

## Wapakoneta City Schools Elementary Handbook



### WELCOME

We would like to welcome you to the Wapakoneta City School District! You are attending one of the excellent elementary schools within our district. We truly believe in our district's vision: Wapakoneta City Schools will be the leader in providing excellent learning experiences for our students. We look forward to working with our students and our families this year!

### ALLERGIES

Wapakoneta City School District has determined the protocol for handling student allergies. Each year, the school nurse and the building principal determine the protocol based upon these needs. We reserve the right to make adjustments to the protocol throughout the year. Please contact the office if you have any questions about the protocol or have a student that has a severe allergy.

### ARRIVAL AND DISMISSAL

Keeping our students, their families, and our staff members safe is one of our main priorities. We ask that all students and family members abide by the procedures set forth for arrival and dismissal.

### ATTENDANCE REGULATIONS

We believe that regular school attendance is vital to a student's success in school. Every nine weeks grading period, students will be allowed four excused absences. All absences after those four absences will be considered unexcused, unless accompanied by a medical note. All medical notes must be turned in no later than five days after the absence. Excused or unexcused absences are at the discretion of the administration. An unexcused absence is not only a violation of school regulations but also state law and, therefore, must be considered an act of truancy. It is the duty of Wapakoneta City School District to enforce the compulsory attendance law.

#### **Absence from School:**

Parents are required by law to notify the school on the day their student is absent. Parents/guardians must contact the school office, at 419-739-5000, by 9:00 AM, the morning of the student's absence. If no call is received, the student's absence will be unexcused until a call or note is received.

#### **Example of an Absence Note:**

Please excuse \_\_\_\_\_ (name) for being absent from school on \_\_\_\_\_ (date). The reason for the absence was \_\_\_\_\_. Today's date is \_\_\_\_\_. (Parent Signature)

#### **Excused Absences:**

Examples of excused absences may include: personal illness, medical/dental appointment, death or funeral of a close relative, religious holidays, and vacation with prior approval.

### **Late Arrivals and Early Dismissals:**

Late arrivals and early dismissals may be permitted for medical appointments. Parents/guardians need to accompany their students into the office and sign them in or out for late arrivals or early dismissals.

### **Make Up Work:**

Students who are absent, for any reason, will be required to make up the missed work. This work should take approximately the same amount of time as the time missed from class. Only in extreme cases of prolonged absences will students have more than one week to submit make-up work. If a student has a test or an assignment due on the day of the absence, they are expected to take the test or turn in the assignment on the day the student returns.

### **Tardy Policy:**

The office will handle tardiness to school. If students are not in class by the time school begins, they are considered tardy. Parents must accompany their students into the office to sign them in if they arrive after the tardy bell. Attendance and tardies will be monitored throughout the year. Students tardy (per nine week grading period) may receive the following consequences:

- **One, two, three, and four tardies:** The student will receive a warning.
- **Five, six, seven, and eight tardies:** The student will be assigned an after-school detention to be served on the day of the occurrence.
- **Nine or more tardies:** The student will be assigned an after-school detention to be served on the day of the occurrence. A team will also be established to create a plan to improve the student's punctual attendance to school.

### **Truancy:**

According to the Ohio Revised Code, Habitual Truant refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours:

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

### **Vacation Policy:**

The staff of Wapakoneta City Schools asks that parents make every effort to schedule their vacation in conjunction with the Board adopted school calendar. We realize extenuating circumstances may arise. A five-day vacation during the school year can be excused by making prior arrangements with the administration. To do so, parents must complete a vacation form and submit it to the office, at least three to five days in advance of the requested vacation. Additional days beyond the five days may be considered unexcused. One or two day requests do not require the completion of a vacation form. Failure to complete necessary steps may result in an unexcused absence on those days.

## BIRTHDAY PARTIES

Students are permitted to celebrate their birthdays at school. For the health and safety of all of our students, edible class treats may not be brought into the school. If parents want to send in non-edible treats for their child's birthday, they must make arrangements with the classroom teacher a day or two ahead of time.

## BOOKS, LIBRARY BOOKS, TEXTBOOKS, AND WORKBOOKS

Books, library books, and textbooks are loaned to the student for his or her use. The student is expected to take care of these books. Normal wear is expected; however, the student will be fined for damaged or lost books. Fines will be levied based on the cost of the replacement.

Students also purchase their own workbooks and are responsible for the care of these materials. They are also responsible for the replacement of lost workbooks or pages.

## 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, on a school bus, 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, electronic, 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 and 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.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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 cyberbullying through electronically transmitted acts (e.g., internet, e-mail, cellular telephone, personal digital assistant (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 it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal, assistant principal, or 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 a 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/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or 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. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making 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, he/she should report it and allow the administration to determine the appropriate course of action.

The district shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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 custodial 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, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify, in writing, the custodial 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 the 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.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including the 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints, as provided above, may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**Privacy/Confidentiality:**

The school district will respect the privacy of the complainant, the individual(s) against whom 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 website (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. At least once each school year, a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the district and to their custodial parents or guardians.

