

Whitaker Elementary
7400 Winton Road
Cincinnati, OH 45224

Creating Excellence



Through Teamwork

2018-2019 Student Handbook

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I. School Contacts

SCHOOL CONTACTS

Principal	Mr. Grant Anderson	728-3737
Assistant Principal	Mrs. Marlo Thigpen	728-3737
Secretary	Mrs. Penney Mefford	728-3737
Health Aide	Mrs. Chandra Ward	728-3737
School Psychologist	Mrs. Whitney Walker	728-3737
Speech Therapist	Ms. Jenna Denewitt	728-3737
Counselor	Mrs. Britany Utley	728-3737
School Resource Officer	Ofc. Katie Long	728-3723

BOARD OF EDUCATION

Main Line		728-3700
Superintendent	Mrs. Terri Noe	728-3700
Director of Student Services	Dr. Laurie Banks	728-3700
District Curriculum Coordinator	Mrs. Deana Moss	728-3700
Special Education Coordinator	Ms. Patty D'Arcy	728-3700
Business Manager	Mr. Doug Lantz	728-3700
Communications Coordinator	Mrs. Missy Knight	728-3700
Central Enrollment	Mrs. Patti Schnur	728-3702
Transportation	Ms. Karen Smith	728-7220
Treasurer	Mr. David Oliverio	728-3705
Compliance/Title IX Officer	Dr. Lauri Banks/Mr. Doug Lantz	728-3705

Finneytown Local School District

II. Motto, Mission, Vision and Core Beliefs

MOTTO - THINK *Critically*, GROW *Intellectually*, LIVE *with Integrity*

(THINK, GROW, LIVE #TGL)

MISSION - To foster academic and social growth for each student in a safe, supportive school environment.

VISION - Be a learning community that inspires our students and staff to think critically, grow intellectually, and live with integrity.

OUR CORE BELIEFS

1. Our priority is learning and growth for all students.
2. A safe, supportive, and nurturing environment is essential for our success.
3. Communication is crucial for an engaged, trusting community.
4. We value diversity and equity.
5. We are committed to fiscal responsibility and good stewardship.



III. Welcome Letter

Welcome to the 2018-2019 school year

This student handbook is distributed online to students in grades 2-5 at Whitaker. Its purpose is to summarize school procedures relating to student academics, attendance, discipline, and Board of Education policy.

We believe that this student handbook can be a useful resource for parents, students, and staff as we all work together to attain the educational goals of all members of our learning community.

Whitaker School is committed to establishing an environment in which each student has the opportunity to develop his/her potential academically, vocationally, socially, and personally. To achieve this, our vision is as follows:

Be a learning community that inspires our students and staff to think critically, grow intellectually, and live with integrity.

At **Whitaker** we will continue to focus on creating an environment conducive to high academic achievement by:

- creating a safe, respectful and efficient learning environment through the framework of Positive Behavior Intervention Supports which includes; the teaching of expectations/behaviors, using consistent, fair, and progressive discipline procedures and recognizing student accomplishments.
- providing research based practices, up to date technology and engaging classroom activities to increase student achievement for all students.

We look forward to a great year at Whitaker. Please call us with your questions and/or suggestions.

Sincerely,

Mr. Grant Anderson
Principal

Mrs. Marlo Thigpen
Assistant Principal

Alma Mater

All Hail to happy school days, hail
To golden hours now flying.
Good times, good friends, good learning, hail,
To memories undying.
We'll raise one song for Finneytown,
The echo soft replying,
Be ever true to red and blue,
Oh Finneytown, all hail to you.

Fight Song

Sons who are always loyal,
Sons who are always true,
Fight for the name of Finneytown
Our Red and Blue.
Giving their best to help us,
Raise our banner high,
Fight for the name of Finneytown
Will be our cry.



IV

Academics



Academics, Grades 2-5

A. Grading

The academic year consists of four grading periods. These grading periods are supplemented by mid-period progress reports which will indicate if a student is in danger of failing, appears to be working far below his/her capacity, or has experienced a marked improvement in his/her achievement level.

Philosophy of Grading and Assessment

The philosophy of the grading policy at Whitaker Elementary is to provide a framework for academic excellence, consistency, communication and objectivity in the evaluation of student performance.

Purpose of a Grading Policy

The fundamental purpose of any method of evaluating and reporting student performance from grades 2-5 is to assess the mastery of skills and standards by taking into consideration diverse levels of student learning. Evaluation will act as a vehicle of communication between school, students and home.

Components of the Grading Policy

Grading Scale – At Whitaker Elementary we believe that high expectations promote student performance and therefore we will use a ten point scale to determine grades.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Plagiarism – Plagiarism is considered a serious violation of academic integrity and the student code of conduct. These violations will be handled by the teacher in conjunction with an administrator. These and other academic violations could result in failing grades and disciplinary action.

B. Honor Roll

An honor roll list will be compiled at the end of each grading period for grades 3-5. Grades in academic subjects are included in the calculation. Honor Roll is calculated using student's end of quarter grades. Students with All A's will be awarded First Honors and students with all A's and B's will receive Second Honors.

C. Homework

Expectations vary from grade level to grade level. Each grade level teacher will communicate the use and purpose of homework to parents at the beginning of the year. Students in grades 3 and 4 will receive weekly packets for homework and fifth graders will receive a plan book to record their homework in so that they can reference this at home.

D. Progress Reports / Progress Book

Interim progress reports are sent home with the student at the midpoint of each grading period. They are issued to communicate a student's progress to his/her parents/guardians. Parents/ Guardians are advised to contact the school if they have any questions. Due dates for these reports will be published in the school calendar. Parents/Guardians can check their student's progress via the internet in Progress Book. In Progress Book, parents/guardians can check their student's attendance, completed or missing homework,

assignment grades, and test grades. More information will be available at the beginning of the school year on accessing this program.

