

Welcome!



to Canal Winchester Local Schools

The Canal Winchester School District looks forward to partnering with you in the development and success of your student. Working together we can support academic achievement for all of our students. Please feel free to contact any of our school buildings and our friendly staff will be glad to assist you with any information or questions you may have.

Winchester Trail

6865 Gender Rd.
Canal Winchester, OH 43110

Contact Information

Winchester Trail Phone	833-2150
Winchester Trail Fax	833-2161
District Office	837-4533

Office Email

WTES@cwls.us

School Staff

Principal	Lori Green
Assistant Principal	Corey Fries
Secretary	Robin Barber
Secretary	Kristin Hughey
Guidance Counselor	Vicki Teter

School Hours

Grades 3-5	9:00AM—3:35PM
AM Preschool	9:00AM—11:45AM
PM Preschool	12:50PM—3:35PM

Breakfast & Lunch

Breakfast	\$1.35
Lunch	\$2.40
Milk	\$0.50

Winchester Trail Calendar 2016-17

Aug. 17	Students Begin
Aug. 24	<i>Student Discovery Meetings (WT)</i>
Aug. 30	<i>Student Discovery Meetings (WT)</i>
Sep. 5	NO SCHOOL— Labor Day
Sep. 6	NO SCHOOL- Staff Prof. Dev. Day
Oct. 13-14	Fall Break
Oct. 27	<i>Parent/Teacher Conferences</i>
Nov. 8	NO SCHOOL- Staff Prof. Dev. Day
Nov. 23-25	Thanksgiving Vacation
Dec. 21	2 HR Early Release
Dec. 21-Jan. 3	NO SCHOOL Winter Break
Jan. 4	NO SCHOOL- Records Day
Jan. 16	NO SCHOOL Martin Luther King Day
Feb. 10	NO SCHOOL- Staff Prof. Dev. Day
Feb. 16	<i>Parent/Teacher Conferences</i>
Feb. 20	NO SCHOOL - Presidents Day
Mar. 27-31	NO SCHOOL Spring Break
Apr. 14-17	NO SCHOOL Easter Break
May 29	NO SCHOOL Memorial Day
May 31	2 HR Early Release-Last Day for Students

Safety

In constant effort to keep our students safe, the main office doors to ALL school buildings will be locked after the morning bell. To enter:

- parents/visitors will use a call box located by the main office door
- call box contains a camera that visitors will be required to show ID and state the reason for their visit
- if visitor does not have proper ID, they will NOT be permitted to enter

Additional information about our school district as well as a copy of the student handbook can be found on our district website at www.cwschools.org

Families are students' first and most important teacher. Our schools value families and their ability to help and encourage all students on the path to academic success. It is the district's vision to be a place of pride and excellence with learning opportunities for students, staff and the community. Together we can empower all students for success.

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Canal Winchester Local Schools

General District information

THE DISTRICT MISSION: Empowering all students for success.

NOTICE OF NONDISCRIMINATION POLICY EQUAL EDUCATIONAL OPPORTUNITY: The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability or age. The Board is committed to providing an equal opportunity for all children to achieve their maximum potential through the curriculum offered in the District regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence, or social or economic background.

Any person who believes that the school or any staff member has discriminated against them has the right to file a complaint with the principal. Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board Policies 2260, 5517, 5517.01 available on the web at www.cwschools.org.

Search and Seizure: Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. (Policy 5771) A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided, desks and other equipment including computers and network access in which to store materials. It should be clearly understood that this equipment is the property of the school district and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is

found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Student Rights and Responsibilities

STUDENT'S RIGHTS & RESPONSIBILITIES: The Canal Winchester Board of Education, in compliance with state law, provides for the education of all school-age residents in the district. The school shall abide by all legal rights guaranteed to the students. Each student has a right to all education resources necessary to operate an instructional and extra-curricular program. Students in the school have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in the school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs. The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that students' rights are preserved and that the accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming their responsibilities.

STUDENT'S RIGHTS OF EXPRESSION: The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Material cannot be displayed if it is obscene to minors, libelous, indecent, or unsanitary, advertises any product or service not permitted to minors by law, intends to be insulting, harassing or intimidating, or intends to incite fighting or presents a likelihood of disrupting school.

STUDENT'S WELL-BEING: Student safety is a responsibility of students and staff. All staff members are familiar with emergency procedures such as fire drills, tornado drills, safety drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff member immediately.

INDIVIDUALS WITH DISABILITIES: The Americans' With Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual be discriminated against on the basis of disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. If a disabled person visits the school and requests accommodation, s/he may submit in advance of the visit, Request for Accommodation Form (9160A). The Canal Winchester School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire

about the procedure or programs, a parent may contact the Director of Special Education at 614-920-2610.

PERSONAL ITEMS: Students are discouraged from bringing personal items (toys, balls, games, etc.) to school. Such items can become lost or damaged. The school will not assume responsibility for loss or damage. Students are **prohibited** from playing with such items as radios, Ipods, electronic games, and cellular telephones at school. **This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school.**

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

- Clothing should be so constructed and worn in such a manner that is not unduly revealing. Halter tops, tank tops, midriff tops, very short mini-skirts or shorts and other garments of this nature are not acceptable. Dresses and shorts should come to the mid-thigh length, which would be to the fingertips of a child when they extend their hands to their side.
- Swimwear and spandex are not permitted.
- Shirts and blouses are to be buttoned.
- Shirts are to be worn specifically to "mid-thigh" when leggings, athletic pants or yoga pants are worn.
- Hair shall be washed, neat, and well groomed.
- No article of clothing that has rips, patches or holes should show visible skin.
- Hats and hoods shall not be worn by boys or girls in the building.
- Shoes that provide sanitary protection and safety for the feet must be worn at all times.
No rubber flip flops allowed.
- No article of clothing shall be worn that distracts from the educational process. Shorts and slacks are to be worn at the waist. "Sagging" is not permitted.
- No article of clothing shall be worn which defames any person, the school, the community or the nation.
- No article of clothing shall be worn that is associated with alcoholic beverages, tobacco, drugs or encourages violence.
- No article of clothing shall be worn that contains obscene, profane, sex related words or pictures, or offensive sayings.
- Chains are not to be worn.

