CENTERBURG ELEMENTARY
ACCIDENT OR ILLNESS:
• Each student will receive an “Emergency Medical Authorization” card at the beginning of each school year. The card is kept on file in case an emergency arises and parents cannot be located. Please be prompt in returning this card to school and report any change of address or phone number(s) throughout the year. Working parents should send the names and phone numbers of at least TWO persons to contact if their child becomes unable to remain at school.

• For your information: The Central Ohio Joint Fire District can transport to Knox Community Hospital in Mt. Vernon OR St. Ann’s Hospital in Westerville.
• If a student becomes ill or has an accident at school, the following steps will be taken:
  1. Emergency care will be given.
  2. The parent, guardian, or other authorized person will be contacted.
  3. In case of illness, the parent may be asked to pick up the student, or if parent does not have adequate transportation, the principal will attempt to find transportation for the student.
  4. The listed family doctor may be contacted if this is thought to be necessary.
  5. Recommendations of local and county health authorities will be followed regarding students having or suspected of having a contagious or communicable disease. The student will be isolated at school and cared for until he or she can be taken home. We appreciate parents keeping their child at home if there is any indication of illness. The school should be informed of any contagious disease or illness. Parents should contact the school (by note or phone) before 10:00 a.m. each day when a child will not be attending school.
  6. The number submitted as the “primary” number on the student’s emergency medical card will be the one entered into our One Call notification system. You may add additional numbers by using the One Call Parent Registration link on our district webpage.

ADMINISTRATION OF MEDICATION:
• Teachers and other school personnel are not to administer medication of any type without proper procedure being followed and the medical authorization form being filed in the office.

• Administering medications that are essential to maintain a child in school such as insulin shots, disease control medications, etc. continue to be the responsibility of the parents.

• Procedure:
  1. The building principal, or an appropriate person appointed by the building principal (the school nurse or his / her designee), will supervise the secure and
proper storage and dispensation of medications. The drug must be received in the original container in which it was dispensed.

2. Written request must be received from the parent or guardian of the student requesting that the school district comply with the physician’s order to administer prescription drugs or requesting the school district to administer nonprescription drug and granting permission for the district to do so.

• If a student is found using or possessing a non prescribed medication without parents authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

• Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School’s Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

• It is vital that the office be notified if your child has been diagnosed as having an allergy requiring special attention. Specific instructions must accompany the notification.

• Questions concerning specific aspects of school board policy dealing with administration of medication may be directed to the principal.

ATTENDANCE:
• Regular attendance is essential to satisfactory academic performance. Under the compulsory education laws of the State of Ohio, every child between the ages of six (6) and eighteen (18) must attend school. Exceptions to this rule occurs:
  1. when the County Superintendent of Schools issues a health certificate excusing a child from attending regular classes because of physical or mental disability. [O.R.C. 3321.04 (A) (1)],
  2. when the student is suspended or expelled from school.
  3. when the student is being educated privately under the provision of O.R.C. 3321.04 (A) (2).

• The established school day is as follows:
  8:00 am. Breakfast is available in the cafeteria
  8:25 a.m. students may enter academic areas of the building
  8:28 a.m. warning bell
  8:30 a.m. tardy bell rings. Instruction begins.
  3:07 p.m. walkers, car riders, K-1 dismissed
  3:10 p.m. 2-5 grades dismissed
Students who walk or are dropped off at school are not to arrive to school until 8:15 unless they are getting breakfast. Supervision of the students by school personnel does not begin until 8:25. Supervision of students having breakfast begins at 8:00.

Once school is over, students are expected to leave in a timely manner. Students are not to be in the building after school hours unless supervised by school personnel or a parent. The school facilities are supervised for 10 minutes after school is dismissed. All students are required to have cleared the school ground by that time. (3:20) The school cannot be responsible for the supervision of children beyond this time unless they are waiting for a late bus or under the direct supervision of a teacher, coach, or club advisor. Students are prohibited from remaining in the building or visiting the school building at times other than during regular school hours without the consent of the principal. Playing in the MPR or gymnasium is not allowed. The above regulations do not apply to students attending or participating in school sponsored activities. A student who misses the bus for any reason is required to tell bus duty personnel and/or report to the office.