E. State Testing Requirements/Third Grade Reading Guarantee

Whitaker School students will participate in State mandated testing. All testing dates will be communicated to each family during the school year. Students in grade three will be subject to the State of Ohio Third Grade Reading Guarantee. This legislation mandates that third grade students demonstrate a competence level in reading before advancing to the fourth grade. There are several exemptions to these provisions that include students that have been retained in a previous year (K-2), some students on Individualized Education Plans (I.E.P's.) and students that are limited English proficient. Third grade students will have multiple opportunities to demonstrate competence during the school year and also in the Summer after their third grade year. If students are not able to meet the criteria that has been established by the State of Ohio, they must be retained in third grade.

F. Special Education Program/Title I Program

The Finneytown Local Schools offer a wonderful Special Education Program and curriculum for students who have been identified with a disability. A research based Title I program is also available to support students identified as at-risk on reading diagnostic tests. Whitaker offers inclusion classes, as well as intervention classes, to help all students meet their academic needs.

G. Gifted Education Program

Whitaker Elementary serves gifted students in grades 3-5 in a variety of settings depending on their area(s) of identification. As well as serving students in the settings listed below, gifted specialists consult with classroom teachers on a regular basis to assist them in meeting the education needs of students in many curricular areas. Although there are many opportunities for enrichment in the areas of art and music, there is no formal gifted program for these students.

Academic Differentiation Services

Reading – Grades 3-5: Differentiated instructional support is provided in the regular classroom through enriched activities provided by a gifted intervention specialist and/or the classroom teacher.

Students qualify for this service by having a reading achievement score at the 95th percentile above on the MAP assessment.

Math – Grades 3-5: Daily differentiated math instruction is provided in the gifted resource room where the gifted intervention specialist is the teacher-of-record for math. Students are identified for this service by having a math achievement score at the 95th percentile or above on the MAP assessment. In addition, students who scored at the 95th percentile and above on the MAP Primary at Brent will be clustered in classroom to receive differentiated instruction from the classroom teacher.

Workshop - Grades 3-5: Small group, interdisciplinary instruction is provided by a gifted intervention specialist in the gifted education resource room on a weekly basis. Students are identified for this service by being identified as gifted in superior cognitive ability and achievement.

To be identified as gifted in superior cognitive ability student must score at or above the 95th percentile on an Ohio Department of Education approved test of cognitive ability. All Finneytown second and fourth grade students are given the InView assessment for superior cognitive identification. For Workshop participation, students also need a composite achievement score at the 95th percentile or above on an ODE approved assessment for gifted identification. Students also meet the achievement qualification for Workshop if they have scored at or above the 95th percentile in math and reading on the MAP assessment.

H. School Counselor

Mrs. Utley our school counselor, is available to help students with academic and other needs throughout the school year. She can be contacted through the main phone line at Whitaker (728-3737).

I. Student Records/Custody Papers

Parents/Guardians are permitted to inspect and review the education records of the student by contacting the appropriate building administration. Parents/Guardians are permitted to seek the correction of inaccurate records through a request to amend the records or a hearing. They are also permitted to place a statement in the educational record of the student as a result of such a hearing if they wish to comment upon the information.

If custody papers exist, it is the parents/guardians responsibility to ensure that the school has the most up to date court records/custody papers. These are kept in a student's cumulative file and referenced as needed. Non-custodial parents are permitted access to educational records, including attendance, report cards and standardized test information

V

General Information



GENERAL INFORMATION

A. Parent Participation

Parents make up a vital part of our school community. The Finneytown school community offers several opportunities for parents to be involved in the various activities in our schools. The *Elementary PTA, Finneytown Foundation, Finneytown Music Parents Association* and the *Elementary Family Involvement Team* are just a few ways for parents to contribute.

Volunteering is another way to contribute. Any volunteers should contact building administration for information regarding volunteering. All volunteers will be handled in accordance to Board Policy 3120.09 and 4120.09. Parent volunteers need to respect Student Privacy. No photos or disciplining of students.

B. Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office using the appropriate forms.

C. Building Use /Extended Care

Whitaker School is open from **8:40-3:30** on school days. Students who are involved in extra-curricular activities before or after school must be under the supervision of a member of the professional staff. Extended Care services are available, for a fee, at Brent Elementary School. Extended Care is available each school day from **7 a.m.** until school starts and after school until **6 p.m.** For information, please call Mrs. Buescher at 728-3739.

D. Lunchroom Procedures

1. Food and drinks may not be removed from the Lunchroom. Students are responsible for cleaning their eating areas including table, floor, and chairs before leaving. Failure to do so may result in disciplinary action.
2. Students may not leave school during lunch-unless signed out by a parent/guardian.
3. Students must have a hall pass to leave the lunchroom.
4. Students may not sell their food to another student.
5. Due to many food allergies and possible germs, **students may not trade food or share food with each other.**
6. No student may use another student's name to obtain a lunch through the free/reduced program.
7. Students **may not bring carbonated beverages to school for lunch.**
8. Due to safety concerns, students are not permitted to have visitors for lunch unless approved by administration in advance.

E. Cell Phones/Radios/ Electronic Devices

Whitaker Elementary recognizes the desire for many of our students to carry cell phones, iPods and other electronic devices and games to school. However, the use of these forms of technology, as well as others, can be disruptive to the educational process. We cannot allow these

forms of technology to be a deterrent to our mission of providing a quality education for our students. Therefore, **bringing any of these items to school is prohibited unless teacher requests to use for education and signed contract.**

Students bringing these items that can cause a disruption and/or threaten the safety of our school will be subject to disciplinary action. All electronic items that are used in the building should be owned by the school. These items are permitted for instructional activities only and because they are school owned, will be allowed in the classroom. *Exceptions will be made on the request of the teachers for special events. These special activities will be communicated to parents prior to the event.

