Center, 1445 Celina Rd., St. Marys. The following information is required for enrollment:

- A state birth certificate
- Up-to-date immunization record
- Proof of residency with an exact address and emergency telephone number
- When appropriate - custody papers or legal documents

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

In addition, if a new student resides in the District with a grandparent and is the subject of a: 1) power of attorney designating the grandparent as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child’s educational progress, the student’s grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the respective District’s Elementary School during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission

to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the building Principal.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without permission by the custodial parent(s) or guardian.

When a parent telephones a request that a child be released early from school, the identity of the caller and any custodial arrangements should be confirmed before the child is permitted to leave.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

## **IMMUNIZATIONS**

The Ohio Dept. of Health and the Ohio Dept. of Education, in accordance with Section 3313.671 Ohio Revised Code, has established the following minimum immunization requirements for school attendance:

**DPT/DTaP/DT/Td** – *Kindergarten*: 5 doses of DTaP, DTP, or DT or any combination, if the fourth dose was administered prior to the 4<sup>th</sup> birthday.

**IPV or OPV** – *Kindergarten*: 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4<sup>th</sup> birthday. *Grades 1-12*: 3 doses of OPV or IPV or any combination of OPV or IPV.

**MMR** – 2 doses

**Hepatitis B** – *Kindergarten – 7<sup>th</sup> grade*: 3 doses

**Varicella** — 2 Doses of Varicella (chickenpox) vaccine must be administered prior to the start of kindergarten.

The required immunizations can be waived if a medical contradiction exists: a physician's written statement is required. Objection on religious or philosophical grounds is a valid exception only when a written statement to this effect is signed by a parent/guardian. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the building Principal.

## **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's physician whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. These forms can be found at [www.smriders.net](http://www.smriders.net) under

Board Policies. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medications must be registered with the Principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- E. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- H. The Elementary School office will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

## **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office or at [www.smriders.net](http://www.smriders.net) under Board Policies. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **POLICIES**

Policies on the following conditions are St. Marys City Schools Board Policy and are explained in detail at [www.smriders.net](http://www.smriders.net) under "Board Policies":

- Control of Bloodborne Pathogens
- Control of casual-contact communicable diseases
- Control of non-casual-contact communicable diseases

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the board offices upon request.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA) and State law. Contact your school's, building principal, to inquire about evaluation procedures and programs.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) or the U.S. Department of Education. If you wish to file a FERPA complaint contact the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland, Avenue SW, Washington, D.C. 20202-4605.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the child's building principal. You may then obtain the records requested at the discretion of the building principal.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

## **STUDENT FEES AND FINES**

Student workbooks and other consumable materials are available and supplied at school. Fees will be assessed based on the cost of these materials. Fees not paid by the end of the school year will be placed on an account at the district's central office. Students will be responsible for the textbooks issued at the beginning of the year. Normal wear and tear of textbooks is expected, however, students will be assessed for excessive damage. Students will also be assessed the replacement cost of lost textbooks and library books

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

At the conclusion of the 1<sup>st</sup> semester, students with outstanding fees will not be permitted to purchase any extra, non curricular items the school may offer. Examples of these include, but are not limited to, Spring Pictures, Books or other items from commercial flyers distributed at school or school book fairs, Memory Books, Tee-Shirts sold through the elementary. This is not an all inclusive list, but a list of common items purchased through school. In addition, parents wishing to chaperone a field trip where an admission is charged will only be able to chaperone if their child's fees are paid in full.

If your check/payment is returned to us unpaid for non-sufficient funds (NSF) your account will be debited electronically for both the face amount of the check plus applicable return check and collection fees by eCollect, LLC.

## **STUDENT FUNDRAISING**

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

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fundraising activity for a group in which they are not members without the approval of the counselor.
- Students should not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students should not engage in house-to-house canvassing for any fundraising activity.
- Students should not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

## STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

## MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. It is important to keep in mind the following for the Elementary School meal program:

- St. Marys City Schools uses an electronic debit card system for student lunch accounts. Any amount of money may be deposited into your child's lunch account, as it works similarly as a debit card.
- Please send lunch money (checks are safer) in a sealed envelope marked with the child's name.
- Please keep track of your child's account. Student account status is given to teachers only once per week.
- "Charges" to the lunch account **are strongly discouraged**. Students are not permitted to charge more than two lunches. After two charges (students are given an account warning slip if a charge is necessary), your child will receive a peanut butter sandwich and milk (or they may bring a sack lunch from home) until the account is balanced.
- In grades 1-5, breakfast will be available starting the first day of school. Then after four-six weeks, breakfast will be available to kindergarten students.
- No "Fast Food" should be brought into the cafeteria during school lunch.
- According to USDA regulation, students who require a substitution for milk will need to provide a note from a physician stating that the milk allergy is a life threatening matter.