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 procedures.

**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 on aggressive behavior and bullying in general will be age and content appropriate.

Annually, the district shall provide all students enrolled in the district with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that state or federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence, prevention education including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

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

In accordance with Board Policy 8462, the superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

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.

## **BUS POLICIES**

Transportation is provided as a service to students, and it is the duty of each student to abide by the rules set forth by Wapakoneta City Schools. Students who violate these rules will be subject to disciplinary notices, suspensions for a set number of days, or transportation on the bus being denied.

### **Prior to Loading:**

1. Students must report to the scheduled bus stop prior to the scheduled arrival time.
2. Students must wait in a location free of traffic.
3. Students must display good citizenship at the bus stop.
4. If it is necessary to cross the road, students must cross ten feet in FRONT of the bus after receiving a clear signal from the bus driver.

### **While on the Bus:**

1. Students may not eat or drink on the bus, unless special permission has been granted by the bus driver.
2. Objects brought onto the bus must fit on the student's lap.
3. Students must sit in their seats at all times.
4. Students' hands, heads, and belongings must be kept inside the bus.
5. Students must use school-appropriate language and an appropriate voice level.

6. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
7. Students must be courteous to the driver and other students.
8. Students should help to keep the bus clean.
9. Students may only use electronic devices at the discretion of the bus driver.

#### **Unloading the Bus:**

1. Students must only depart at their assigned bus stop.
2. If it is necessary to cross the road, students are to cross ten feet in FRONT of the bus after receiving a clear signal from the bus driver.
3. Students must report to the designated place of safety after unloading the bus.

#### **Discipline:**

For all general discipline offenses that violate the school conduct code:

- 1st Offense - Verbal warning or an assigned seat
- 2nd Offense - Discipline report to the administrators
- 3rd Offense - One day bus suspension
- 4th Offense - Three day bus suspension
- 5th Offense - Five day bus suspension
- 6th Offense - Seven day bus suspension
- 7th Offense - Suspension off the bus for the remainder of the year

**There are times when the offense is of such a nature that it does not warrant a warning, and a suspension will be issued immediately.**

#### **Suspension, Expulsion, or Immediate Removal from the Bus:**

The provision of section 3313.66 of the ORC shall apply to suspension, expulsion, and immediate removal of the student from school bus riding privileges.

The superintendent, superintendent designee, principal, or assistant principal are authorized to suspend or remove students from school bus riding privileges.

Immediate removal of a student from transportation is authorized when the student's presence poses a threat to the safe operation of the school bus. A pupil removed immediately from transportation must be given notice of a hearing, when practical, which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Length of suspension shall be in accordance with school district policy, but not more than ten days.

Suspension of riding privileges for rule violations or conduct not considered a danger to people, property, or a threat to the safe operation of the school bus may not exceed ten days. Suspension of riding privileges by the superintendent, superintendent, designee, principal, or assistant principal shall be in accordance with section 3313.66 of the ORC and school district policy related to due process.



Expulsion of a student from riding privileges shall be by the superintendent and in compliance with divisions B, D, and E of section 3313.66 of the ORC.

School bus drivers shall report in writing, to the appropriate administrator, all rule violations or conduct that justify immediate removal, suspension, or expulsion.

Suspension or immediate removal of handicapped students may require a modification of the above procedures and shall be accomplished in accordance with the law.

**Video Camera Bus Monitoring:**

The Wapakoneta City Schools Board of Education, in order to help maintain student safety and discipline, shall equip each bus so a video camera may be installed to monitor student behavior. The installation of these cameras shall be completed in such a way that neither the students nor the driver knows when the video camera is in operation.

**Viewing:**

Bus videotapes may be viewed by any administrator, without written consent of the student, as part of their responsibility for the maintenance of bus discipline and safety. The administrator may also use these videotapes of students' actions to supplement disciplinary action.

**Access Forms:**

If a specific tape is to be used as part of a student's disciplinary action, the administrator must complete an access request form before such action is taken. Parents of students being disciplined may only review the section of any tape that involves their children.

A copy of the access request form shall be forwarded to the director of operations with one being kept on file by the administrator using the tape. These videotapes may also be shown to all students riding the bus as part of the program to help improve bus discipline and safety.

If the tapes are to be reviewed by any other individual, except under a court subpoena, a consent form must be completed by the superintendent, director of operations, or transportation supervisor. This consent form may be secured from the director of operations.

**Schedule:**

The transportation supervisor and head mechanic shall be responsible for scheduling the placement of cameras on each bus. The schedule should provide that each bus on regular or extra-curricular routes shall have the camera installed one or more times during the school year. These schedules shall be kept confidential and known only by the superintendent, transportation supervisor, and head mechanic.

**Notification:**

A sign shall be placed on each bus to notify all students that the video camera may be in use on the bus. In addition, parents will be notified, in the student handbook at the beginning of each school year, that a video-monitoring camera may be in use on the bus.