1st Offense – The item(s) will be confiscated and a parent/ guardian will be required to pick the item(s) up in the office at the end of the week.

2nd Offense – The item(s) will be confiscated until the end of the quarter, at which time the parent may pick the item(s) up in the office.

3rd Offense – The item(s) will be confiscated until the end of the year, at which time the parent may pick the item(s) up in the office.

Students bringing electronic devices to school do so at their own risk. The school is not liable for lost or stolen electronic devices that students may choose to bring to school. Administrators will not spend time looking for stolen cell phones or electronic devices.

F. Conferences with Staff Members

The communication between home and staff is an important aspect of the school. Staff members are usually available for conferences by appointment. Staff members may also be contacted by email or telephone during the school day. Staff is encouraged to return email and phone messages within 24 hours. If you would like to observe your student's classroom simply call and schedule a visit. ***As a courtesy to the teacher we ask that you schedule visits with the office 24 hours in advance.***

G. Distribution of Student Materials/Community Bulletin Board

Permission must be obtained from the administration before distributing any materials (i.e. posters, fliers, signs etc.) that are not related to the normal operation of the school. A community bulletin board is available in the front lobby to display fliers or signs that are not approved to send home to all students.

H. Dress Code

Consistent with Board of Education policy, the dress code is based on the following beliefs:

- ✓ Dress should reflect common decency/modesty.
- ✓ Dress should not disrupt or distract from the learning process.
- ✓ Dress should contribute to a positive image of the learning community.

To these ends, the standards below shall be enforced by staff and administration:

Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education will result in disciplinary action inclusive of warnings, loss of privileges, and suspension.

Reference To Drugs, Gangs, Sex, Alcohol, Etc

Clothing that bears reference to drugs, sex, alcohol, gangs, or that has obscene, suggestive or profane statements or pictures are not permissible. Also, any clothing that has a double meaning or that is contrary to the student code of conduct is not permissible.

Indiscreet, Immodest Or Too Casual

Clothing that might reasonably be considered indiscreet, immodest, or too casual for school will not be permitted.

1. All dresses, skirts, skorts and shorts must extend below the fingertips when arms are held downward by the sides.
2. A student's midriff/stomach and cleavage must be covered.
3. Tops must have sleeves that approach the curve of the shoulder.
4. Clothing with extreme rips, tears, holes, etc. are not permitted.
5. Sagging pants are not permissible. (Examples: pants which must be constantly pulled up, pants which would show undergarments, etc.)
6. Pajamas and house slippers are not permitted.
7. If leggings/tights/yoga pants are worn, your top must reach mid-thigh. Leggings/tights/yoga pants or other tight legwear cannot be worn alone as pants.
8. Glasses of any kind are not permitted unless prescribed by a doctor.

Accessories

1. Hats may not be worn in the building. This would include bandannas, do-rags, or hoods from sweatshirts.
2. Wallets with chains attached, dog chain necklaces with keys, leash type necklaces, spike wristbands, and picks in hair are not permitted.
3. Shoes must be worn at all times.
4. Piercings that are deemed dangerous or disruptive to the educational process are not to be worn during school hours.

Backpacks/Purses

Backpacks and purses are **not** allowed in classrooms for safety reasons.

Offensive Dress

Clothing which is determined to be offensive in nature or disrupts the educational process will not be permitted. Student appearance should not detract from a positive, respectful and mature image, nor disrupt the educational process. The administration will exercise judgment on appropriate dress at all times. **Students who fail to conform to dress standards will not be permitted to attend classes until their dress is deemed appropriate.** Classes missed may be charged as an unexcused absence.

- Cooperation is expected from parents/guardians as well as students.
- If a student is noncompliant with staff or administrative requests to correct dress code violations, he/she will be considered insubordinate and further disciplinary action will be considered.

I. Emergency School Closings

In the event that school will be closed or delayed, information will be broadcast over our Alert Now system, local TV and radio stations and listed on the district web site (www.finneytown.org).

J. Student Fees

Students are assessed fees once a year and students/parents are responsible for having these paid. **Failure to pay fees will result in failure to receive report cards.** Fees that are unpaid will be carried over from year to year and unfulfilled obligations will result in the student being unable to graduate or participate in extracurricular activities at the Secondary Campus. The District recognizes that there are instances in which it may become necessary for a parent or guardian to seek a waiver or request a payment plan for financial reasons. To make arrangements for this, contact the Board of Education at 728-3700. Report cards will be held, each quarter if school fees are not paid or if fines are outstanding.

K. Bus Regulations

All buses may be equipped with video monitoring systems. The purpose is to record everything (video and audio). Tapes will not be retained if there is no evidence of problems on the bus that day. Our ultimate goal is to safely transport students to and from school. With your continued support, we will be able to accomplish this goal.

1. Be on time at the designated school bus stop and wait until the bus comes to a complete stop before attempting to enter.
2. Keep hands and head inside the bus at all times.
3. Loud talking, noise making, and horseplay are distracting to the driver and are therefore a safety hazard. These behaviors cannot be tolerated.
4. Smoking, eating, drinking, and are not permitted.
5. No animals are allowed on the bus.
6. No firearms, ammunition, explosives, or other dangerous materials or objects may be carried on the bus.
7. No unauthorized passengers shall be permitted on the bus. **You are an authorized passenger only on your assigned bus at your assigned time.**
8. Drivers deserve the same respect as any other staff member. They are responsible for order on the bus and may assign seats. They are expected to report anyone not following bus regulations.
9. School authorities may refuse transportation service to any student who does not comply with bus regulations.
10. If you need to ride a different bus, you must bring in a written note from your parent/guardian stating the need for the change. The appropriate administrator will then

approve the note which must be given to the bus driver before you can be admitted on the bus.