It is extremely important that the student and parent understand that the maximum number of absences allowed in the attendance policy IS NOT automatic. All absences must be approved. Students with excessive and/or chronic patterns of absences or tardiness (excused or unexcused) could face a diversionary hearing. Attendance can be part of the grade requirement for a course. Students will be recognized for perfect attendance each quarter and at the end of the year. Perfect attendance is defined at CES as zero absences with no tardies or early dismissals. Students will also be recognized for near perfect attendance at the end of the year. Near perfect attendance is defined as no more than one absence, one tardy, and one early dismissal.

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

1. Personal illness.
2. Death in the family.
3. Necessary work at home do to absence or incapacity of parent(s)/guardian(s).
4. Observation or celebration of a bona fide religious holiday.
5. Vacation (excusing students to leave school to take a trip or vacation with their parents will be permitted with reservations under certain circumstances.)
   a. As soon as the proposed absence is known and regardless of whether it is for one day or several, the student is to get a Request for Special Absence form from the office, take it home for parental approval and return it to the school for teacher comments. The final decision as to whether this will be an excused absence rests with the principal.
   b. All work and assignments are due upon arrival back to school. (Individual teachers may grant an extension of time when appropriate.) Parents are urged to plan trips and vacations during times when school is not in session. Realizing this is not always
possible, the student’s absenteeism and academic standing will be evaluated before the absence is excused.

6. Doctor or dentist appointments - parents are encouraged to make appointments before or after school if at all possible.

7. Required court attendance.

8. Other (An explanation must be stated)

- Students who are absent with an excuse for more than five (5) days in a grading period, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absences for “illness”, the parents may be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to remedy the condition.

- Attendance and/or Tardy Notification letters will be mailed home at the discretion of the building principal. The purpose of the letters is to keep parents current on the attendance status of their child. Notification letters may begin as soon as the 4th absence/tardy. Copies of letters will be kept in the student’s permanent file.

- Truancy:
  
  Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. Pursuant to H.B. 410, a student will be considered “habitually truant” if the student is absent or tardy without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in one school year.

  Pursuant to H.B. 410, excessive absence will be considered missing 38 or more hours in one month or 65 hours in one school year whether or not the absence is excused or unexcused. H.B. 410 also requires that the school activate the Absence Intervention Team when data indicates that these levels are going to be reached. The intent of the A.I.T. is to develop a plan that will provide support and remove barriers that may be negatively affecting the student’s attendance. Failure to comply with the plan will result in legal recourse being pursued in accordance with the specifications in H.B. 410.

  Our student information system still tracks attendance in terms of days. The following conversions will be used when dealing with truancy. An absence will be equal to 6 ½ hours, a half day will be considered 3 ¼ hours and a tardy will count as an hour.

Students who chronically miss school without a medical reason may be subject to the same penalties as stated above for unexcused absences.

If there is no acceptable documentation within two school days following an absence from class, the absence will be unexcused.
• Reporting Absences:
  If a student will be absent for all or part of a day, the parent is responsible to call the school each day stating the name of the student, the reason for the absence, and the name of the parent/guardian calling. Absences that are known about ahead of time or are for several days at a time may be reported by a note or by phone prior to the date of the absence. Absences can be reported by calling 740-625-6488. Please leave name of person calling, the child’s name, grade level, his/her homeroom teacher, parent phone number, and the reason for the absence.
  