2016-2017 IMPORTANT DATES

END OF GRADING PERIODS

- Friday, October 21st
- Wednesday, December 21st
- Friday, March 17th

REPORT CARDS GO HOME

- Friday, October 28th
- Friday, January 6th
- Friday, March 24th
- Wednesday, May 31st

INTERIM Reports

Interim Reports are available through Progress Book. You may log in to your account at any time to check on your student(s) progress.

STUDENT DISCOVERY MEETINGS: This is a great opportunity for you to help the teacher discover your child's unique qualities, interests, personality, and educational experiences.

- Wednesday, August 24th
- Tuesday, August 30th

PARENT/TEACHER CONFERENCES: The elementary school will be holding scheduled conferences. Appointments are scheduled on a first come, first served basis. **Since the conferences are only 15 minutes in length, they are meant only to be an initial opening to the lines of communication between the parent and teachers. If additional time is needed, arrangements can be made with the teachers.**

- Thursday, October 27th
- Thursday, February 16th

ACADEMIC POLICIES

HOMEWORK POLICY:

Homework: Homework will be assigned as part of the curriculum to extend and reinforce the school learning experience. Homework provides practice of skills, experience in data gathering, integration of knowledge, remedial assistance and development of independent work and judgment. The number, frequency and difficulty of homework assignment will be based on the ability and needs of a student.

Student Responsibilities: Keep an accurate list of all homework assignments/projects in a student plan book; find out what materials are expected to be used in the completion of homework assignments; set aside a time each evening for homework; turn completed assignments in on time; arrange a time with the teacher for needed extra instruction and inform parents when school supplies need to be replenished.

Parent Responsibilities: Encourage, motivate, prompt and question child regarding homework assignments and projects; check book bag to make sure things are organized; create a space to do homework; provide AND replenish required school supplies for home and school use and help your child set up a weekly calendar. This should include extra-curricular activities, family commitments, appointments and academic requirements.

Teacher Responsibilities: Encourage, motivate, prompt and question child regarding homework assignments and projects; homework assignments should not exceed 10 minutes per grade level of actual time on task. For example: third grade students should not have more than thirty minutes of homework for all subjects combined. This policy does not apply to long-term assignments. Categorize homework as preparatory, practice, extension or creative to help students see the purpose of the assignment; discuss and assess homework in a timely manner; send home

reminder check sheets at the end of first semester and otherwise as needed for replenishing needed school supplies. No homework assignments will be scheduled during testing weeks, Thanksgiving break, winter break and spring break.

Homework Request: Homework assignments should only be requested when a student is absent **two or more** consecutive days. In order for the teacher to have the necessary time to acquire homework for absent students, parents need to call the office before 10:00 a.m. Homework will be ready for pick-up after school in the office. Homework, tests, reports, or projects that were assigned in advance of the absence are due upon returning, if no additional information or material was provided during the absence.

STUDENT ASSESSMENT: To measure student progress, students will be tested in accordance with State Standards and District Policy. Unless exempted, each student will be expected to pass the appropriate Ohio State Assessments. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

PROMOTION, RETENTION & PLACEMENT: In making decisions concerning proper grade level assignment and/or promotion, the following areas will be taken into consideration: teacher assessment of student's progress, developmental age of student, social and emotional well being of the student, attendance, and test results. In cases of **retention**, the parent will be contacted in advance, although **the final decision will rest with the principal**, with an appeal to the superintendent. Retention is viewed as another opportunity for growth at a particular level. **Placement** in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention. In certain cases, conditional placement may be in order at a grade level to determine appropriateness. After one grading period, either retention or promotion may be in order.

BUILDING GRADING SCALE

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 & below

STUDENT HEALTH AND MEDICAL INFORMATION

Immunizations: Students in grades K-12 are required to have proof of immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, chicken pox, meningitis, tuberculosis testing if enrolling from a foreign country and any other immunization required by Ohio law and board policy. Those students not providing proof of required immunizations within fourteen (14) calendar days of school attendance will be subject to exclusion. Any

questions about exemptions or immunizations should be directed to the school health staff. In addition to the immunizations listed above, preschool students are required to have proof of immunization against influenza, haemophilus influenza type b, pneumococcal disease, hepatitis A, and rotavirus.

Physical Examinations

Students entering preschool and kindergarten must have a physical exam within twelve (12) months prior to attending school. The healthcare provider is to complete the Child Medical Statement (preschool) or Physical Exam Report (kindergarten) and this form is stored in the student's medical file in the school health office. Students who have not submitted these forms may be excluded from school if not submitted within the first thirty (30) days of school. Preschool students must have a physical exam and submit a new Child Medical Statement every thirteen (13) months thereafter, as long as enrolled in preschool.

Wellness Policy: As required by law, the Canal Winchester Board of Education has established a Wellness Policy for the Canal Winchester Local School District. The board of education recognizes that good nutrition and regular physical activity affect the health and well-being of the district's students and staff. Therefore, each building has developed goals to establish good health and nutrition habits through nutrition education, physical activity and other school-based activities. Further information may be obtained from your building principal.