11. The new *School Bus Stop Code No. 3301-83 C & D* states that: Students are to exit the bus quickly and safely walk ten steps clear of the danger zone and wait at the **designated place of safety on the residence side**. The driver must count the students as they exit the bus and see them to their **designated place of safety on the residence side where they must remain until the bus leaves the stop**. Only after counting the students may the driver begin to leave the bus stop. After the bus leaves the stop location, the students may proceed to their residence.

Private Transportation

1. If a student is being driven to/from school by a private conveyance, he/she must be dropped off or picked up in the front parking lot.
2. Students being picked up by someone other than the parent/guardian must notify the school before 3:10 p.m.
3. Any person picking up a student must be on that student's "Missing Child Act" form or the student will not be released to them.
4. A phone call alone will not be enough to allow a student to leave school. Someone must come in and sign that student out. When signing out a student, you may be required to show a photo I.D.

L. Field Trip Policy

Field trips are extended opportunities for learning. **The classroom teacher has the option to refuse permission for the student to go on the field trip.** A permission slip from the parent for a student's participation must be secured in advance of the trip. Chaperones may not bring younger siblings or other young children along on fieldtrips.

M. Emergency Situations and Procedures

In the event of an emergency situation during the school day or during a school-sponsored activity, students are instructed to closely follow faculty instructions. Disciplinary action may be taken if a violation involving an electronic device occurs.

Safety procedures are practiced periodically throughout the year in accordance with state law. Evacuation procedures, Fire drills, Lockdown/Rapid evacuation are practiced *monthly*. Shelter-in-place procedures/tornado drills are practiced in *March, April and May*.

Evacuation procedures require all staff and students to leave the building and remain clear of the building until given an "all clear" signal indicating that re-entry into the building is safe.

Tornado procedures require all staff and students to report to pre-designated "safe" spots throughout the building. Again, it is imperative that students follow staff instructions and remain in the assigned area until an "all clear" signal is given indicating that the school day can continue in a normal manner.

The ALICE/lockdown procedure is one that enables the staff to make a decision on the information that has been given during a violent intruder incident. One option is to barricade the classroom door making it even more difficult for the intruder to enter. Another option is evacuation if the intruder is in another part of the building. ALICE encourages students and staff to be aware of their surroundings and possible exit routes that exist.

The school may respond to a variety of emergency situations by implementing one of the three above-mentioned procedures or a combination of the three procedures. Students must remain calm and cooperative during safety drills and procedures, adhering to the instructions of the faculty.

Fire Drills

Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

It is important that students be kept clear of the building during emergency evacuation in order to facilitate movement of emergency vehicles and equipment.

Students and staff are not to re-enter the building unless directed to do so by one of the administrators. **Under no circumstances do students or staff remain in the building during an emergency evacuation.**

Any student found pulling a false alarm will be recommended for expulsion from school and will be prosecuted to the full extent of the law.

Tornado Policy

Upon instruction, teachers will move classes to designated safe spots within the building. Obey these directions promptly. Tornado plans will be posted clearly in all classrooms. Periodic drills will be held during the school year to familiarize you with tornado drills.

District Emergency/Safety Plans

All drills are conducted as part of the District Emergency and Safety procedures (specifically Board Policy 8400 and 8420). For more information, contact building administration.

N. Food and Drink Policy

To promote a healthy and safe environment, **soda, candy, and gum** are **not permitted** to be in the building except for instructional classroom activities. Students are permitted to have water in a clear, plastic, capped bottle.

O. Halls and Hall Passes

- 1. No student will be excused from class without an official hall pass given by the teacher.**
- 2. Any student who leaves a classroom without a hall pass may be subject to disciplinary action.**

P. Health Services

If a student becomes ill in school, he/she should report to his/her teacher for a pass to see the health aide, Mrs. Ward. Any student on a prescribed drug should leave the prescription in the main office. Students who must take prescription or over-the-counter medication must have an authorization form on file in the office. (Quick Links: Nurse site or Enrollment site).

School Tuberculosis Screening Policy for Students

All foreign-born, newly enrolled students who have been in the United States for 5 years or less are required to provide documentation of a negative TB test within 90 days of enrollment. In addition, any currently enrolled student who travels *at any time* to a high risk country, as defined by the World Health Organization Global TB Control, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel. Contact the school nurse for a complete up-to-date list of high risk countries, or for information about tuberculosis testing locations.

Q. Inoculation of Students

The Board of Education has the right to exclude those children who have not been vaccinated according to state regulations. Health records must be presented when the student enrolls.

R. Media Center

The Media Center is a place for quiet study, research, and pleasure reading, Students may come to the Media Center with a scheduled class group, or on an individual pass from a teacher. **No student will be admitted without a pass.**

All materials (except videos) may be checked out of the Media Center unless they are part of a temporary reserve collection. Books may be checked out for three weeks and may be renewed two times. **Fines for overdue books will accumulate** (\$.10 per day), so make sure that books either get returned on time or renewed regularly.

Computers are available for schoolwork only, and scheduled classes have first priority. Students are obligated to follow the Finneytown Local School District's "Acceptable Technology Use and Internet Safety" Guidelines.

The Media Center Staff offers research assistance as well as reading recommendations. In the words of the immortal Dr. Seuss: "The more that you read, the more things you will know. The more that you learn, the more places you'll go."

S. Parents Contacting Students/Students Contacting Parents During the School Day

If a parent needs to contact the student during the school day, he/she should call the office and leave a message. It will be delivered to the student when it is appropriate without disturbing the instructional program. **Students that forget their school work, school supplies, musical instruments or lunch/money will not be permitted to call home.** Students are encouraged to be organized and well prepared. Parents will only be interrupted during the day if it is an emergency. Students can be given a "lunch charge" when they forget their lunch.