  An absence note signed by the parent or guardian must be presented to the teacher within two days of the student returning to school. The principal will determine if the reason stated is an excused or unexcused absence. This information will be communicated to the classroom teacher through the proper channels. (Please indicate the dates of the absences and the reason.) For the purpose of tracking truancy, parent and medical notes will be accepted for the first 10 absences and the absence will be coded as excused if the reason for the absence is listed under the acceptable excuses. For all absences beyond 10, including medical, the absence will be coded as unexcused and an explanation added denoting whether the note was parental or medical. All cases will be dealt with individually and the principal will consider any and all extenuating circumstances prior to making a decision to involve the court.
  
  A student who was treated by a doctor must bring a doctor’s statement stating the days or period of time the pupil was under his/her care or treatment within 3 school days of returning to school.
  
  Any student who has been absent for a period of 5 consecutive days or more due to personal illness must present a note from a physician before he/she is given an excused absence for days missed. (Exception to this procedure may be made when the parent or guardian has contacted the office by the third day of the illness to explain the nature of the situation.)
  
  Exceptions to this procedure will only be considered by the administration if the circumstances are justified, such as a documented hospital stay. When attendance at a school authorized event causes a student to miss a class, it will not count as an absence.

• Early Dismissal Procedure:
  Leaving school between 1:30-3:05 will be counted as an early dismissal. When a child must leave early, the following procedure must be followed:
  1. A note must be sent from home stating the reason and time for dismissal.
  2. The office is to be informed early in the day.
  3. The student must check out through the office before leaving school.
  4. The parent or guardian must come to the office to check out the student if a note was not sent from home.

• Tardy: If a student arrives late to school they must report to the office immediately. If a student is not in his/her assigned classroom by 8:30 a.m., he/she is tardy. Whether the tardiness is excused or unexcused will be determined by the conditions of each incident. Note: Missing more than 1.5 hours of school constitutes 0.5 day absence. Missing more than 3 hours equals a full day absent. It is the student and parent’s responsibility to
remember to bring in the needed documentation in a timely fashion. **For the purposes of tracking truancy, every instance of unexcused tardiness will be equal to 1 hour of unexcused absence.**

- **Make Up Work For Absences or Tardiness**
  It is the responsibility of the student (and/or parent) to ask for make up work from each of his/her teachers. The deadline for the completion of make up work should not go beyond 2 weeks except at the discretion of the classroom teacher. The student must make up work in a timely fashion. Usually students absent one day have one day to make up the missed work, two days, has two days to make up the missed work, and etc. up to five school days. Exceptions to this general rule would be when a test, project, or assignment had been announced prior to the student’s absence and no new materials were presented during the absence period. The student would be expected to take the test the first day upon returning to school. If an absence is anticipated as long term, the parent of the student is encouraged to call the office and make arrangements for homework to be sent home. **Students are permitted to make up work for both excused and unexcused absences.**

**AWARDS:**

- **Student Recognition and Awards**
  Motivating activities are planned during the year for our students. The purpose of all programs is to provide a school that rewards students for positive achievements. This will help our students develop positive feelings about themselves, learn respect, responsibility, citizenship, to make positive choices, and to take pride in their school. We want our students to be the best they can be both academically and socially. The following programs recognize student excellence and encourage student participation at Centerburg Elementary.

- **Awards Assemblies**
  Awards recognition will be scheduled after the end of each semester for grades 3, 4, and 5. The end of the year awards assembly(s) for grades 1-5 will be scheduled for the last week of school. **For the end of the year, each grade will have their own assembly. The times are as follows: 1st at 8:45, 2nd at 9:45, 3rd at 10:45, 4th at 1:00 and 5th at 2:00.**

- **Honor Roll**
  This program honors students who achieve academic excellence each quarter. If they earn all A's or A's and B's in the academic subjects on their grade card, a ribbon is awarded each quarter. If they earn A's and B's all year, a pin is awarded. **If a student earns all A's in all subjects all four quarters all year, a plaque is awarded. Grades earned in the subject areas of Library, Music, Art, Computer and Physical Education are not factored into the earning of these awards.**
• Student of the Month
  This program salutes students from each homeroom each month for the following merits:
  1. Good attendance
  2. Being punctual
  3. Having the necessary tools to work with (prepared to learn)
  4. Using time productively (being able to occupy yourself)
  5. Finishing assignments on time
  6. Being courteous and kind
  7. Being willing to help others.