### Price Chart

<b>Lunch:</b>	<b>Per Day</b>	<b>Per Week</b>
Regular Price (includes milk)	\$2.35	\$11.75
Reduced Price (if qualified)	\$0.40	\$2.00
Milk (if purchased separately)	\$0.50	\$2.50
<b>Breakfast:</b>		
Regular Price	\$1.35	\$6.75
Reduced Price (if qualified)	\$0.30	\$1.50

If your check/payment is returned to us unpaid for non-sufficient funds (NSF) your account will be debited electronically for both the face amount of the check plus applicable return check and collection fees by eCollect, LLC.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes she/he is eligible, contact the elementary school office.

"In accordance with Federal Law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer".

## **SAFETY AND SECURITY**

- A. All visitors must report to the office and present a valid ID when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day, except the front entrance doors.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.
- H. In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g. theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (e.e. it may be used as evidence in disciplinary actions and criminal proceedings).

## **FIRE, TORNADO, AND EMERGENCY LOCKDOWN DRILLS**

Periodic fire, tornado and lockdown drills are held in accordance with state regulations. Rules for these procedures will be posted in each classroom and will be discussed by the teachers during the first day of school.

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local T.V. and radio stations. An automated telephone system will also place a courtesy call to each student's primary phone number. In addition, information concerning school closings or delays can be found on the School's web page at [www.smriders.net](http://www.smriders.net) or [www.cancellations.com](http://www.cancellations.com).

## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass by presenting a valid ID. Any visitor found in the building without signing in or obtaining 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 schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is near the school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

## **USE OF OFFICE 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.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student.

## **USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from having cell phones on their person during the instructional day, including lunch. Students who bring cell phones or other wireless communication devices to school are to turn them off and leave them in their book bags. Prohibited electronic communication devices (ECDs) include laser pointers and attachments and paging devices/beepers.

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephones or ECD's during specified times includes making and/or receiving calls, sending text messages or pictures, taking pictures and/or making recordings.

A student may keep his/her cellular telephone or ECD "on" under the following circumstances with prior approval of the building principal:

- The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition).
- The student is involved in an extracurricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so the student can be picked up.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD (in which case, the cellular telephone or ECD will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity.

The District is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt.

## **GRADES/ACADEMICS**

St. Marys Elementary Schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The following elementary grading scale has been adopted by the Board of Education for use throughout the St. Marys City School District:

100	A+	82, 83	C+
95-99	A	75-81	C
94	A-	74	C-
92, 93	B+	72, 73	D+
85-91	B	65-71	D
84	B-	64	D-
Below 64 F			

Kindergarten and First Grade may use alternate marks explained on the report card.

Parents/Guardians of students in grades Kindergarten thru five are encouraged to view student academic progress on line through Progress Books.

## **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for tests.

A. To finish assignments started in class

1. for meaningful practice
2. to reinforce classroom materials
3. to evaluate student understanding

B. To complete special/long-term projects.

C. To develop study skills, organizational skills and responsibility

1. to copy assignments correctly
2. to complete the entire assignment
3. to turn the assignment in on time

D. To promote mastery of course objectives

1. test preparation
2. math facts
3. vocabulary/spelling
4. reading
5. all other objectives for an individual course or subject

E. To promote independent thinking and to extend or enrich classroom activities.

F. To promote communication between the home and the school and the parent(s) and child.

G. Homework times will vary depending upon the student use of school and home study times. Any time there is a concern, communication is encouraged between the teacher(s) and parent(s).

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office.

Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips as well as the following:

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

## **GRADING PERIODS**

Students will receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION, ACCELERATION, AND RETENTION**

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

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND/OR has failed two (2) or more of the required core curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted, or if a retention will not benefit the child.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, citizenship, and volunteerism. Recognition for such activities is initiated and coordinated by the staff.

## **HONOR ROLL/MERIT ROLL**

Both Honor Roll and Merit Roll are for students in grades four and five.

Honor Roll Requirements are as follows:

- Three or more A's
- No C's or D's
- No S- or below

Merit Roll requirements are as follows:

- One or Two A's
- No C's or D's
- No S- or below

## **TECHNOLOGY**

Student use of the district's computers, network and internet services ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the board or the Superintendent, the Technology Protection Measure may be configured to protect

against access to other material considered inappropriate for students to access.