T. Skateboards/Bikes

The use of skateboards are not permitted on school grounds. This applies to high traffic areas before, during and after school. Students violating this policy may have their skateboards confiscated and will be returned to the parents only.

Bikes may be ridden to and from school. If you ride your bike to school, it needs to be locked in the bike rack located in the front of the building. The school is not responsible for lost/stolen bikes.

U. Title IX

Pursuant to Title IX of the Education Act of 1972, the Finneytown Local School District does not discriminate on the basis of sex in employment or the educational programs and activities which it operates including admission thereto.

V. Visitor Policy/Security Measures

Student visitors are permitted if approved by administration and have completed the necessary paperwork at least 24 hours prior to the scheduled visit. Any visitor to the school building must check in at the Main Office and obtain a visitor's pass. Whitaker Elementary students are not permitted to be in the buildings or on the grounds of other schools unless authorized.

Our district utilizes a swipe card security system. The doors will be automatically locked when students may enter the building and unlock to dismiss students. All visitors to the school will be required to identify themselves before being admitted to the building.

W. Rules for Computer Usage

Students must have prior permission from a staff member before entering the computer lab. Any student using a computer must have an Acceptable Use Policy (AUP) on file. In the absence of adult supervision, the computer lab will be closed to ALL students.

1. Students must:
 - have a valid pass from a staff member to enter any of the computer labs.
 - follow all directions given by the staff members.
 - log in using their personal login name and password.
 - obtain permission to download or print any material.
 - use the lab for "Academic Pursuits" only.
2. No food, drinks, candy, or gum are permitted in the labs.
3. Students are not permitted to change monitor or computer settings.
4. Destructive behavior to the equipment will not be tolerated and may be grounds for suspension and/or expulsion

Failure to adhere to the lab policies may result in exclusion from the computer labs and/or disciplinary action.

X. Lost and Found

There are two lost and found locations at Whitaker. The school secretary will keep valuable items that are found and other items will be located on a table outside of the cafeteria. Items that remain unclaimed for several months will be donated to charity.

Y. Textbooks/Fines/Fees

Textbooks and other required learning materials like workbooks, novels, etc. will be issued/assigned to a student. Records will be kept to assure assigned materials are returned by the student. Students should not share assigned materials and report any lost or damaged items immediately to staff. There will be fees/fines for late, damaged, or lost materials assessed on fee accounts. These fees can be paid online at www.finneytown.org or by contacting the treasurer's office at 728-3705.

Z. Withdraw/Transfer from School/Change of Address

If you are moving, please contact our Central Enrollment/Withdraw office located in the board office. You can complete the paperwork with this office. If you have an address change in the district or a change in phone number, please notify both the school and the Central Enrollment office of the changes.

VI

Attendance



ATTENDANCE

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with student's progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.

Parents are required to notify their child's school when he/she will miss any portion of the school day. Please notify the office no later than 1 hour after the start of the school day. Doctor's notes are required for medical appointments to be considered excused.

1. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Illness of the child;
- B. Illness in the family necessitating the presence of the child;
- C. Quarantine of the home;
- D. Death of a relative;
- E. Medical or dental appointment;
- F. Observance of religious holidays;
- G. College visitation;
- H. Absences due to the student's homeless status;
- I. Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status;
- J. Emergency or other set of circumstances in which the judgement of the superintendent constitutes good and sufficient cause for absence from school.

2. When a student is absent from school or any portion thereof without a legal excuse, it constitutes truancy.

3. To participate in extra-curricular activities, a student must be in attendance at school for at least 3 hours on the day of the activity.

4. House Bill 410 was passed by the Ohio legislature in December 2016 to encourage and support a preventative approach to excessive absences and truancy. State law now requires reporting student attendance by hours instead of days (which means **student absence accumulates minute by minute**). Therefore, any school time missed by a student (ex. late to school or early dismissal) is tracked as part of his/her attendance record.

The law requires every school district to contact parents in writing whose children are absent from school (excused or unexcused) for **38 hours** in one school month or **65 hours** in a school year. **Physician notes will be required to excuse excessive absences.**

A student is considered **habitually truant** if he or she is absent from school without a legitimate excuse for any of the following:

- 30 or more consecutive hours
- 42 or more hours in a month
- 72 or more hours in a year

If a child is **habitually truant** the district is obligated to intervene in an effort to improve attendance as required by Ohio law. An Absence Intervention Team (AIT) will meet to create an Absence Intervention Plan (AIP). The parent/guardian and student will be asked to participate in a plan to improve the student's attendance. The district is required to refer the family to the court system if the parent and/or student do not comply with the plan.

5. Make-Up Work:

- a. If a student's absence is excused, he/she is entitled to make up work missed. Upon his/her return, it is the student's responsibility to work with the teacher to see that the missing work is assigned and the due date is set.

- b. Students under suspension also have the right to make up missed assignments without immediate penalty. The number of days that the student was suspended will equal the number of days that the student has to complete missing work without penalty upon his or her return.

6. **Parent Out of Town or Unavailable:** When it is necessary for parents to be away from home for extended periods, it is the responsibility of the parents to notify the **school office** in writing, prior to departure, giving the name of the adult to be contacted in their absence.

7. **Student Vacations during the School Year:** School days missed by a student for family vacations will be UNEXCUSED absences due to changes in state law. These days/hours missed will count towards a student's truancy.

VII

Discipline



Discipline

Positive Behavior/Intervention Supports (PBIS)

What is PBIS? PBIS refers to Positive Behavior Intervention Support, it is a proactive approach to school-wide discipline. As a school we are reinforcing the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach the school wide expectations of being Respectful, Responsible, and Positive. A program is used to track both office referral data and classroom documentation so that staff can analyze and adjust procedures to increase positive student behaviors while decreasing unwanted behaviors. The positive expectations will consistently be defined, taught, reinforced, and monitored throughout the school year.