Injuries and Illness: Injuries – Injuries must be reported to a teacher or the office staff. If minor, the student will be treated and may return to class. If medical attention beyond the school health staff is required, the school emergency procedures will be followed. **Illness –** A student who becomes ill during the school day must request permission from the teacher to go to the clinic. The school health staff will determine whether or not the student should remain in school. If it is determined that a student needs to go home due to illness, a parent/guardian must pick up or make arrangements for pick up within a reasonable amount of time. Student may not stay in clinic for remainder of the day, and ill students may not go home by bus.

Student Information/Emergency Medical Authorization

Forms: State law requires that all students must have a Emergency Medical Authorization Form completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Student Information/Emergency Medical Authorization Forms need to be completed online on Parent OneView, by September 14th. Changes in phone numbers, authorized contacts, etc. must be made by parent/guardian on the online Parent OneView. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made. If a parent/guardian is not present to ride with the student in the emergency vehicle, a school staff member will accompany the student and meet the parent/guardian at the hospital.

Conditions that May Require Exclusion from School:

The Ohio Department of Health has provided specific guidelines for preventing the spread of highly contagious infections in the school environment. These guidelines are meant to protect your child and others from unnecessary

exposure to infectious or communicable organisms. If these conditions are found or suspected by the school health staff or office staff, a parent/guardian will be contacted to take the student home. A student should not be in school if any of the following conditions are present:

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to; strep throat, conjunctivitis, ringworm, skin infections and scarlet fever.
- Fever of 100 degrees F. or higher within 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed redness and secretions from the eye/s
- Head Lice – At the discretion of the Health Team
- Scabies, until initial treatment of an appropriate scabicide
- Impetigo, until there is no discharge and has been treated for 24 hours
- Chicken pox, until the 6th day after onset and until all sores (lesions) are dry, (students with shingles do not need to be excluded as long as sores are covered with clothing or bandages until sores have crusted)
- Undiagnosed rash – as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, “all children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician”

Use of Medications: The Canal Winchester Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a disability requiring medication or treatment to benefit from his/her educational program. **For the safety of our students, the transportation of all medication and medical supplies to and from school is the responsibility of the parent/guardian. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.** For the purposes of this policy, “prescribed medication” shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as tube feedings or catheterizations.

Prescription Medications: Before any prescription medication or treatment may be administered to any student during school hours, the Canal Winchester Board of Education requires the student’s physician/licensed prescriber and parent/guardian to complete a Medication and Treatment Authorization Form. **This form is to be renewed each school year.** This document shall be kept on file in the school health clinic. Prescription medication must be in the original container, labeled with the date, student’s name, prescriber’s name and exact dosage. Staff designated by the superintendent may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. **All prescription medications must**

be stored and locked in the school health clinic. However, students shall be permitted to carry and use an asthma inhaler or Epi-Pen with prior written permission from parent/guardian and licensed prescriber as indicated on the Medication and Treatment Authorization form.

Non-Prescription and Over-the-Counter Medications: Students in **grades Preschool-5** may have over-the-counter medication if the Non-Prescription Medication Authorization Section of the Student Health History has been completed via Parent OneView. All medications **must be provided by the parent/guardian** and will be stored in the school health clinic and administered by authorized school personnel, the child’s parent/guardian, or authorized caregiver only. Students in **grades 6-12** may carry and **self-administer** over-the-counter medications only when indicated by the parent/guardian on the Non-Prescription Medication Authorization section of the Health History. **Canal Winchester Local School District does not supply medications.** Non-prescription medications must be in the original container with the student’s name, current expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications that may be stored and administered at school are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, cold and cough medicines, and lactase products. Parents/guardians can revise the authorized medication list at any time via Parent OneView. Students in preschool who need over-the-counter medication during school hours are required to have a Medication and Treatments Authorization form completed by the licensed prescriber. See the Preschool Handbook for more information. **Any medication or medication equipment remaining at the end of the school year will be discarded one week after the last day of school.**

Health Screening Programs: The Canal Winchester Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your child’s educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately. The evaluations that may pertain to your child (age and/or need appropriate) are listed below:

- speech/language screening
- hearing screening
- vision screening

In addition to these screenings, the nurse, school health staff and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

CONFIDENTIALITY

DIRECTORY INFORMATION NOTICE: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. Directory information, which is

information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The District has designated the following as directory information: student's name, major field of study, dates of attendance, current grade level, participation in officially recognized activities and sports, height and weight of a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student. The primary purpose of directory information is to allow the district to include this type of information in certain publications such as: a playbill, showing your students role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

STUDENT RECORDS: Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - confidential records and directory information. The Records Control Officer for the district is responsible for the processing and maintenance of all student records.

Confidential records contain education and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent's' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator. Parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review educational records generated by the school district, request amendment to these records, insert addendum to records and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the building principal in writing stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

PHOTOGRAPHY/PUBLICATION DISCLAIMER: During the course of the school year, pictures, videotapes, etc., containing your child's image may be used in newspaper articles, television stories, newsletters, brochures, school web pages, yearbooks, promotional products and other similar publications. If you **DO NOT** want your child's image published in the manner described above, please notify the office **in writing** as soon as possible and then verify with us that we have received your request. You must submit such a written notice to the office at the beginning of each school year.