Students are encouraged to use the district's computers and Internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network
- C. Students may not use the Network to engage in "hacking" or other illegal activities.
- D. Transmission of any material in violation of any State or Federal law or regulation or board policy is prohibited.
- E. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- F. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."  
Cyberbullying includes, but is not limited to the following:
  - 1. posting slurs or rumors or other disparaging remarks about a student on a website or blog;
  - 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - 3. using a camera phone to take and send embarrassing photographs/recordings of students;
  - 4. posting misleading or fake photographs of students on web sites.
- G. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others.
- H. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- I. Downloading of information onto the board's hard drive is prohibited.
- J. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail).
- K. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- L. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- M. Students may not establish or access web-based email accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

## **TECHNOLOGY FEE**

Each student is assessed a technology fee. This money goes toward hardware, software, and consumable technology items.

## **COMPUTER TECHNOLOGY**

Violations of the Computer Tech and Network Code of Conduct will result in disciplinary action in accordance with the student code of conduct as per Board of Education Policy. Parents will be notified at every penalty level.

Administrators reserve the right to impose consequences based on severity of offense. Severe offenses may also result in suspension/expulsion.

1. Files stored on School computers and disks are restricted to school related assignments only. Personal files may not be stored.
2. Students may not use other students' user id codes to log on to any computer network.
3. Students shall not copy (without authorization), damage, or alter any hardware or software.
4. Students shall not use or alter another person's files.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator, teacher, or Principal before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent Form, which must be approved before using the Internet.
7. Students may use or establish links only to programs listed by their instructor. Students may not open or establish a link to unauthorized programs.
8. Students will be supervised while using school equipment.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Also, all students attending school events, student code of conduct rules apply; and disciplinary action at school, may result.

## **ATTENDANCE**

### **EXCESSIVE ABSENCES**

HB 410 defines 'excessive absences' as absent 38 or more hours in one school month or 65 or more hours in one school year with or without a legitimate excuse. Any absence(s) over 72 hours, or 12 days, within a school year without a physician's note or administrative approval may result in disciplinary action. One Saturday School will be assigned for each unexcused absence.

### **EXCUSED ABSENCES**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

1. Personal illness or appointments - requires a call or written note from parent/guardian. Students with a health condition that causes repeated absences must provide an explanation of the condition from a registered physician.
2. Illness in the family requiring the student's presence at home (requires approval by the building administrations).
3. Quarantine of the home.
4. Death in the family or funeral of a close friend.

5. Necessary work at home due to absence or incapacity of a parent/guardian.
6. Observation or celebration of a bona fide religious holiday.
7. Such good cause as may be acceptable to the Superintendent.
8. Field Trips - School sponsored field trips will not count against a student's attendance record.

### **LEAVING SCHOOL WHILE IN SESSION**

Permission to leave school while it is in session for appointments, etc. can be granted by the principal or designee only when requested by the parent or guardian. A parent or guardian must sign the student out in the office. Students are to return to school as soon as possible after the appointment and report to the office.

### **MAKE-UP TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student or parent/guardian may contact the office to request assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student missed a test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a state-mandated assessment test, the student should consult with the office to arrange for administration of the test at another time.

### **NOTIFICATION OF ABSENCE**

If a student will be absent, a parent/guardian must notify the school by 8:30 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance and appropriate discipline may be assigned. An Advanced Notification of Absence Form must be completed before any pre-planned absence.

### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized unexcused absence. A suspended student will be responsible for making up school work missed due to suspension. All work must be submitted on the first day of return in order to receive credit. Parent(s) and students are responsible for arranging a time for collection of work during the school day. Make up missed tests may be scheduled when the student returns to school.

### **TARDIES**

Students arriving after the building start time are considered tardy and must report to the office. Time tardy counts toward absence hour totals. Accumulation of tardies beyond five per semester will result in loss of recess time and/or lunch detention. Tardies beyond ten per semester may result in a Saturday School.

### **UNEXCUSED ABSENCES/TRUANCY**

Any student who is absent from school for all or any part of the day without a legitimate excuse and notification by a parent/guardian shall be considered truant. A student will be considered truant under state law if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 school hours or more in one month, or 72 school hours or more in one school year. If a student is truant and the student's parent(s), guardian(s), or custodian(s) has failed to cause the student's attendance, a complaint will be filed with the judge of the Juvenile Court. The Board authorizes the superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the district's intent to notify the Bureau of Motor Vehicles, if appropriate, and the judge of the Juvenile Court of the student's excessive absence. An unexcused student may be allowed to make-up school work missed due to the unexcused absence.