Why is Whitaker participating in the PBIS Program? Finneytown Local Schools believes in Providing a learning environment that is safe, welcoming, and engaging for our students, staff and parents. Our focus is on building a safe and positive environment with clear and consistent boundaries, demonstrating mutual respect amongst all stakeholders. We believe in supporting one another by working together and being kind, caring, and compassionate in order to help students be successful each day.

What is a Whitaker Buck?

A Whitaker buck is an incentive for students to follow the behavior expectations in all areas of the school. The purpose of bucks is to promote positive interaction with students by every staff member.

How students earn Whitaker Bucks?

When staff members observe students following the expectations throughout the building they may give students bucks as a positive reinforcement. Staff members will give out multiple bucks a day for various expectations being demonstrated by students.

How to fill out a Whitaker Buck?

Students will write their first and last name, the name of the staff member that gave them the buck, the grade he or she is in, and circle which expectation they demonstrated (respectful, responsible, positive).

What do students do with the Bucks?

Students will be responsible for keeping track of their bucks at school. Students will have a weekly opportunity in their classroom to buy items from the mobile school store, such as school supplies, coupons for a variety of privileges (e.g. homework pass), and tangibles (e.g. emoji wristband). Items available for purchase can be viewed in our PBIS display case in the main hallway.

How does the “Whitaker Way” relate to PBIS?

If students are following the expectations then they are demonstrating the Whitaker Way. In order for students to receive a Whitaker Way award at the award assembly, then they must meet the class average of Whitaker Bucks for the quarter as well as not have any office or bus referrals.

B. Discipline Referral to the Office

Students referred to the office are subject to school disciplinary actions. Students may be referred to the office when other classroom disciplinary measures have failed to correct student behavior. Examples of classroom measures may include: warnings, conferences with students, parent communication, detentions, time out, buddy teacher referrals, loss of privileges, etc. Students also may be referred immediately when behaviors are extremely disruptive or pose a danger to the student or others.

A disciplinary record will be kept on each individual student.

School disciplinary actions may include any of the following:

- Lunch Clean-Up Duty*- A student will stay in the lunchroom after dismissal and help pick up trash and trays.
- Loss of Recess/Privilege*- A student will not be permitted to go to recess or other special activity. Student could be asked to finish class work or homework.
- Detention (DT)* – Detentions are generally 1 hour in length after school and can be assigned to students for rule violations.
- Parent Conference* – This is a required meeting with the administrator, parents/guardians, and student to address behavioral issues. During this conference a contract may be formed stipulating behavior requirements to be met in order for the student to remain in school.
- After School Program* – This is an extended detention from 3:30 pm to 4:30 pm.
- Emergency Removal from School* - 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 school premises, then the administration may remove the student from curricular activities or from the school premises. Students on emergency removal are not allowed on school property or to attend any school sponsored activity.
- Suspension (OSS)* - Students can be suspended from school by administration up to 10 days and not return until the term of the suspension is completed. Students on suspension are not allowed on school property to attend any school sponsored activity.
- Expulsion* - Expulsion is the removal of a student from 1-80 school days beyond a suspension. An expulsion of 1 year can be imposed by the Superintendent in cases involving knives, firearms, violent conduct, and/or bomb threats. Students expelled from school will

be withdrawn and forfeit any rights to make up work.

Referral to Diversionary Court – Students may have to report to court with a parent or legal guardian for offenses such as verbal altercations, bullying/harassment, attendance.

When Students are Referred to the Office

The administration uses a progressive discipline system, where the severity of consequences increases each time a student violates the Student Code of Conduct. It ensures that students violating the Student Code of Conduct are approached in a consistent, fair and objective manner. It is also intended to promote positive changes in student behavior.

The Whitaker Way

School Settings	Be Respectful	Be Responsible	Be Positive
Classrooms	<p>I will raise my hand</p> <p>I will listen while others are speaking</p> <p>I will take care of property that belongs to school and others</p> <p>I will comply with reasonable requests when asked the first time</p>	<p>I will do my best on my work</p> <p>I will be on time & bring all materials to class</p> <p>I will take ownership of my mistakes</p> <p>I will help keep the classroom clean</p>	<p>I will use my manners and kind words</p> <p>I will encourage others</p> <p>I will take pride in myself and my work</p>
Hallways	<p>I will remain on a Zone 0</p> <p>I will keep hands and feet to myself</p> <p>I will face forward at all times</p>	<p>I will follow adult directions</p> <p>I will walk with a purpose</p> <p>I will walk in a single file line on the right side</p> <p>I will be with an adult or have a hall pass</p>	<p>I will smile or wave when greeted</p>
Restrooms	<p>I will use 3 pumps of soap and 3 pulls of paper towel</p> <p>I will turn the water off after using it</p> <p>I will leave no trace behind by flushing and placing trash in the garbage can</p> <p>I will respect the privacy of others</p>	<p>I will go to the restroom only when I need to</p> <p>I will carry my pass to and from the restroom</p> <p>I will remain on a Zone 0</p> <p>I will return to class promptly</p>	<p>I will use my manners</p>
Cafeteria	<p>I will follow directions of all adults</p> <p>I will raise my hand if I need something</p> <p>I will keep hands and feet to myself</p>	<p>I will carefully place all food on my tray</p> <p>I will help clean up any spills</p> <p>I will walk in all areas</p> <p>I will place trash in the garbage can and clean my table/floor area</p> <p>I will eat my food before socializing</p> <p>I will promptly line up with my class at a Zone 0 when my table is dismissed</p>	<p>I will make everyone feel welcome at my table</p> <p>I will use manners and kind words</p>
Computer Lab	<p>I will handle school equipment and property with care</p> <p>I will pay attention to my own computer</p> <p>I will learn and follow procedures</p> <p>I will use an appropriate voice (based on my teacher's directions)</p>	<p>I will clean up my computer area</p> <p>I will use appropriate websites only</p>	<p>I will be polite to my neighbor</p> <p>I will use an "I Can" attitude</p>
Library	<p>I will learn and follow procedures</p> <p>I will respect all school property</p> <p>I will use a library voice (Zone 0 or 1 as appropriate)</p>	<p>I will return materials on time</p> <p>I will use shelf markers appropriately</p> <p>I will be in control of my body and sit in a chair with all four legs on the floor</p> <p>I will spend my time on reading activities</p>	<p>I will wait patiently for help or to check out materials</p> <p>I will be a good example for my peers</p>
Assemblies	<p>I will give my quiet attention to the presenter</p> <p>I will help my classmates stay focused on the presentation by being a positive role model</p>	<p>I will enter and exit on a Zone 0</p> <p>I will sit up straight, keep hands and feet to myself, and remain in the same seat</p> <p>I will remain quietly seated until an adult gives me further instructions</p> <p>I will use the stairway to come and go from my seat</p> <p>I will sit with my assigned class</p>	<p>I will respond/applaud appropriately</p>