SCHOOL ATTENDANCE POLICY

ATTENDANCE PHILOSOPHY: Winchester Trail is committed to providing a formal quality education to its students. To achieve this goal, students must attend school in a consistent manner. Continuity in the learning process is seriously disrupted by excessive absences. Make-up work cannot substitute adequately for classroom interaction. Students must attend school regularly if they are to derive benefits from educationally sound activities such as:

- Class discussion and group activities
- Dialogue between students and teachers
- Lectures
- Hands on experiences
- Quizzes and tests
- Educational videos
- Special instruction and individual help

The State of Ohio Revised Code, 3321.04, Compulsory Attendance states: "Every parent of any child of compulsory age who is not employed under the Age and School Certificate must send such child to a school or special education program that conforms to the minimum standards as prescribed by the State Board of Education. The child must attend the full time that school is in session. The primary responsibility for school attendance is placed with the student and then with the parent/guardian. The parent/guardian is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and Canal Winchester Schools. Any student who does not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Please review the attendance guidelines below to avoid these negative consequences.

ATTENDANCE DEFINITIONS: **Habitual truant** means any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year (Ohio Revised Code 2151.011). **Chronic truant** means any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year (Ohio Revised Code 2152.02). **The school year** shall begin on the first day of July of each calendar year and close on the thirtieth day of June of the succeeding calendar year. A school week shall consist of five days, and a school month of four school weeks (Ohio Revised Code 3313.63).

Notification of Absence: State law requires parents to call and notify the school office, **BEFORE 9:30 a.m. on each day of their child's absence.** If prior contact is not possible, the parents should provide a written excuse within

two days of the absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. Students arriving to school prior to 10:15 with a doctor's note will be considered late and all others will be considered tardy. Students arriving prior to 12:30 or depart after 12:30 will be considered absent ½ day. Any absence longer than 3 hours and 30 minutes will be considered a full day. Any absence less than 1 hour and 15 minutes is considered a partial absence. Early dismissal is considered 2:20. These times do not apply to school delay days. Parents are encouraged to schedule their child's appointments during non-school hours to the extent possible.

Tardiness: Punctuality is very important. Each student is expected to be in his/her assigned location throughout the school day. **If a student is late in arriving at school, s/he must physically be walked in by the parent/guardian and signed in at the office.** Parent/guardian must show ID at the camera before entering the building. If a doctor note is brought to the office on the day of or the day following the tardiness, the tardiness will be excused for personal illness or medical appointments. A family or home emergency, severe weather, and other as approved by the principal, will be considered excused up to a certain number, (refer to excessive tardiness).

Excessive Tardiness: Chronic tardiness is unacceptable. A student is considered a chronic truant if they are tardy without legitimate excuse for five or more consecutive school days, seven or more days in a month, or twelve or more days in a school year.

Excusable, Approved Absences (per Ohio Revised Code): Personal illness, family illness, quarantine of the home, death of a relative, funerals or weddings, observance of a religious holiday. Exceptional cases as in the judgment of the principal constitutes a good and sufficient cause for absence from school such as conventions, court, 4-H at fairs or other activities of a school nature, and **approved** family vacations. An excused absence allows a student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make up work will be permitted. Disciplinary action will follow.

Excusable, Non-Approved Absence: If a student is absent from school because of suspension, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed. **(1st Out-Of-School Suspension Only)**

Unexcused, Non-Approved Absences: Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. The following are some, but not all, reasons for unexcused absences: tardy, unapproved vacations, oversleeping, car trouble, missing the school bus or ride to school, shopping, hair appointment, and early dismissals. No credit shall be given for any school work not completed as a result of truancy. Once a student has **7 days of**

unauthorized absences, the student may be referred to the county attendance officer. **NOTE: Students who are absent from school may not participate in after school activities unless approval is granted by an administrator.** A student is considered a habitual truant if s/he is absent without legitimate excuse for five or more consecutive school days, seven or more days in a month, or twelve or more school days in a school year.

Early Dismissal: If a student needs to be dismissed from school before the end of the school day, s/he must:

- Have a written request from his/her parent/guardian stating the reason for the early dismissal
- Parent/guardian must sign their child out in the office.
- Submit proper document as stated below the next school day
- Student will not be called to the office until designated person picking up is at the school building.

The following are the ONLY reasons for an excused early dismissal from school:

- Doctor/Dentist appointment – you must provide a doctor's note upon returning to school the following day
- Going out of town – must be approved in advance
- Court/court related matter – must provide a related court document
- Emergency circumstances – must provide a parent note

Failure to provide the required note may result in an unexcused dismissal.

Unexcused early dismissals: The following are some, but not all, reasons for unexcused early dismissals: avoiding traffic, shopping, hair appointments, and unapproved vacations. Unexcused early dismissals are considered partial day absences and can be counted as truancy. Excessive dismissals may result in a referral to the county attendance officer.

Make-Up Tests and Other School Work: Any student with an excused absence from school or who has been suspended (**1st suspension only**), shall be given the opportunity to make up work that has been missed. The student should contact their teacher as soon as possible to obtain assignments. **A period of one day per day of absence will be given to make up the work.** If a student misses a test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a Proficiency Test or other standardized test, the student should consult their guidance counselor to make arrangements to take the test. **For the best performance, it is highly recommended that students be present during the scheduled Ohio State Tests dates and regular classroom tests.**

Need of Additional Verification for Absence: A student's absences from school are excused by parent notification alone for a maximum of nine days. All other absences from school may require additional verification or "notification" in order to be considered excused (i.e. a doctor's note). The principal, or designee, review documentation other than parent notes provided for the purpose of excused absences from school. Pre-approved absences are considered part of the nine days. If the school does not receive appropriate

notification, the absence will be considered unexcused. Parents/guardians are still required to notify the school office by 9:30 a.m. when a student is absent. All verifications of absences from school must be provided to the school attendance office within five (5) school days of the student's return to school. **If notification is not provided within this time period, the absence will remain unexcused.** Should a student exceed twenty days of absence, excused and/or unexcused, the attendance may affect retention decisions for that child.