## CAFETERIA INFORMATION

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

### Cafeteria Guidelines:

1. Students may give lunch money to their teachers in the morning. This money will be sent down to the cafeteria to be deposited into the students' accounts.
2. Students may purchase a school lunch or pack a lunch from home.
3. Students may purchase a la carte items if they have purchased a lunch or packed a lunch.
4. Students may visit quietly with others at their table.
5. Students must eat or dispose of all purchased foods in the cafeteria.
6. Students must clean up their items before leaving the cafeteria.
7. Students are permitted to charge up to three lunch charges.
8. Students are not permitted to charge breakfast meals.

### Online Lunch Account Information:

MySchoolBucks.com is an online payment system parents can use to fund their students' accounts, with a fee, per transaction. Parents can use this system to track their students' accounts. In addition, it will notify parents when their students' balance is low. The funds in the students' accounts will carry over to the next school year. Refunds are only given if a student moves out of the district.

## CANCELLATION OR DELAY OF SCHOOL

School delays and cancellations are reported by a phone call, text message, and/or email. The information will also be posted on the local radio, TV, and internet.

## CELL PHONES AND ELECTRONIC DEVICES

Personal electronic devices including, but not limited to, cell phones, iPads, and iPods, must be turned off during the school day and kept in the student's bookbag. Cell phones and computer devices can be confiscated if used inappropriately. Computer watches can be worn, but students cannot use them during the day to text, record, or make a phone call. If computer watches are used inappropriately, they can be confiscated, as well.

## CHAIN OF COMMAND IN DEALING WITH SCHOOL PROBLEMS AND CONCERNS

The most effective way for parents to address problems and concerns about their students and/or the instructional or extracurricular programs is by following the chain of command. The chain of command will normally be as follows:

- 1st Step - Teacher or guidance counselor
- 2nd Step - Assistant principal or building principal
- 3rd Step - Superintendent
- 4th Step - Board of Education

## COMPUTER USE

Computer use at our elementary buildings are encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students should be aware that the school district may track and monitor any sites visited.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Network password security is the responsibility of the student.
2. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
3. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
4. All non-school software is subject to inspection and approval by school personnel at any time.
5. Use of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. Students must obtain permission before using the internet. No pornographic materials can be accessed.
6. No students shall establish or attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
7. Divulging personal information over the internet is prohibited.
8. Email is not private. Email can be read by the administration at any time.

## COUNSELING

Counseling services are available through our school counselor. Please contact your student's teacher, or the school, if you would like for our counselor to visit with your student.

## DISCIPLINE ALTERNATIVES

### **Class Removal:**

Class removal is a method of discipline used in extreme cases of misbehavior. The administrator may remove a student from class.

### **Bus Suspension:**

Bus suspension is the removal of a student from bus privileges for a period of time assigned by an administrator. Transportation becomes the sole responsibility of the parent/guardian.

### **Detention:**

Detentions may be issued before, during, or after school at the administrator's discretion.

**Emergency Removal:**

An emergency removal is the immediate removal of a student from school premises for disciplinary reasons. The parent/guardian must pick up the student or the student will be assigned to an area away from others. This is an emergency procedure done by the administration and may be used in the event of out of control behavior, threats, and/or fighting.

**Expulsion:**

Expulsion is the removal of a student from school for no more than 180 school days. This can include the remainder of the school year in which the incident that led to the expulsion occurred as well as into the next school year.

**In-School Suspension:**

In-school suspensions are alternative methods of discipline that are assigned by administrators. The student is removed from his/her peers and class. No social contact is permitted during the school day while they complete their work.

**Lunch Detention:**

This is a detention served over the lunch period.

**Progressive Suspension:** The student is removed from school or is assigned to in school suspension and not permitted to attend school or school-related activities for one, three, five, and ten days.

**Restitution for Theft or Damage:**

Any theft or damage to any school property or personal property of staff or other students may be assessed to the student/parent/guardian.

**Suspensions:**

In accordance with Ohio Law, Section 3313.66 R.C. the Superintendent or principal may suspend a pupil for not more than eighty school days.

1. An administrator will give a written Notice of Intention to Suspend to the student including the reasons why the student may be suspended. A copy will also be mailed home.
2. The pupil will have an opportunity to appear at an informal hearing before the principal, assistant principal, and superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Within twenty-four hours of suspension, the principal will notify in writing, the parent, guardian or custodian of the student, and superintendent of the suspension. Notice will include: (1) reason for suspension; (2) the student and parent's right to appeal to the Board of Education or its designee within seventy-two hours; and (3) the right to be represented at the appeal and to request the hearing on appeal be held in executive session.
4. When suspended from school, the student is not to be on school grounds or at any extra-curricular activities.

5. Students will receive zeroes on all assignments when suspended out of school, unless administration approves.

**Warning:**

A verbal or written warning can be issued by any staff member to remind a student of any infraction of rules.