C. Student Code of Conduct: General Code

Students attend Finneytown Local Schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They therefore, can act, speak, or behave as young citizens within a large scope of options. The rules of this code have been written and adopted by the Board of Education, in accordance with Ohio Revised Code 3313.661, which specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school and its employees, in turn, have a right to expect reasonable behavior from students.

Violation on the part of a student of any of the following rules may result in disciplinary action, including detention, in-school detention, suspension, emergency removal from class or school, and/or expulsion. This is not meant to be all-inclusive, since a building administrator may use other options and interventions.

Students who have violated the Student Code of Conduct should not expect to receive only a warning when referred to an administrator. This policy will be explained in its entirety at the beginning of the student's school.

Offenses

1. Truancy and Tardiness

A student shall comply with the compulsory school attendance laws. When a student is absent from school or any portion thereof without a legal excuse, it constitutes truancy. This includes absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

2A. Disruption to School

A student shall not, by use of violence, force, coerce, threaten, haze, harass, submit a false alarm, act insubordinate or commit repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.

2B. Profanity and/or Obscenity

A student shall not perform any act of a lewd or obscene nature or by written, verbal, gestures or other means, violate, annoy or humiliate others or disrupt the educational process. The possession of pornography, inclusive of multimedia tools such as computers, cell phones, etc., is strictly prohibited. Engaging in sexual acts, or displaying excessive affection or other inappropriate behavior with a person on school grounds is strictly prohibited. Sexting is also a violation of school policy. Sexting is the electronic transmission of sexual messages, pictures or other lewd material.

2C. Insubordination

A student shall comply with the directions of *ALL* authorized school personnel during any period of time when the student is properly under the authority of the school. *Authorized school personnel* include, but are not limited to: administrators, teachers, aides, custodians, and administrative assistants.

3. Fighting, Assault and/or Threat Thereof

A student shall not physically attack or threaten to attack any person on school property, or while in attendance at any school activity, function or event off school grounds, including Board of Education owned vehicles. This also includes assault on school employees.

4. Destruction of Property: (School or Private)

A student shall not cause or attempt to cause willful destruction or defacement of school or private property, including Board-owned vehicles, either on school grounds or at any school activity, function, or event off school grounds.

5. Theft

A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.

6A. Dangerous Weapons, Instruments and Objects

A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument capable of harming another person. Weapons or look-alike weapons are not permitted on school property. Violations of the Code of Conduct involving weapons or look alike weapons are subject to expulsion for one school year. Students shall not bring look-alike weapons to school even for educational activities.

6B. Use/possession of a weapon other than a gun or explosive

Using or possessing any kind of weapon other than a firearm or explosive, such as a knife, razor, club, chain, laser pointer, etc., used to inflict harm on another person or to intimidate any person. Any violation involving firearms is subject to expulsion from school for one year.

6C. Use/possession of any explosive

Incendiary or poison gas or the misuse of chemical sprays is strictly prohibited. This includes items such as mace, pepper spray, and other items that can cause physical harm.

7. Inappropriate Dress

A student shall not dress or appear in a fashion deemed inappropriate because it: (1) interferes with the health or welfare of the student or others, (2) causes disruption or directly interferes with the educational process or (3) represents some type of inappropriate group designation.

8. Trespass and/or Loitering/Out of Location

A student shall not be present in a school building or on school grounds at unauthorized times, which may cause disruption to an activity, function, or the educational process. Loitering in halls, restrooms, and stairwells, is unacceptable, since these are high traffic areas.

9. Tobacco

A student shall not smoke, use, or possess any substance containing tobacco, including, but not limited to: cigarettes, cigars, pipes, clove cigarettes, and chewing tobacco; or use tobacco in any

other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. Lighters and matches are also prohibited.

10A. Narcotics, Alcoholic Beverages and Drugs

A student shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic, trafficking, paraphernalia, or any substance that causes physical or mental change.

10B. Look-Alike Drugs

A student shall not make, possess, use, transmit, traffic, sell or offer to sell counterfeit controlled substances or paraphernalia.

11. False ID

A student shall not use or attempt to use false identification to mislead school personnel.

12. Extortion

A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.

13. Forgery

A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.

14. Breaking and Entering

A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

15A. Plagiarism

A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.

15B. Unauthorized Assistance

A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.

15C. Lying/Tampering

A Student shall not falsify information to school authorities who are in the legitimate pursuit of their jobs.