Vacation during the School Year: Permission for an excused future absence must be requested in writing at least **one week** prior to the absence. **The recommended maximum number of excused vacation days for the year is five.** This applies to family vacations, trips, etc. during the school year. Responsibility for making up work lies with a student as follows: All homework that can be completed prior to the excused absence is to be done before leaving school, all work assigned during the absence is to be completed and turned in upon returning to school, and all work not assigned before leaving must be made up within the maximum of five days or one day per absence. A copy of the Vacation Request Form can be found on the cwschools.org website, under Forms & Information.

TRANSPORTATION INFORMATION

Bus Transportation to School: Elementary transportation will be provided to students living beyond the established limited boundaries. The bus schedule and routes are available by contacting the Transportation Department at 833-2164. Transportation, beyond the limited boundaries, will be to and from the student's pick up point and school ONLY. If the bus is late, students will report to the office before going to their homeroom. Upon dismissal, all students are expected to board their buses immediately.

School Bus Pass: If a student is to depart from the bus to a residence other than their scheduled stop, a note must be sent from home to the elementary office. Please include the child's first name, last name, teacher's name, bus they will be riding with destination, and daytime phone numbers where a parent may be reached if there are any questions. Students will not be permitted to call and make arrangements at school to go anywhere other than their assigned stop. A bus pass will be issued only if there is space available on the individual bus requested. **It is the parent's responsibility to call the transportation office at 833-2164 to first check on the availability of space on the bus.**

Bus Conduct: Students are required to adhere to the following basic safety rules:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat and remain seated while the bus is in motion.
5. All aisles and exits must remain free and clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.

7. The following items are prohibited on the bus: eating, drinking, tobacco, alcohol, drugs, animals, insects, glass and large objects that cannot be held on your lap.
8. Students must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
9. Students crossing in front of the bus must wait for the hand signal from the driver.
10. Students must not throw or pass objects on, from or into the bus.
11. Students must not put their head or arms out of the bus windows.
12. Students are to be courteous and not destroy property.
13. Students are to follow the "feet on the floor, seat on the seat, back on the back" rule.

Student and Parent Responsibilities: Parents and pupils must assume that school bus transportation is a privilege to the student – not a right. Pupils will ride on assigned buses. Parents must request, in writing, to permit deviation from this rule. Requests shall be made to the elementary and transportation offices. Pupils will ride their assigned bus both to and from home unless a written request signed by the parents asking permission to be let off the bus at some other stop is presented to the office. This note along with a bus pass issued by the office will be given to the driver by the student. Parents will assume responsibility of the child when such a request is made.

Penalties for Bus Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Code of Conduct and may be deprived of the privilege of riding on the bus. The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring the student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law. The driver will report misconduct in writing to the principal. Violation of the rules will generally result in the following consequences:

Extreme offenses may result in removal from the bus, school suspension or expulsion, even if on the first offense.

Parent Pick-up/Drop Off Procedure

Pick-up - Every time a parent/guardian comes to pick up a student early, you **must show a photo ID**. Any change in plans or person(s) for the pick-up of a child **must** be put in writing and submitted to the front office, (not the student's teacher). **Requests need to be received by the office by 2pm. No one except a primary guardian is permitted to pick-up a student without a written note or email from the guardian on file.**

Drop off - If a child is dropped off at school after 9:00, the parent/guardian **must** walk the child into the building, show ID at camera, and sign him/her in. A child should not arrive to school prior to 8:50am as no staff is on duty during that time.

CLOSING AND DELAYS

EMERGENCY CLOSINGS AND DELAYS: If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the radio and television stations as follows:

TV	WBNS Channel 10	FM	WSNY 94.7
	WSYX Channel 6		WCOL 92.3
	WCMH Channel 4		WSWZ 103.5
			WNCI 97.9
AM	WLOH 1320		QFM 96
	WMNI 1920		
	WBNS 1460		
	WTVN 610		
	WCOL 1230		

DELAYS: Delays in the mornings will follow one of these patterns:

SCHEDULE A – 1 HOUR DELAY

Grades 9-12: School starts approximately 8:30 a.m.
Grades 6-8: School starts approximately 8:45 a.m.
Grades 3-5: School starts approximately 10:00 a.m.
Grades 1-2: School starts approximately 9:55 a.m.
Morning Kindergarten will be from 9:55 a.m. – 12:10 p.m.
Afternoon Kindergarten will be from 1:25 p.m. – 3:30 p.m.
Morning Preschool – Cancelled – No classes

SCHEDULE B – 2 HOUR DELAY

Grades 9-12: School starts approximately 9:30 a.m.
Grades 6-8: School starts approximately 9:45 a.m.
Grades 3-5: School starts approximately 11:00 a.m.
Grades 1-2: School starts approximately 10:55 a.m.
Morning Kindergarten will be from 10:55 a.m. – 12:40 p.m.
Afternoon Kindergarten will be from 1:55 p.m. – 3:30 p.m.
Morning Preschool – Cancelled – No classes
Grades 1-12, afternoon KG and afternoon PS will end at their regular time.

Early Dismissal – Early dismissal for inclement weather will call for automatic cancellation of all after school activities.

Cancellation of School Day – All activities are automatically cancelled when school is cancelled and the building is closed for any outside activities.

AUTOMATED CALL SYSTEM

The Canal Winchester School District, in order to provide immediate communication in case of an emergency or school closing, uses an automated call system. This program allows notification to all households and families, by telephone, of any critical or unplanned event that will cause school cancellation, delay or an early dismissal. Additionally this system will be used for announcements and reminders during non-school hours. In order to receive these calls Parent OneView online forms must be completed.