## **DISCIPLINE RESPONSIBILITIES**

**Student Responsibility:**

Since the Constitution and law safeguard the student's rights, each student has the responsibility to protect his/her own and other's rights to an undisturbed education. All students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school principals shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order.

**Parent Responsibility:**

Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded by members of a democratic society. It is the parents/guardians' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents/guardians should, at regular intervals, check with school officials concerning their student's school conduct.

Students' dress and appearance are the responsibility of the parents. Students shall be permitted to dress and appear in a fashion that is acceptable to parents and students that does not interfere with the student's health and welfare or that of other students and which does not cause disruption or does not directly interfere with the educational process. The Board expects the parents will work with the school to bring about changes in the behavior of students who violate standards of acceptable school conduct.

**School Responsibility:**

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculties within each level of education toward the goal of a more consistent discipline policy. Administrators, teachers, and others connected within the Wapakoneta City Schools shall provide models of good community interaction and discipline which are observable as good examples for students to follow.

## **DISCRIMINATION POLICY**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. If you have inquiries regarding the non-discrimination policies

of the district or wish to address any complaint of discrimination, you should contact the Director of Operations at the Administration Office at 1102 Gardenia Drive, Wapakoneta, or at 419-739-2900.

## DRESS CODE

Parents and students are equally responsible for the appearance of the student. The objective of the dress code is to provide an appropriate, educational environment while allowing students to dress comfortably, within limits, to facilitate learning. We expect students to maintain the type of appearance that is not distracting to other students, teachers, or the educational process of the school.

### General Guidelines:

1. Students should wear clothing appropriate for weather conditions.
2. Students may not wear any head covering, inside the building, during regular school hours.
3. Appropriate footwear must be worn and provided for safe and sanitary conditions.
4. Clothing with obscene or profane messages and/or pictures shall not be worn or displayed.
5. Only glasses prescribed by a doctor are permitted.
6. We recommend that parents/guardians label all clothing.

**Masks:** Students are to wear masks as indicated by the school administration at all school sponsored events when required by a health order. Masks should cover the nose and mouth and be made of cloth or be a commercially purchased surgical mask. Additionally, homemade masks should fit snugly but comfortably against the side of the face and include multiple (at least 2) layers of fabric.

**School administration reserves the right to make judgments and decisions regarding the appropriateness and acceptability of clothing.**

## DRILLS

### Tornado:

The building is not to be evacuated in the event of a tornado or such threat, unless so directed. Any severe weather warning will be relayed to students by the public address (PA) system. All are to remain calm and quiet in order to hear directions. Teachers will instruct everyone to move to a designated area in the building that will provide the greatest safety.

### Fire:

Fire drills are periodically held during the school year. Students should follow instructions of teachers and directions that are posted in each room for vacating the building. Since the aim of an evacuation drill is to get out of doors quickly and safely, the following rules must be observed:

1. Walk at all times.
2. Maintain silence when leaving the building.
3. Watch and listen for a signal to return to the building.

**Lock Down:**

Lock down drills may be periodically held during the school year. Lock down drills will be used in the event that an unwelcome intruder is in the building.

1. Students are to follow teacher directives.
2. Students are to move away from the door.
3. Lights are to be turned off and teachers are to lock their doors.

**EMERGENCY MEDICAL FORMS**

Each student is required by law to have a signed emergency medical form on file. Parents will enter the information for this form in their student's One View account. If there is a change of address or phone number for the student, parents/guardians, or emergency contacts, parents/guardians will need to update this information in their student's One View account. Please contact the office if you have any questions about One View.

**FEE PAYMENT PROCEDURES**

Student fees may be paid by personal check, certified check, cash, or money order. Student fees may also be paid on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). A service fee will be assessed by [myschoolbucks.com](http://myschoolbucks.com). Fees are not required to be paid until after October, when the free/reduced lunch status is determined. In cases of hardship, arrangements may be made through the office. Fees should be made payable to Wapakoneta City Schools.

If for some reason your personal check is returned unpaid, we will notify you and give you the opportunity to rectify the situation, within two weeks, by paying in cash the returned check amount plus the applicable bank charges. If payment is not resolved within two weeks, the information will be placed on your student's school fee account.

**FIELD TRIPS**

Parents/guardians will sign consent for their student to attend school field trips through their student's One View accounts. Teachers will provide specific information about the field trips to the parents/guardians.

**FLOWERS, BALLOONS, AND GIFTS**

Flowers, balloons, gifts, and other such deliveries will not be accepted at school.

**GIFTED REFERRAL POLICY**

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.

The district ensures there are ample and appropriate scheduling procedures for assessments and reassessments. Students may, however, be referred on an ongoing basis, based on the following: student request, teacher recommendation, parent/guardian request, or student referral of peer or other community member.

The district shall provide at least two opportunities a year for assessment. Teachers, parents/guardians, or students may make requests for assessment. Referrals should be made no later than the last day of September for fall assessment or the last day of March for spring assessment.