15D. Theft/Stealing

A student shall not take, view, keep or possess the personal property or academic work of another in an unauthorized manner.

16. Technology Violations

Violation of the district's technology policy, misuse of district technology, resources and violations to the Acceptable Use Policy (AUP) are violations that are subject to disciplinary action.

17. Cell phones and electronic devices

If a student brings an electronic device to school, the school reserves the right to reasonably search the contents of the device.

This student code of conduct applies to all Finneytown School students:

- During the school day.
- At school functions including field trips.
- At any school site in the Finneytown School District.

Students may be subject to discipline for violation of the Student Code of Conduct that occurs while a student is in the custody or control of the school, on school grounds or in close proximity, while at a school sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student conduct at all times, on or off school property, when such conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of Finneytown Schools. This Code of Conduct governs behavior, wherever it occurs, that is directed at a district official or employee, or on the property of such official or employee.

D. Prohibition Against Harassment, Intimidation, and Bullying

Harassment, intimidation, or bullying behavior by any student in the Finneytown Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R. C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and /or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

F. After School Detention

This is a detention period from 3:30 to 4:30. Students will be informed where to report. Students failing to serve their assigned After School Assignment are automatically suspended the next school day.

Rules and Regulations

1. Students will write a reflection of the offense and how they will resolve it. Homework or reading is required for the remaining time.
2. Anyone serving an after school assignment must remain quiet at all times.
3. One bathroom break will be given that will be supervised by the teacher.
4. Students must bring book bags and coats to the room because they will not be permitted to go to their classroom afterward.
5. The following infractions may result in additional consequences, removal from after school, or removal from school for a time to be determined by an administrator:

Talking

Disruptive behavior

Sleeping

Insubordination

Leaving assigned seat

Tardy to after-school assignment

6. Removal may result in an out of school suspension.

G. Emergency Removal

Whenever a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the action of removing the student from school immediately. The student may not attend school or school related functions while on Emergency Removal.

H. Out of School Suspension (OSS)

While on suspension or expulsion the student may not attend school or school related functions. Students are permitted to complete class work for full credit while suspended.

I. Public Displays of Affection

Public displays of affection are not permitted on school grounds. Failure to comply will result in disciplinary action.

J. Sexual and Other Forms of Harassment

The Board of Education encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying and cyberbullying) toward another student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Any conduct for the purpose of harassment or discrimination on the basis of gender, religion, race, color, ethnicity, age and/or disability. This prohibition includes physical, verbal and psychological abuse and any speech or action that creates a hostile, intimidating or offensive learning environment.

Conduct constituting sexual harassment, may include, but not limited to:

- A. Verbal harassment or abuse
- B. Pressure for sexual activity
- C. Repeated remarks with sexual or demeaning implications
- D. Unwelcome touching
- E. Sexual jokes, posters, cartoons, etc.
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct. Any student wishing to register a harassment claim should do so in the office.

Alternative Actions

1. Alternative actions may replace and/or accompany any disciplinary action taken for a violation of the student code of conduct.
2. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district.
3. Alternative actions that may be taken include but are not limited to:
 - A. civil and/or criminal prosecution
 - B. denial of privileges

- C. design of a unique student educational program
- D. design of a student behavioral program
- E. design of a student work or service program
- F. liability for damages or financial loss
- G. parent conference
- H. participation in a conflict resolution program
- I. referral to alternative education program
- J. referral to appropriate local, county, and/or state agencies and/or institutions
- K. referral to an Intervention Assistance Team (IAT)
- L. referral to psychiatric and/or psychological service staff
- M. scheduling of a parenting improvement course

K. Search and Seizure Policy

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be subject to random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the superintendent or designee has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs, weapons and/or contraband or weapons in locker areas and other places on school property where such substances could be concealed.

A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Administration or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

VIII

Extra-Curricular Activities



Extra-Curricular Activities

A. Attendance Policy

A student may not participate in extracurricular activities on a given day if he/she is **not at school for ½ day** of that same day unless he/she provides evidence of medical approval or approval of a building level administrator. Students must also be in attendance on the day school was last in session to participate in weekend games or activities.

B. Extracurricular Activities Guidelines

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody as an essential element, activities that involve students beyond the classroom and foster the values that come from interaction and united effort.

The Board has established the criteria for extracurricular activities consistent with its philosophy of and goals for education. All activity programs must meet these criteria:

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools and must be supportive of and never in competition with the academic program.
3. Student activities must be managed in a professional manner.

The following guidelines will govern the student activity program:

1. Participation in extracurricular activities is available only to students enrolled full time. Participation in these activities is a privilege which may be denied for disciplinary or other educational reasons.
2. Student activities are those school-sponsored activities that are voluntarily engaged in by students and have the approval of the school administration.
3. Each student activity program will be designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
4. Each activity should be designed to contribute directly to the educational, civic, social, and ethical development of the students involved.
5. Each school will develop written guidelines and procedures regulating the creation, organization, administration, and dissolution of student activity programs. The Superintendent and/or Treasurer report annually to the Board the general purposes, plans, and financial status of the co-curricular and extracurricular program of the District.
6. The expenses involved in participating in any school activity and the total program for a school year should be set so the majority of the students may participate. Special consideration may be given where the expense of participating creates exclusion.
7. Student activities must not discriminate on the basis of race, religion, sex, or national origin
8. Activities must not place undue burdens upon students, teachers, or schools.
9. Activities should be held on non-school time or at an appropriately designed school time.

10. Activities at any level should be unique, not duplications of others already in operation.
11. Students suspended from school are banned from extracurricular activities and are not permitted on school property until properly reinstated. A student may be suspended from extracurricular activities for violations of the Student Code of Conduct or the code of conduct of the particular activity in which the student participates.