PARENTS NOTE: Please go over alternate plans for school delays and early dismissals with your child at the beginning of the school year.

SCHOOL SAFETY

FIRE, TORNADO AND LOCKDOWN DRILLS: The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice fire, tornado and lockdown drills throughout the year. Students are expected to become familiar with each drill and observe the procedures developed. Evacuation procedures are posted in each classroom.

BUILDING ACCESS:

Front doors are locked at 9:00A.M. To gain access to the building, parents must use the call box located to the left of the office doors.

At the call box you will need to ring the bell and show your Photo ID to the camera and state the reason for your visit.

**** IF YOU DO NOT HAVE YOUR PHOTO ID, YOU WILL NOT BE PERMITTED TO ENTER THE BUILDING.****

LUNCH AND RECESS

BREAKFAST AND LUNCH PROCEDURES

Canal Winchester Schools provides an optional breakfast program. Further information is available from Chartwells Dining Services at 920-2649.

Breakfast: \$1.35

Lunch: \$2.40

Milk: \$.50

Elementary students may put money on their lunch accounts. Checks may be made payable to Winchester Trail Elementary. Please put your child's first and last name, teacher's name and grade on the check. You can check your balance, meal transactions and/or pay for lunch and fees using our online system, www.spsezpay.com.

Free and Reduced Lunch Program: The free and reduced lunch program is available to students who qualify for participation as regulated by federal and state guidelines. For more information, contact the District Office at 614-837-4533.

No Lunch Charge Policy: The Canal Winchester Local School District has adopted a "no charge" policy for student lunches. School lunches may be prepaid in advance or they may be paid for on a daily basis. Any child who does not have lunch money will be given the opportunity to contact their parent/guardian. In the event that a student is unable to secure funds to pay for lunch, a basic lunch will be provided. Children with food allergies will be accommodated based on their needs.

RECESS PROCEDURES: Students will go out for recess weather permitting, however, they will stay in if the wind chill is below 25 degrees. Please dress your child appropriately.

GENERAL BUILDING INFORMATION

STUDENT BIRTHDAYS

Snacks - You may bring a healthy snack for your child to share with the class. The snack must be distributed in the classroom and not in the cafeteria. Please contact your child's teacher in advance to set up a time and to discuss possible food allergies. Snacks must be store bought and labeled. No homemade snacks please. Please check with

your child's teacher in advance for the preferred birthday snack.

Invitations - Party invitations passed out at school must include the entire class, or they will need to be mailed. Our school cannot provide addresses or mail invitations.

Gifts - We request that parent and friends do not deliver balloons or flowers to students during the school day.

LOST AND FOUND: The lost and found is located on the stage. If you have lost an article, please come to the office and describe the item for identification. Please bring items found to the office so that others may have an opportunity to reclaim them. Unclaimed items will be donated to charity at the end of each grading period.

FIELD TRIPS: Field trips are academic activities that are held off school grounds. There are also other trips that are part of the co-curricular program. No student may participate in any school-approved trip without parental consent and online Parent OneView being completed. Student Code of Conduct rules apply to all field trips.

STUDENT SALES: Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be sold at school. **Money and/or merchandise are not to be exchanged between students for any reason.**

NON-SCHOOL SPONSORED CLUBS/ACTIVITIES: Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the office. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

STUDENT FEES

3rd grade: \$18.00
4th grade: \$20.00
5th grade: \$21.00

- If you qualify, you may be eligible to have your child's school fees waived. Forms are available online.

SCHOOL VISITATION: All adult members of our community are welcome to visit the school. To avoid interruption of the educational process, students are not permitted to bring visitors to school. State law requires any person visiting the school to report directly to the office. Parents are encouraged to keep open communication with all classroom teachers. Teachers have a regularly assigned period of time when conferences can take place. Any conference with teachers should be scheduled in advance and parents must report directly to the office upon entering the building. If a parent would like to observe a classroom, or any part of the building other than the front office, then the Visitor's Guideline Form must be completed at least one day prior to requested visit. If approved, a time will be arranged for the visit.

CLASSROOM / OFFICE VOLUNTEERS

Parent volunteers that will assist teachers and staff in classroom task such as, copying, laminating, or binding, must be scheduled in advance with the teacher or staff member directly. They must sign-in through the office and obtain a visitors pass. It is at the discretion of the teacher or staff member as to the number of days/hours that they need assistance with these tasks. All volunteers must complete a Volunteer Form ahead of time.

DISABLED VISTOR

If a person with a disability visits the school and requests accommodation s/he may submit in advance of the visit, **Request For Accommodation Form (9160AF1).**

TELEPHONE USE: The school telephones may be used for emergencies with permission from the principal, assistant principal, teacher or secretary. Student cell phones are prohibited during school hours. Phone calls to students from guardians will **not** be transferred to the classrooms during the school day. If it is an emergency, a message may be left with the office staff, who will email the teacher.

TECHNOLOGY GUIDELINES

USE OF INTERNET LANGUAGE

The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents agree to the adopted Acceptable Use Policy, hereinafter referred to as "AUP" and Rules set forth in the Student/Parent Handbook unless a completed "opt out" form is submitted.

Students are permitted the use of personal devices on the school network as part of the AUP.

MEDIA CENTER GUIDELINES: The mission of the media center is to ensure that students and staff are effective users of ideas and information. To achieve this mission, the certified library media specialist will provide physical and intellectual access to all types of information, promote ethical behavior concerning the use of information, demonstrate that reading serves many purposes, and provide students with the necessary skills to conduct research. The media center maintains an open schedule during the school day to accommodate students, staff, and community members. Patrons are expected to respect library property, to use electronic and print resources appropriately, and to abide by the Student Code of Conduct rules when visiting the media center. Patrons assume full responsibility for materials borrowed from the media center. Overdue notices will be sent to students each grading period. Fees will be charged for damaged and lost items. The use of the media center is a privilege that may be suspended or revoked.