### **VACATIONS**

It is recommended that parents not take their child out of school for vacations. If a student is to be absent for a vacation with the parents, a parent must submit a written request to the principal. Upon return, students will have the same number of days absent to turn in all make-up work. **All vacation day absences count toward the 12 day school-year maximum.**

# STUDENT CONDUCT CODE

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events or other school activities or programs. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee is also a violation of the conduct code.

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, Detention, Saturday School, Alternative School, In School Suspension, Out-of-School Suspension and/or Expulsion from school.

Furthermore, any criminal acts committed at or related to school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

A violation of the following rules may result in disciplinary action. The disciplinary action taken will be determined by whether the rule is a Level I or Level II offense. Level I and Level II are defined as follows:

Level I: Violation of a rule that is designated as a Level I offense may result in Alternative School, Suspension or Expulsion. Criminal acts will be reported to law enforcement officials as well.

Level II: Violation of a rule that is designated as a Level II offense may result in, student conference, parent/guardian notification, parent/guardian conference, detention,, Saturday School, Alternative School, Out-of-School Suspension, and/or Expulsion. Criminal acts may be reported to law enforcement officials as well.

## THE FOLLOWING VIOLATIONS WILL BE CONSIDERED TO BE LEVEL I:

**Dangerous Weapons & Instruments**- A student shall not possess, handle, transmit or conceal any object or other weapon or look alike weapon capable of inflicting bodily harm in an area controlled by the school or during school activities.

**False threats of Fire, Tornado, Bomb, or other Disaster**

**Inducing Panic**

**Narcotics, Alcoholic Beverages and Drugs/"Look Alike" Drugs**- A student shall not possess, show evidence of consumption, transmit, attempt to buy or sell, or conceal narcotics, alcoholic beverages, intoxicant, inhalant, controlled substance, drugs, and substances which are thought to be drugs, sold as drugs or inferred by the seller or buyer to be mind-altering substance or illegal drugs, or any paraphernalia capable of being used to use drugs, while on school grounds or facilities, at school sponsored events, in other situations under the authority of the school, or in school controlled vehicles. The Principal, at his discretion, may permit the student to attend a substance abuse referral/treatment program in lieu of all or part of any disciplinary action. Prior to any such determination, however, written verification of the student's enrollment in a satisfactory substance abuse program must be submitted. Upon completion of this program, the student must submit to the Principal written verification from the program's director that the student has satisfactorily completed the substance abuse program. If the student fails to submit written verification of satisfactory program completion, the full disciplinary action will be reinstated immediately. Any subsequent violation within a school year will result in suspension and a request for expulsion

**Unauthorized Bodily Contact** - The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event. This rule will be considered a Level I offense if the altercation had to be ended by bystanders, or an act of assault is involved.

**Fire**- Setting or attempting to start a fire, or using or possessing smoke bombs, lighters or matches, fireworks, incendiaries, etc.

## **THE FOLLOWING VIOLATIONS WILL BE CONSIDERED LEVEL II:**

### **Aiding another student to violate school regulations**

**Bullying/Harassment:** The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and or aggressive behavior (including bullying/cyber bullying) 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, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to the following:

- A. **Verbal:** The making of offensive written or verbal comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon a person's race, color, national origin, religious beliefs, or disability.

### **Bus Misconduct**

#### **Cell Phone or Electronic Devices**

**Cheating/Academic Dishonesty** – Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments/homework, copying from the internet, quiz or test answers, plagiarism, and forging signatures. Students who violate this policy will receive zero credit for assignments or work involved and appropriate disciplinary action will be taken.

**Damage of School and Personal Property** - A student shall not cause or attempt to cause damage to the property of the school (including computer files) or of others on school premises or during school activities or school sponsored events off of the school grounds. The St. Marys Police may be called and charges may be filed in the appropriate courts.

#### **Demonstrations causing disruption to school program**

#### **Disruption or Interference with School Activities**

#### **Dress Code Violation (See Handbook Under Dress Code)**

#### **Excessive absences**

#### **Excessive tardies**

#### **Extortion of a Pupil or School Personnel**

#### **Failing to serve detention/ 9<sup>th</sup> period/ Saturday School**

#### **Failure to abide by rules for student driving and parking**

#### **Failure to Comply**

#### **Failure to follow proper procedure**

#### **Falsifying information given to school authorities in the legitimate pursuit of their jobs**

#### **Forgery of Documents**

**Gambling** – Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Hazing- Hazing is defined as any act of forcing another to do or initiate any act against any student or other group of students which causes risk of harm or mental and/or physical harm to any student or group of students. Permission or consent of hazing by the affected individual does not lessen the possible consequences for this action.