If you wish further information concerning the referral process, please contact your building principal.

### **GRADING, PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION**

Grade cards will be presented at nine-week intervals. The school encourages parents/guardians to monitor their student's progress in ProgressBook. If you do not have your User ID and password for ProgressBook, please contact the school office.

The school will follow all guidelines set forth by the Board of Education when making decisions on the promotion, acceleration, placement, and retention of students.

### **HARASSMENT, BULLYING, AND INTIMIDATION**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Wapakoneta City 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 House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel 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 student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Cyber-bullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electrical devices. Bullying of this nature is not limited to school property or school events, but also includes any place that the bullying is communicated, such as a home computer, personal cell phone, or any other electric device.

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

#### **Sexual Harassment:**

A. Verbal:

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



## B. Nonverbal:

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

## C. Physical:

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

### **HIGHLY QUALIFIED TEACHER POLICY**

The No Child Left Behind Act of 2001 requires all teachers to be "Highly Qualified". We assure parents that we are making every effort to meet these rigorous requirements. Parents may request seeing any teacher's qualifications by contacting the administration.

### **ILLNESS AND INJURY**

For the health and well-being of our students and staff, students need to be free from the following conditions to attend school:

- Fever: A student must be free of fever for at least 24 hours, without the use of medication, before returning to school.
- Vomiting and Diarrhea: A student must be free of vomiting and diarrhea for at least 24 hours before returning to school.
- Pink Eye: A student must be on an antibiotic for pink eye for at least 24 hours before returning to school.
- Other Illnesses: If a student is on an antibiotic for any other illness, the student must be on the antibiotic for at least 24 hours before returning to school.

A student who becomes ill during the school day should request permission to go to the office. The school nurse or another adult in the office will determine whether the student should remain at school or go home. No student will be released from school without proper parental permission.

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will attempt to make contact with the student's parents.

### **INTERNET ACCESS AND USAGE**

Students have the opportunity to access the internet. We have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this service. Each student would be able to reach this worldwide network through a computer link to NOACSC. NOACSC is a member of the Ohio Education Computer Network, a state-wide, computer network supported by the Ohio Department of Education. NOACSC provides a wide variety of data processing services to school districts in the northwest Ohio area including access to the internet.

The purpose of these states is to inform all about some issues which you need to be aware of, namely:

1. It is possible for students using the internet to gain access to materials that you would find objectionable and that are not suitable for school-aged children such as, but not limited to, munitions manuals, pornography, as well as racist and sexist materials.
2. Access to these materials cannot be limited with available funds and technology. Consequently, parents, district staff, and students must inform, educate, monitor, and cooperate to restrict access to these unsuitable and offensive materials.

Parents and students should also know that, as a district, we have agreed to the following terms for internet access through NOACSC:

\*\*\*In order to protect the students of the Wapakoneta City Schools, the school district has a filtered internet connection, which is managed by the NOACSC and the Wapakoneta City Schools. The filter does block many of the above listed items, but some may get through. As those situations arise, those sites or items may be added to the filter to protect the students of the Wapakoneta City Schools.

1. The NOACSC does not routinely monitor access by district staff or students to the internet and does not warrant the accuracy or appropriateness of any information on any of the interconnected systems that comprise the internet.
2. The NOACSC does not control or routinely monitor data or information sent to, directed at, or delivered to users connected through the internet. Therefore, the NOACSC cannot and does not guarantee the appropriateness of any data or information sent to, directed at, or delivered to users connected through the internet.
3. Some material available through the internet is inappropriate for school-aged pupils. This includes, but is not limited to, text, pictures, sound, and video concerning subject such as, but not limited to, munitions manufacture, pornography, and racist and sexist materials.
4. Distribution of inappropriate materials can result in civil and/or criminal penalties.
5. Unauthorized access of internet systems can result in civil and/or criminal penalties.
6. Anyone using NOACSC computer systems and the internet is subject to having all of their activities monitored and recorded by system personnel. All district users expressly consent to such monitoring and are advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
7. Student usage of the internet will be monitored by district staff.
8. It is the responsibility of the district to ensure that everyone availing themselves of the internet access provided to the district by the NOACSC is aware of, consents and agrees to adhere to this Agreement and the terms thereof and the NOACSC Acceptable Use Policy. This responsibility includes informing and obtaining the consent of the legal parent/guardian of minors availing themselves of this access.
9. The district may not provide access to the NOACSC network through equipment accessible to the public switched telephone network unless such access is properly secured and approved by the NOACSC.

These terms are incorporated in an "Internet Use Agreement" between this district and the NOACSC. A complete copy of this signed Agreement is on file in the Wapakoneta City Schools Administration office if anyone should wish to see it. We truly believe that the internet can serve as a valuable educational resource and that it has a place in our schools. However, due to the unregulated nature of the internet, we believe that access to the internet by students should only be allowed with parent/guardian permission.