Report Card Holds: Report cards will be withheld if there are lost or damaged text books/library books. Students will be assessed a fine for books that are not returned. If book(s) is/are returned in good condition, then the report card will be released. If book(s) is/are returned damaged, a fine will be applied and the report card will remain withheld until the fine is paid in full. Such fines will remain on the student account from year to year, building to building, until such fines are paid in full.

STUDENT CODE OF CONDUCT AND EXPLANATION OF TERMS

Although these rules are listed to provide to cover most situations, they in no way should be thought of as an exclusive list. Any action deemed to interfere with safety or the educational process can be punished at the discretion of the principal, assistant principal or teacher. Following each offense you will see a code HS CC##. This will indicate the corresponding offense number in the High School Code of Conduct for Canal Winchester Schools.

Minor Offenses

Minor offenses will be dealt with by punishments that may include recess and/or lunch detention, before/after school detention, alternative educational placement, and a parent conference. Minor offenses may be treated as a major offense.

Cheating, Copying Test for Other Students, Plagiarism:

A student will not cheat or plagiarize another's work. This also includes theft of information including copyright infringement & unauthorized duplication. (HS CC34)

Damage, Destruction, Theft or Forgery of School or Private Property and Other Students property:

A student shall not cause or attempt to cause damage to any or all property that is under the care of the school district. A student shall not steal or attempt to steal any item. Parents of students in violation of this rule will be liable for the replacement cost of damaged/stolen property. (HS CC15)

Unauthorized Access/Inappropriate Use of the Computer

Network: A student shall only attempt to gain access to the computer network using his/her assigned user account and password. Students shall also abide by the rules of etiquette and proper use as set forth in the district's AUP. (HS CC44)

Dress and Grooming Code: Students are expected to adhere to the Dress and Grooming Code. (HS CC pg. 34)

Possession of Electronic Equipment/Cell Phones and Other Games (Toys):

Electronic devices are prohibited during school hours except for emergency reasons or special cases with the principal's approval. (HS CC 48)

Endangering: A student shall not engage in acts which in the judgment of the school personnel results in injury. (HS CC19)

Harassment: No student shall harass, direct words or phrases, which are degrading, obscene, profane, slanderous or taunting toward others including students and staff. (HS CC22)

Failure to Serve a Detention: No student shall fail to serve a detention at the assigned time and date. (HS CC35)

Acts of Disrespect/Insubordination to a Staff member or School Employee:

A student shall not refuse to respond to or carry out requests of any school personnel. Any action judged by a school official to involve misconduct and not specifically mentioned in any other rule may be judged as insubordination. (HS CC19)

Removing or Altering School Records: A student shall not remove or alter any student record, school forms, or correspondence. (HS CC31)

Unauthorized Entry: A student shall not enter, or attempt to enter any school building or property without permission or enter a restricted area (boiler room, personal offices, etc.) without permission. (HS CC33)

Social Behavior: A student shall not engage in acts which are contrary to acceptable social behavior (indecent exposure, etc.). (HS CC16)

Verbal Coercion: No student shall by way of verbal threats of other non-physical actions force another person to engage in an action against their will. (HS CC18)

Major Offenses

Major offenses will be taken on a case by case basis, with punishments which may include alternative educational placement, emergency removal, out of school suspension, and a recommendation for expulsion.

Assault/Fighting: A student shall not attempt to provoke, participate, or behave in such a way as to endanger any school official, personnel, student, visitor or staff. This includes any unauthorized touching of another, which could create fear, distress, or injury in or to that person. (HS CC20)

Bullying: Bullying behavior by any student/school personnel in the Canal Winchester 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 House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted assistant (PDA), or wireless hand-held device, either toward another student/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 or on school provided transportation that a reasonable person under the circumstances should know would 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 students' personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment of the other student/school personnel.
(HS CC14, 21, 22, 27)

Damage Or Theft To School Or Private Property: A student shall not cause or attempt to cause damage to any or all property that is under the care of the school district. A student shall not steal or attempt to steal any item. Parents of students in violation of this rule will be liable for the replacement cost of damaged/stolen property. (HS CC15)

Possession or Use of Weapons or Dangerous Instruments:

A student shall not possess or attempt to possess, handle, transmit, or conceal any object which may be judged as a weapon or an instrument of potential danger to the individual or others. It may also include any toy that is presented as a real weapon or reacted to as a real weapon

or an object converted from its original use to an object used to threaten or injure another. (HS CC4)

Disruption of the Educational Process: A student shall not, by the use of violence, force, coercion, threat, profanity toward another student a staff member or by any other method cause disruption, obstruction, or any other interference with the educational process.

NOTE: Charges with the law enforcement may be filed by the school employee or students involved. (HS CC8)

Disruption/Vandalism of District's Computer Network: A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. (HS CC44)

Fire: A student shall not attempt to use fire in any unauthorized manner or pull a false fire alarm.

NOTE: Charges with the law enforcement may be filed by the school employee or students involved. (HS CC8)

Alcohol and or Drugs: A student shall not attempt to possess, use, sell, transmit, or conceal narcotics, alcoholic beverages, drugs or drug paraphernalia unless prescribed for a specific medical purpose for that person and administered as per guidelines. A student shall not use or possess tobacco or tobacco products (ex. snuff, chew) within any school bus, building, or on any school grounds. A student shall not attempt to possess, sell, transmit, or be involved in any way with counterfeit controlled substances. (HS CC1)

Violation of Suspension: A student shall not be on school premises or at any school activity, home or away, while under suspension. (HS CC28)

DESCRIPTION OF CONSEQUENCES

Mid-Day Detention (Lunch and/or Recess)

Students loss of the right to participate in recess and/or eat lunch with classmates.