  The students have the opportunity to lead the school in the pledge to the flag, receive a "Student of the Month" gift, have their names published in the paper, have their picture displayed in the hallway, and have a donut breakfast with the principal. The Student of the Month breakfasts will be held at 7:50 a.m. in the Multipurpose Room (MPR) on the following dates: Oct 24; Nov 21; Dec 19; Jan 23; Feb 20; Mar 19; April 23; May 7; May 20.

• B.U.G. Club
  This acronym stands for Bringing Up Grades. To become a member, a student must bring up at least one grade without letting any other grade drop a letter (there can be NO F's). At the end of the second, third or fourth quarters, the students receive a ribbon and attend a special treat.

• Spelling Bee
  This program is for 5th grade students and is run in conjunction with the Knox County Educational Service Center.

• Teacher Special Awards
  At the end of each semester, students are recognized for outstanding improvement, citizenship, creativity, and effort. A ribbon is awarded.

• President’s Academic Award
  This award is given at the end of fifth grade. In order to earn this prestigious award, a student must maintain an A- average for grades 4 and 5, and must score in the 85 percentile in math or reading on the standardized test given in 5th grade. This is the most prestigious award given at Centerburg Elementary.

• Perfect Attendance
  Those students who have a record of not being tardy, early dismissal, or absent for the quarter are given ribbon each quarter. If they maintain perfect attendance for the year, without a tardy or early dismissal, a pin is awarded. A certificate is also given at the end of the year for near perfect attendance.
BICYCLES:
• Pupils may, with parental permission, ride bicycles to school. However bicycles MUST be walked when they are on the school property. Bicycles will be placed in the bicycle rack or behind it immediately upon arriving at school and remain parked until time to leave school for home. Upon leaving school property, students will ride directly home. BIKE RIDING ON SCHOOL PREMISES IS PROHIBITED DURING SCHOOL HOURS. Centerburg Schools are not responsible for the theft of or damage to bikes.

• Bicycle riders will be responsible for their own bicycle and any accessories. Violation of the rules will result in loss of permission to ride a bicycle to school.

• Roller blades, skateboards, and/or scooters are not to be used on school property when coming to or from school.

BULLYING, HARASSMENT, INTIMIDATION:
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. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute 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.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). 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.

BUS REGULATIONS:
• The following regulations are related to school bus conduct and are intended to ensure the safety and welfare of the students, the bus drivers, and other drivers on the road, as well as to ensure the safety and proper maintenance of school buses.
A. All pupils shall arrive at the bus stop before the bus is scheduled to stop.
B. Pupils must wait at their designated place of safety.
C. Behavior at bus stops must not threaten life, limb, or property of any individual.
D. Pupils must go immediately to an assigned seat or as directed by the bus driver.
E. Pupils must remain seated keeping aisles and exits clear.
F. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
G. Pupils must not use profane language or gestures.
H. Pupils must refrain from eating and drinking on the bus on a regular route or on any moving bus at any time except as required for medical reasons.
I. Pupils must not use tobacco on the bus.
J. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
K. Pupils must not throw or pass objects on, from, or into the bus.
L. Pupils may carry on the bus only objects that can be held in their laps.
M. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
N. Pupils must not put head or arms out of the bus windows.
O. The student conduct code and the due process procedures detailed therein applies to all transportation.
P. Pupils’ medical information shall be made known to each driver.
Q. Pupils being transported shall be under the authority and control of the bus driver.
R. Waiting pupils will move toward the bus at the school loading zone or at the designated bus stop after the bus has been brought to a complete stop.
S. Students will be courteous to fellow students as well as to the driver. Older students will look after the safety, comfort and well being of younger students. The pupils will cross the road, when necessary, approximately ten feet in front of the bus after being directed to do so by the driver.
T. Pupils will be alert the driver of potentially dangerous situations.
U. Pupils leaving the bus are to walk all the way to the school (and in the hallways) and likewise walk when leaving the school to board the buses.
V. Pupils are to respond promptly and appropriately to all reasonable directives by the driver. Failure to comply (insubordination) will be subject to disciplinary action as well as the loss of bus riding privileges.
W. Pupils will remain on the bus in case of a road emergency.
X. Pupils who miss “boarding the bus after school” are required to report to the office.
Y. The use of electronic devices on the bus will be at the discretion of the bus driver.
• The school bus driver has the authority and responsibility to maintain control of the pupils (Section 3319.41 of the O.R.C). The pupil will have a right to "due process" as provided by Centerburg Board of Education policy and procedures.