\*\*\*TO THE PARENTS & STUDENTS: If you wish your son/daughter (or other child in your legal custody) to have access to internet resources, you and your son/daughter will need to grant consent in their OneView account.

### **LICE POLICY**

All schools in the county follow the same policy and procedure in dealing with head lice. If your student is found to have signs of infestations while in school, the following steps will be taken:

1. If live lice or nits have been found, or there are signs of infestation without having previously been treated, the student will be excluded from school until no further lice have been seen.
2. School personnel will contact you and suggest methods and products to help you get rid of the lice.
3. The school nurse will recheck the student's head within one week, to make sure that treatment is working.
4. If no progress in removal of the lice is observed, within that week, you will be referred to the Auglaize County Health Department for consultation and follow-up.

If no progress is observed, within several weeks of follow-up, the Auglaize County Health Department will refer the case to the Auglaize County Prosecutor for possible action.

### **LOST AND FOUND**

Parents are encouraged to label all items their students bring to school (coats, sweatshirts, hats, gloves, lunch boxes, water bottles, etc.). If these items are found at the school, they will be placed in the designated lost and found area. If glasses, jewelry, or watches are found at the school, they will be taken to the office.

### **MEDICATIONS**

All prescribed medications and over-the-counter medications must be dispensed through the office or clinic. If it is essential for a student to receive prescription medication during the school day and you cannot be at school to administer the medication, school personnel will agree to administer it but only after all the following items are completed:

1. The parent must deliver the prescription to the school in the ORIGINAL container in which it was purchased or dispensed by the pharmacist or physician, properly labeled to include the name of the student, the name of the physician, date, dosage instructions and the name of the medication.
2. Both the student's physician and the parent/guardian must submit to the school administration written requests on the proper school form before the medication will be dispensed by school personnel. A form is available in the office.

Under no circumstance should a student administer medicine without prior office knowledge. It is the student's responsibility to go to the office or clinic to take the medication.

### **PARENT CONFERENCES**

We encourage parents/guardians to attend our parent/teacher conferences. The parent or teacher, as the year progresses, may request additional conferences. Parents are encouraged to keep in close contact with their student's teacher and should feel free to request a conference if a concern arises.

## **PARENT INVOLVEMENT**

We support and encourage parental involvement in our school. Parents are encouraged to volunteer within the school. In addition, parents are welcome to join our Parent Teacher Organization (PTO). This organization supports the school with fundraising for student activities, book fair, field trips, open house and other educational endeavors. Parents are encouraged to become involved and can call the school for further details.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited each morning. Students are to stand quietly, place their right hand over their heart and join in the pledge. The only exception considered will be for religious reasons. This exception must be in writing, signed by the parent/guardian and on file in the office.

## **PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) has been part of federal law since 1974. In accordance with the law and its amendments, parents have the right to:

1. Inspect and review the student's education records;
2. Request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent);
4. File a complaint with the U.S. Department of Education that the district is not complying with the FERPA law; and
5. Obtain a copy of the district's policy and administrative guidelines on student records.
6. PIRCs (Parent Information and Resource Centers) are part of the No Child Left Behind Act. It is a school linked resource serving parents, schools, and community organizations throughout the state. PIRCs serve a culturally and economically diverse population; focused on low-income, minority, and limited-English proficient families. To access the PIRC website go to [www.ohiopirc.org](http://www.ohiopirc.org).

The Wapakoneta School District will make available, upon request, certain information known as "directory information". The Wapakoneta City Schools Board of Education designates as student directory information: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes. Parents and adult students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district.

Only directory information regarding a student shall be released to any person or party, other than the student or his/her parent/guardian, without the written consent of the parent/guardian or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the district's policy and administrative guidelines and/or those in the law.

Student records shall be available only to students and their parent/guardian, adult students, and designated school officials and personnel, who have legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's

health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District. In the case of adult students eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered dependent under section 152 of the Internal Revenue Code and has not graduated from the district. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

"Legitimate educational interest" shall be defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the district including, but not limited to, those officials with legitimate educational interests as defined in district administrative guidelines.

The Wapakoneta City School administration is authorized to:

1. Forward education reports, on request, to a school in which a student of this district seeks or intends to enroll;
2. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals; and
3. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The district will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling the reproduction.

Parents can inspect and review educational records, as well as request an amendment of the student records, by utilizing the following procedure:

Report to the school office and request to sign-out the student file. The information from the file must be viewed in the presence of school office personnel. When finished, the file and all of its original contents must be returned. If an amendment is requested, the request must be made in writing to the building principal. Following a review, the principal has the right to grant or deny the amendment request.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Other information concerning student records access can be found in the Bylaws and Policies of the Wapakoneta Board of Education, Operations 8330.

This annual notice will be transmitted to disabled parents and eligible students in a format designed to accommodate their disability.

## SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his/her consent unless there is cause to do so in accordance with the terms of law and this policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for the purpose. Where locks are provided for such place, students may lock them against intrusion by other students, but no such places shall students have such an expectation of privacy as to prevent examination by a school official.