No administrator, faculty member or employee of the district shall encourage, permit, condone or tolerate hazing activities.

All acts of hazing are to be reported to the Principal and the necessary consequences will be assessed by the high school Principal and Superintendent.

### **Insubordination**

**Language/Gestures/Disrespect** - A student shall not use abusive/vulgar or offensive language or gestures or act in a disrespectful manner. This includes all forms of communication.

### **Leaving school without permission**

### **Misbehavior that interferes with any school activity**

### **Presence in areas after 3:30 P.M. without permission or supervision**

### **Presence in unauthorized areas during school hours**

### **Public display of affection**

### **Publication of Obscene, Pornographic, or Libelous Materials**

**Repeated Violations** - A student shall not repeatedly fail to comply with directions of authorized school personnel during any period of time when the student is properly under the authority of school personnel.

**Sexual Harassment** – Sexual harassment has no place in the St. Marys City School District and will not be tolerated. Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays of sexually suggestive obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

### **Skipping class**

**Theft/Possession of School and Personal Property** - A student shall not steal any equipment, materials, books, computer programs or property while on school property or involved in school activities. Cost of the damage or replacement costs will be assessed. The St. Marys Police may be called and charges may be filed in the appropriate court.

**Threats, intimidation, bullying, harassment** - A student shall not threaten (verbal, written, or electronic) with physical violence or coerce by any means any student, teacher, or other school employee or visitor during the school day or any of its curricular or extracurricular activities. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person. This pertains to the entire school grounds including the operation of motor vehicles.

**Unauthorized Bodily Contact** – The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.

**Use or Possession of Tobacco** – Possessing, distributing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any tobacco product while on school grounds or facilities; at school sponsored events; in other situations under the authority of the school or in school-controlled vehicles.

## **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

## **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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

## **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, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- Writing assignments;
- Change of seating or location;
- Detention; Lunch or After School
- In-school discipline (e.g. loss of privilege)
- Saturday School
- Alternative School

### Detentions

A student may be detained after school or asked to come to school early by a teacher or other staff member, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### Saturday School

Saturday school will be in session from 8 A.M. thru 11 A.M.

Assigned students will attend a continuous three hour period during which time they will be permitted one break. Each student shall arrive with sufficient educational materials to be busy during this three hour study period. These assignments will be assigned by the students' homeroom teacher.

Transportation to and from Saturday school is the student/parent's responsibility.

### Alternative School (In-School-Suspension)

The Auglaize County Alternative School change to may become the school of attendance for any day(s) of In-School suspension that a student might become responsible for during the school year. Students who are suspended from the regular day school will

be assigned equal time at the Alternative School and the students in attendance will be responsible for all rules of the Alternative School while in attendance.

The basic operation will begin with the standard suspension hearing. Suspended students will be informed

of the dates for their attendance at the Wapakoneta site. St. Marys students will be bussed from the designated pick up site (students are required to use provided school transportation) and they will take with them all of their assignments to be completed that day.

At the conclusion of a successful day the students will be bussed back to the designated drop off site. All assignments are to be turned into their teachers upon return for the first day of regular attendance. Students who do not attend or who become discipline problems while in attendance will risk multiple dates of suspension or unruly charges in Juvenile court.

The advantages of this program include the strong support of the Juvenile Court. Students who attend are not accumulating absences, incurring grade reduction penalties and they do not fall behind in their regular classes.

An Alternative School assignment may be used at either East or West Elementary School. A parent may need to provide transportation to the designated site. All teacher assigned work will be expected to be completed during the school day. All items of work must be returned to the appropriate teacher upon arrival to school on the student's next regular attendance school day.

Failure to timely serve a form of Detention, Saturday School, or an Alternative School may result in a suspension from school (out-of school) for a period not to exceed ten days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

## **Formal Discipline**

### Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

### Expulsion From School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion.

### Suspension (Out-of-School)

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or Assistant Principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. Students serving out of school suspensions will not receive credit for the length of the suspension.

### **Discipline of Students with Disabilities**

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

### **INTERROGATION AND/OR REMOVAL FROM SCHOOL**

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens.