Before/After School Detention

Students may come in to school 30 minutes early/ 30 minutes late to serve a detention. Transportation is not provided.

EMERGENCY REMOVALS

1. The superintendent, the principal or their designee may remove a student from the classroom, extracurricular activity or the school premises for a period of no longer than 24 hours when the student's presence is considered to be dangerous to the student, other persons or property or disrupts the academic process.
2. A teacher may remove a student from the classroom or extracurricular activity but not from the premises for the reasons stated above. The teacher must submit the reasons for the removal in writing to the principal as soon as it is practical after the removal of the student.
3. A hearing must be held within 72 hours of the removal if the removal could extend for more than 24 hours.
4. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The person

who ordered the removal must be present at the hearing. The student has the opportunity to appear and challenge the reason for removal. If the superintendent or the principal removes the student or other disciplinary action is taken, written notification must be given to the parent, guardian or custodian of the student within 24 hours of the hearing.

SUSPENSION

1. The superintendent or the principal may suspend a student from school.
2. The superintendent or the principal will give written notice of intent to suspend to the student, which enumerates the reason(s) for the intended suspension.
3. The suspension cannot exceed ten (10) days.
4. An informal hearing will be held before the superintendent or the principal or his/her designee. The student may challenge the reason(s) for the intended suspension and otherwise state his/her position concerning the matter.
5. The superintendent, the principal or his/her designee shall give notification of the decision to suspend in writing to the parents, guardian or the custodian of the student and the treasurer of the Board of Education within 24 hours of the suspension. The notice must include the reason(s) for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.
6. An appeal to suspension can be made to the superintendent or the superintendent's designee. The appeal must be in writing and submitted within 48 hours after notification of suspension. The appeal must contain the challenge to the reason(s) for the suspension and an explanation of the student's action.
7. A student may be kept from class, school or extracurricular activities until disposition of the matter.
8. In-school restriction and Saturday school may be an option to out of school suspension at the discretion of the principal. Students are expected to follow all rules in the Student Code of Conduct. The principal determines Saturday school and in-school restriction rules.

EXPULSION

1. The superintendent may expel a student from the school.
2. The superintendent or his/her designee shall notify the parents, guardian or custodian of the student of the intended expulsion.
3. The notice shall include the reasons for the intended expulsion and the right of the student, parents, guardian, custodian or representative to appear before the superintendent and challenge the reasons and explain the actions of the student.
4. The notice shall state the time and place at which the student or his/her representative may appear. The date of the hearing shall not be sooner than three days and not more than five days after the notice is given. The superintendent or his/her designee may grant an extension of time when requested by the student or his/her representative.
5. The student may be kept from school until disposition of the matter.

If the superintendent expels a student, he/she must notify the parent, guardian or custodian of the student and the treasurer of the Board of Education or it's designee of the

right to be represented at the appeal and the right to request the appeal to be heard in executive session.

Alternative Educational Placement (AEP)

Students are assigned to an AEP at the discretion of the administration after a due process hearing. A student may be assigned an AEP for a violation of major offenses in the Student Code of Conduct or repeated violations of minor offenses. There is no appeal to the assignment of an AEP for disciplinary reasons.

APPEALS TO THE BOARD OF EDUCATION

1. A student or his/her parent, guardian or custodian may appeal the expulsion, suspension or removal to the Board of Education or its' designee.
2. The student or his/her representative will be granted a hearing before the Board of Education or its' designee to challenge the expulsion, suspension or removal.
3. The student may be represented at the appeal procedure.
4. A verbatim record of the appeal hearing must be kept by the Board of Education.
5. The Board of Education may confirm, reverse or modify the disciplinary action. This decision must be made in a public session only.
6. All appeals shall be made in writing and submitted forty-eight (48) hours after notification of expulsion.
7. The Board's decision may be appealed under Chapter 2506 of the Revised Code.

SCOPE OF JURISDICTION AND FIRST WARNING: This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

BOARD OF EDUCATION'S POSITION ON STUDENT CONDUCT AS PER OHIO REVISED CODE 3313.661:

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of laws affecting students. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work achievement within the range of one's ability and display of personal standards of courtesy, decency and honesty shall be maintained in the schools of the district.

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The rules and provisions of the Student Code of Conduct shall govern student conduct. The Board shall require each student of this district to adhere to the Code of Conduct developed by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior
- Respect the person and property
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others
- Obey constituted authority and respond to those who hold that authority

Definitions of Counterfeit Controlled Substances

1. A controlled substance is any drug, compound, mixture of substances included in Schedule I, II, III, IV or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens.
2. Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark.
3. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person who manufactured, processed, packed or distributed it.
4. Any substance that is represented to be a controlled substance because of its similarity in shape, size and color or is a different controlled substance.
5. Any substance other than a controlled substance because of its similarity in shape, size and color or it's markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

The Law on Counterfeit Drugs

1. No person shall knowingly possess any counterfeit controlled substance.
2. No person shall knowingly make, sell, and offer to sell or deliver any substance that is a counterfeit controlled substance.
3. No person shall make, possess, sell offer to sell or deliver any punch, die, plate, stone or other device knowing or having a reason to know that it will be used to print or reproduce a trademark, trade name or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen (18).
5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical effects associated with use of a controlled substance.
6. No person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.