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, the Board directs its administrators to investigate the presence of a substance or object of which the possession of it is illegal or poses a hazard to the safety and good order of the school, whenever there is cause to suspect the presence of such substance or object.

There is considered no exception of privacy when using the computer lab. All information, programs, software, and use privileges belong solely to the school and therefore are subject to review and inspection at any time without suspicion or cause.

The superintendent shall develop procedures to implement this policy which shall require all requests or suggestions for the search of a student or his/her possessions be directed to the school building principal or designee (R.C. 3313.20).

## STUDENT ALCOHOL AND DRUG POLICY

### **A. Philosophy Statement:**

The Wapakoneta City School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and/or drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

The Wapakoneta City Schools are concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and drugs in the school increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Wapakoneta City Schools' Board of Education recognizes student alcohol and drug use as illegal and harmful. Student alcohol and drug use is a community problem requiring a community solution. Since the Wapakoneta City Schools are an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free, school environment. The district also recognizes that alcohol and drug use many lead to addiction. In response, it is the policy to provide discipline as well as positive action to address alcohol and drug use and/or dependency.

In developing this policy, the Board has tried to maintain a balance between compassion and aid to the students using alcohol and drugs and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and drugs must be protected. They

should not have to be exposed to the possibility of being involved in illegal activities. The Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their places as educators and not perform the duties of police or diagnostician. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral, and guidance/support.

The Wapakoneta City Schools' Board of Education is responsible for establishing policy and directing its implementation. The Board calls upon the administrators, faculty, staff, parents, and students to collectively ensure the policy's success.

#### **B. Policy Statement:**

The Wapakoneta City Schools' Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, prescription or nonprescription drugs, "look-alike" drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, in other situations under the authority of the district, or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance alcohol, non-alcoholic beers, steroids, tobacco products, drugs, and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the Student Code of Conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but is not limited to, an alcohol/drug education program, assessment with follow-through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment. Students who need to take prescription medications must adhere to the policies described within the student handbook.

#### **C. Education/Prevention:**

The district will take a comprehensive, progressive, and age-appropriate approach in the development of curricula and programs that promote positive life skill development and awareness of the consequences associated with alcohol/drug use. The guidelines, goals and objectives for development of prevention/education development will be based on information provided through our local Drug-Free Schools Program Coordinator, the Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and drug use prevention and intervention, staff training awareness will be encouraged in order to enhance the consistent implementation and success of this policy.

#### **D. Intervention/Referral:**

It shall be the policy of the Wapakoneta City Schools to provide an intervention process designed to confront behaviors of students, which may indicate alcohol and other drug use.

Intervention strategies will reflect a collaboration of staff administrators, guidance and the Drug-Free Schools Program Coordinator. They may include, but are not limited to, the following:

1. Students seeking help
2. Students exhibiting inappropriate, unusual, or atypical behavior
3. Disciplinary action involving violations of this policy and the Student Code of Conduct

A working relationship will exist between the district and local professional helping agencies in order to enhance familiarity, communication, referral, and follow-up. In addition, information will be made available about any drug and alcohol counseling, rehabilitation and re-entry programs for students.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school.

Students will be recognized as absent due to medical reasons. Every effort will be made by the Wapakoneta City School to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the district to assure the student's successful transition back into the school environment.

#### **E. Support/Guidance:**

The Wapakoneta City Schools recognize the importance of guidance activities, which provide support to students who are experiencing problems either directly or indirectly due to alcohol and drug use. Therefore, programs such as individual guidance, support groups, and mentorship programs will be utilized within the school environment. Activities may also be provided which promote drug-free lifestyles and support for students who are concerned regarding a loved one or drug use. Wapakoneta City Schools will also provide available information about drug and alcohol counseling and re-entry programs that are accessible to students.

#### **F. Parent/Community:**

Parent involvement must coincide with school efforts in order for significant and consistent, positive impact regarding student alcohol and drug use, therefore, parent education programs will be recommended to the community. These programs will focus on parental prevention and intervention strategies.

#### **G. Other Policies Governing Students Alcohol and Drug Use:**

The Wapakoneta City Schools' Board of Education has adopted a comprehensive eligibility/code of conduct policy for student athletes and for students involved in curricular and extracurricular activities. These students should be aware of these requirements that govern student behavior. The policies represent a common philosophy regarding alcohol and drug use and are administered in a similar fashion.

#### **H. Drug-Free Schools Program:**

The Wapakoneta City Schools contract with a full-time Drug-Free Schools Program Coordinator. This position provides the district with assurance of policy development and implementation as well as comprehensive program planning and services to meet the concerns of students, parents, community, and faculty. The Drug-Free Schools Program Coordinator reports directly to the superintendent and is responsible for district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:

1. Intervention and support programs and activities
2. Curriculum and resource development
3. Student involvement programs and activities
4. Community awareness and advocacy



## **I. Student and Parent Notification:**

At the beginning of each year, the student code of conduct is given to every student and parent. Compliance with these standards of conduct is mandatory and requires a parent's signature each year in order to ensure parental support and compliance.