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an official from these agencies to make a school contact with a student, the school authorities will bring the student to a private room, and an attempt to notify the parents/guardian will be made.
2. When it is necessary to remove a student from school, after notifying the school Principal, the police authorities should notify the parents.
3. The school system works in conjunction with the Children's Services Department throughout the year. Every effort will be made to ensure that appointments are made which coincide with the student's study hall to prevent loss of class time. All parental questions will be directed to the caseworker.

### **SEARCH AND SEIZURE**

The Fourth Amendment of the US Constitution together with the Statutes of the state of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. In conjunction with rules the St. Marys City Schools are a drug free zone and the Board of Education has zero tolerance for substance abuse or possession on school property. The school will cooperate fully with police investigation including but not limited to the use of canine patrol programs subject to the Board of Education policy. When reasonable suspicion exists the following should be observed:

- A. School Compartments supplied by the school and used by the students are the property of the Board of Education. Therefore, student compartments and the contents of them are subject to random search at any time without regard to whether there is a reasonable suspicion that any compartment or its contents contains evidence of a violation of a school rule or criminal statute.
- B. 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 school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

### **STUDENT EXPRESSION**

False statements, disruptive or potentially disruptive activities, the use of obscenities, and advocating violation of the law or official school regulations are unacceptable means of expression.

### **ELEMENTARY DRESS AND GROOMING CODE**

If dress and grooming permitted by the code and parents and worn by the students have an adverse effect upon learning and educational atmosphere at school, adjustments and changes will be made to alleviate the problem. Parents and students are trusted to remember that the school is a place of learning and not a showroom for extremes of dress and grooming. The Principal has the authority to address and enforce inappropriate dress. Good judgment, maturity, and responsible action are expected. Abuse of privileges can result only in having these privileges withdrawn.

1. Hair length will be specified by any department where safety and educational process is involved.
2. Clothing with figures or lettering that is vulgar, includes sexual innuendo, suggestive, obscene or distasteful is not to be worn. Clothing, patches etc. that encourage, promote or advertise the use of alcohol, drugs/tobacco are prohibited. No clothing that is considered discriminatory or prejudicial will be permitted. Interpretation of such material is at the discretion of the school administration.

In accordance with the Safe Schools Act no student shall

- A) wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign that reflects affiliation with any gang.
- B) engage in any act, either verbal or nonverbal that demonstrates gang membership or affiliation.
- C) engage in any act that furthers the interests of gang activity including soliciting membership or affiliation with any gang.

\* Gang defined: Any group of two or more whose membership purpose includes the commission of illegal acts or the violation of the rules of St. Marys City Schools.

- 3. Clothing that negatively affects the learning atmosphere of the class is prohibited.
- 4. Hats or headgear (bandanas, hoods, etc.) are not permitted to be worn in school.
- 5. No long wallet chains will be allowed nor will choker chains of excessive length.
- 6. Pants must be worn at the waist.
- 7. Clothing with excessive holes or tears are prohibited.
- 8. Shoes known as "Heelies", or shoes with wheels on the bottom, are not permitted to be used anytime at school.

The Principal reserves the right to make judgments concerning questionable modes of dress.

Students in violation of the dress code will be sent to the office and arrangements will be made to correct the problem. A reasonable time will be given to correct the violation. Failure to correct the violation will result in appropriate disciplinary action.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. Violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and 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/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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 as indicated above.

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.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, an act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the

perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All

training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

Revised 11/14/07  
Revised 11/23/10

## **STUDENT SERVICES**

### **Assemblies**

School assemblies will be contracted for the school through the combined effort of the administration and Elementary Staff. Assemblies may take place both in the gymnasium and or cafeteria of each school.

### **Cafeteria**

The Cafeteria will be open the first day of school. Pupils who carry lunches from home should also use the tables in the cafeteria. All students will be given at least 20 minutes for lunch. All food is to be eaten in the cafeteria. You are to throw away the tray, paper plate and utensils in the trash cans provided. Students are not permitted to bring their own breakfast to school, and eat it in the cafeteria.

## **Guidance**

The Guidance Office is located in the school office. The services provided to the students are many and varied. Students are urged to take advantage of these services when necessary. Appointments can be made both before school and after school or by parents/guardians.

## **Library and Computer Labs**

1. The library is available to students during the school day. Most students will have a scheduled time each week to visit the Library. Acceptable use of the library includes studying, homework, and checking out books for research and/or pleasure reading.
3. Computers are available for research and word processing. The internet is accessible for students to search for information pertaining to school research projects only. A student login and a parent-signed Student Internet Access Consent Form are required.
4. Books are checked out for 15 school days and may be renewed. There are no daily fines, but lost or damaged materials must be paid for at the conclusion of the school year. Students with overdue books cannot check out library materials until the overdue books are returned.

## **Student Birthdays and Other Non-School Related Events**

In order to avoid hurt feelings, the school will not distribute invitations to personal events such as birthday parties unless the entire class or entire gender of a class is included on the invitation.

No delivery of student gifts (such as balloons, flowers, etc) will be accepted by the school due to the disruption the gift may cause and the limited space in the classrooms and busses.

## **BUS RIDING TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the District Service Center at (419) 300-1402.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency.

The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

A student may be released "on his/her own" only with verified parental permission.

Also, in case of emergency transportation change, the identity of the caller and any custodial arrangements should be confirmed before the child is permitted to leave. If the parent is calling from home, the school can verify the request by a return telephone call. In the event the telephone call is not being made from the child's residence, the caller should be asked detailed questions about the child. These questions might include the child's date of birth, names of teachers and classmates, and similar facts which should be known to his/her parents. Transportation changes for a student should be accompanied by a written notice from parent or guardian. In the event that a note is not received a phone call must be made to verify a transportation change.

## **BUS CONDUCT**

Students who are riding to and from school on district provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

### **Prior to Loading (on the road and at school)**

Each student shall:

1. Be on time at the designated loading zone prior to the scheduled stop.
2. Stay off the road at all times while walking to and waiting for school transportation
3. Line up single file off the roadway to enter
4. Wait until the school transportation is completely stopped before moving forward to enter
5. Refrain from crossing a highway until the driver signals it is safe to cross
6. Properly board and depart the vehicle
7. Go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### **During the trip**

Each student shall:

1. Remain seated while the school transportation is in motion
2. Keep head, hands, arms, and legs inside the school transportation at all times
3. Not push, shove or engage in scuffling
4. Not litter in the school vehicle or throw anything in, into, or from the vehicle
5. Keep books, packages, coats, and all other objects out of the aisle
6. Be courteous to the driver and to other students
7. Do not eat or play games, cards, etc.

8. Do not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
9. Do not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

#### **Exiting the school vehicle**

Each student shall:

1. Remain seated until the vehicle has stopped
2. Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe
3. 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 he/she has proper authorization from school officials.

## **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus, through a bus suspension. If a student is to be considered for bus suspension, all Due Process Rights will be given to the student.

## **Crisis Preparedness:**

### **Parents and School Emergencies Introduction**

The safety and security of our students and staff are top priorities for St Marys City Schools (SMCS). This article explains some of the procedures that have been planned and practiced in the event of an emergency at your child's school.

School administrators work closely with police, fire, emergency services and public health to ensure our Emergency Operations Plan reflects appropriate practices and all schools are prepared for emergencies. Key personnel are trained in National Incident Management System procedures, and SMCS takes an all-hazards approach to emergency readiness. We are prepared to work in partnership with emergency responders should a critical incident occur in one of our schools.

Our comprehensive emergency plan addresses a multitude of potential incidents, not because we expect them to occur, but because we want to be prepared in case they do. For security reasons, specific details are not made available to the public; however, parents and students have a vital role and it is important that you know what to do in an emergency. Please review information in advance of the school year, to make sure you and your child understand the emergency procedures.

## **What is an Emergency?**

An emergency is any unexpected incident that could possibly put your child's safety at risk. It could be anything from a disruption in utilities to inclement weather and could affect one child, one school, or the entire school district. School officials, and sometimes emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately.

Advanced planning and preparation can minimize the risks in any emergency situation. This article offers guidelines for preparedness, what parents should do, and what the school will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

## **Preparedness – What Should Parents do to Prepare for an Emergency?**

Parents have an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation. Reassure them you will be contacted by the school and you will be reunited with them as soon as it is safe to do so.

- Be sure emergency contact information is current and correct. Contact the school secretary immediately whenever your work, home or cell number changes.

- Keep the school nurse informed of any medical conditions or physical limitations your child may have or medications your child may be taking. Provide the necessary medical supplies and medications for daily use.
- Identify who is authorized to pick up your child if you are not able to respond. Make sure their contact information is current and correct. Please understand your child will only be released to parents and persons identified on the emergency contact list. Discuss this information with your child.
- Make sure your child knows their parent or guardian's name, address, and phone numbers. If there is only one parent or guardian, your child should have contact information for a second responsible adult.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know they could be moved to another location until you can pick them up. Explain the term "relocation" so they are not afraid of being evacuated from their school.
- Explain that cell phones should not be used during an emergency unless directed to do so by a teacher. Texting may be the preferred method of communication. Emergency responders will depend on cell phones for communication. If students and parents are trying to contact each other, cell phone circuits may become overloaded, interfering with the ability of emergency personnel to communicate vital information.
- Whenever you are on school grounds, remain alert to activity in and around the school. Report any suspicious activity to school administration and/or law enforcement so they can investigate.
- Establish a family preparedness plan including a communications plan. This will enable you to communicate with all family members during an emergency.