### **STUDENT BEHAVIOR CODE OF CONDUCT**

Every student is under the jurisdiction of all teachers, substitute teachers, monitors, and all other school employees (on school property at all times). Rules and expectations have been created for each area of the school. Students are expected to follow these rules and expectations at all times.

#### **Minor Student Misconduct:**

Minor student misconduct is action in the school that does not warrant the student being sent to the office. Classroom teachers will communicate with parents about the student's classroom behavior or work ethic. Typically this is done on a daily basis, but may only occur if one of the following expectations have been violated. In addition to sending home documentation, the classroom teacher will also document the negative behavior using Public School Works. This will help the staff to identify trends or patterns with student behavior.

#### **Major Student Misconduct:**

The following types of major student misconduct will result in disciplinary action which may include: lunch detention, detention, in-school suspension, emergency removal, or progressive out-of-school suspension. Also, there will be the possibility of a referral to the local law enforcement.

Misconduct by a student that occurs off of property owned by the district, but that is connected to activities or incidents that have occurred on property controlled by the district, are still under school jurisdiction.

1. Disruption of school operations and/or interference with curricular and/or extra-curricular activities
2. Damage or destruction of school property and private property
3. Physical abuse/fighting/violence/assault
4. Harassment/threatening behavior/intimidation/hazing/degrading or disgraceful acts/threats over school Internet
5. Dangerous weapons and instruments
6. The sale, distribution, possession or use of narcotics/alcohol substance/stimulants/depressants/look-alike drugs/anabolic steroids and/or any other intoxicants/under the influence during or within 24 hours prior to attending a school or school-related function. Evidence of any use of the aforementioned are prohibited.
7. Possession and/or use of tobacco/smoking/chewing/dipping/electronic cigarettes/vapor pens/nicotine/possession/or smoking paraphernalia on school property
8. Bus discipline
9. Truancy/skipping/leaving school property
10. Theft/extortion/receiving stolen property
11. Dress code violation
12. Computer/email violation
13. Insubordination/repeated school offenses/disrespect to authorities
14. Profanity and/or obscene language

15. Falsification/cheating/plagiarism
16. Inappropriate display of affection
17. Unauthorized touching
18. Wapakoneta City Schools prohibits gang activity, gang paraphernalia and gang-related attire in school and on any school grounds.
19. Contributing to another student's misconduct or being an accomplice to another student's misconduct or violation of school conduct code
20. False alarms/bomb threats
21. Other school violations, repeated school violations, and/or felonies (e.g. counterfeit)

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also serve as grounds for suspension or expulsion as provided by law.

A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the district attendance policy.

Repeated offenses and violations of school rules and regulations may follow a disciplinary progression of suspension from school for three days, then five days, then ten days with the possibility of expulsion being recommended either with a ten-day suspension or following a ten-day suspension.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with Board of Education policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook. Students who are suspended or expelled will not be permitted to participate in any school-related activity during the period of the suspension or expulsion. Students who violate city, county, state, or federal laws will be referred to proper legal authorities.

Students with disabilities are not entitled to completely different disciplinary procedures and may temporarily be emergency removed and suspended. Suspension of students with disabilities for up to ten total days per year does not constitute a change of educational placement. Expulsion or suspension of more than ten total days per year is a change of placement, thereby requiring that federal due process procedures be strictly followed (Public law 94-12).

#### **Parental Notification of Discipline:**

Parents/Guardians are given a copy or mailed a copy of the following disciplinary actions: after-school detentions, suspensions, emergency removals, bus suspensions, and any recommendations for expulsion. In some cases, it will be necessary to notify the parent/guardian by phone.

#### **Due Process:**

Students will be afforded procedural due process with the discipline code being provided to all students (as printed in the handbook), notice of the offense (accusation), and the opportunity to respond.

Due process in dealing with disciplinary actions carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when

engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally, fair rules or procedures must govern disciplinary actions taken by school authorities.

### **STUDENT VALUABLES**

Students are encouraged not to 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 cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **VIDEO CAMERAS**

Cameras and video equipment have been installed to monitor the cafeteria and other areas of the building and grounds. By law, parents and students do not have the right to view videotapes except by court order. All administrators have the right to view videotapes.

### **VISITORS AND GUESTS**

We encourage parents to visit the school and cafeteria. All visitors must report to the office upon entering the school to sign in and obtain a pass. This includes eating lunch in the cafeteria, picking up students before dismissal, returning students to school, picking up items, or dropping off items. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually, convenient meeting time. Uninvited visitors who refuse to leave or continually reappear will be charged with trespassing.

### **WITHDRAWAL FROM SCHOOL**

The procedure for withdrawal from school is as follows:

1. Obtain and complete the appropriate forms from the office.
2. Return all textbooks, school books, and library books.
3. Pay any outstanding fees.