## What Will Schools do in the Event of an Emergency?

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure that instruction continues, even when it becomes necessary to secure the school.

Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating students from the building or closing the school early.

If emergency responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school, based on school size, building layout and other relevant factors, and are initiated depending on the events unfolding at the time of the incident. While every school has pre-established plans of action, evacuation sites, and family reunification plans, these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to ensure the safety of students and when it becomes possible to provide accurate and helpful information.

## Protective Actions the School May Use

Each school has an emergency operations plan involving a number of possible actions. The response varies, depending on the conditions and the situations, and is determined by a team trained to make such decisions. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed.

Schools may use the following protective actions:

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### EMERGENCY ACTION

### LOCKDOWN

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**LOCKDOWN** is initiated to isolate students and school staff from danger when there is a crisis inside the building and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is a "no one in, no one out" scenario. During **LOCKDOWN**, all exterior doors are locked, and students and staff are to remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not

normally proceeded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Violence inside the building

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**EMERGENCY ACTION****CONTROLLED ACCESS/RELEASE**

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**CONTROLLED ACCESS/RELEASE** is initiated to isolate students and school staff from potential dangers outside the school and movement within the school is not dangerous. **CONTROLLED ACCESS/RELEASE** is used to prevent intruders from entering the building and prevent students and staff from exiting the building. During **CONTROLLED ACCESS/RELEASE**, all exterior doors are locked and monitored, and students and staff are to go about their normal routine. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the building. **CONTROLLED ACCESS/RELEASE** is not normally proceeded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Incident near school that does not pose a danger to students

**CONTROLLED ACCESS/RELEASE** differs from **LOCKDOWN** because it does not require the locking of all classroom doors and it does allow for the free movement of staff and students within the building.

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**EMERGENCY ACTION****STAND-BY/STAY PUT**

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**STAND BY/STAY PUT** is appropriate for all incidents that require hallways, entrances and exits to remain clear. Students and staff are to stay in their classroom and go about normal routine. This ACTION is considered appropriate for, but is not limited to the following types of incidents:

- Medical situation inside the building.

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**EMERGENCY ACTION****SHELTER IN PLACE**

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**SHELTER IN PLACE** is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

**SHELTER IN PLACE** allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. It is appropriate for, but not limited to:

- gas leaks
- external chemical release
- hazardous material spills.

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**EMERGENCY ACTION****EVACUATION**

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**EVACUATION** is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. **EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Explosion or threat of explosion

## **What Should Parents do in the Event of an Emergency?**

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help". By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Tune in to radio or television stations designated to carry SMCS emergency information. See "Emergency Communications" section below.
- Obtain current information about the incident from the district website at [www.smriders.net](http://www.smriders.net) or Edulink All Call.
- Understand that emergency pickup procedures are different than routine pick-up procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an authorized individual and they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies. The reunification system was developed to ensure the safety of students and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

## **Emergency Communications – How Will Parents be Notified if an Incident Occurs at School?**

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the superintendent will communicate information to parents and the community. The school district has a variety of media available to parents which will be updated, as needed, with the most complete and accurate information available.

1. Mass notification system
2. Individual School Facebook Pages
3. School Website [www.smriders.net](http://www.smriders.net)

In the event of a significant emergency, parents are encouraged to tune in to one of the following local television stations to follow the event as it unfolds.

- Hometown Stations Lima, NBC, Fox, ABC, CBS, Dayton WHIO CBS
- Radio Stations WKKI 94.3, WCSM 96.7

## **Recovery After a Crisis**

The school officials understand that a traumatic event in a school or in the community can have an emotional impact on staff and students. SMCS has guidance counselors who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact on staff and students, SMCS has access to counselors who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an

emotional impact upon staff or students, the SMCS will help those affected cope with the aftermath of the incident.

## **For Additional Information**

- For additional information about the SMCS Emergency Operations Plan, please contact Shawn Brown, Superintendent, 419-394-4312 or [bill.ruane@smriders.net](mailto:bill.ruane@smriders.net) or Dan Grothause, Transportation Supervisor, 419-394-7278 or [dan.grothause@smriders.net](mailto:dan.grothause@smriders.net)