• The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded, 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 in accordance with Federal law.

• Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by school bus.

• **Important Note: Additional information that parents need to keep in mind:**
  1. Parents must complete the Pick-Up/Drop-Off form and have it on file with the office.
  2. No changes to the Pick-Up/Drop-Off plan will be made unless a new form is submitted to the office.
  3. The school will no longer accommodate day-to-day changes to Drop-Off plans.
  4. Changes to the plan will be accepted over the phone only in the case of dire emergency.
  5. Students will be allowed to go home with another student on an occasional basis provided notes from both parents have been submitted to the office.
  6. Parents will need to provide transportation after school and for special events that involve more than two guests such as birthday parties, 4-H clubs, Girl Scouts, Boy Scouts, etc.
  7. Baby-sitting requests that cause a bus overload situation will not be approved.

• **Bus Discipline Policy:**

  When discipline problems with individual students arise, the following procedure should be applied:

  1. The driver should handle the problem, if possible. Violations of the rules by students who ride buses will be written on a Bus Incident Report form by the bus driver. There are four copies of this report; one to be sent to parents, one for the driver, one for the teacher, and one for the principal's file. The parents are asked to sign and return their copy of the report.
  2. When the driver is unable to solve the problem, he/she should report it to the transportation supervisor. Then, the transportation supervisor and driver, if necessary, will confer with the principal.
  3. Each report is dealt with according to the severity of the violation. Severe violations can result in immediate removal of transportation privileges. After the third Bus Incident Report is issued, the student will be denied transportation privileges for the time specified by the principal. The policy will be administered fairly to all students. Video cameras will be used to monitor student behavior on the buses.
B.Y.O.D. (Bring Your Own Device)

Electronic devices have become an integral part of our daily lives. Students are permitted to bring devices such as I-pads, tablets, I-pods, Kindles, etc. for purposes related to education. However, personal devices will not be allowed to access the district wi-fi network. Students will have to use their own data plans to access the internet when using a personal device. The Acceptable Use Agreement is in effect with personal devices. The school is not responsible for the theft of or damage to any personal devices. Students who misuse electronic devices, be they personal or school owned, will be denied the privilege of using any and all electronic devices while on school property for a period of time to be determined by the principal.

CELL PHONES:

Cell phones (wireless communication devices) and other electronic communication technologies have permeated our society. Students bringing cellphones to school must leave them turned off and out of sight unless the teacher permits the use of cell phones for a school related purpose. Retrieving and/or sending messages (text or voice) during regular school hours requires the approval of the teacher or the principal. The school is not responsible for lost or stolen cell phones. Cell phones users must use their own data plans to access the internet as no personal devices will be allowed to access the district wi-fi.

CHAPERONES

• Parent chaperones and volunteers are an important part of our school mission. For the safety and well being of our students, the Centerburg Board of Education requires a background check complete with fingerprinting for non-school personnel. This requirement is for volunteers and chaperones put in charge of the safety and well-being of one or more Centerburg students (not including their own child).

Background and fingerprinting can be done at the Knox County Educational Service Center located at 308 Martinsburg Road, Mount Vernon, Ohio, 43050. (Phone number: 740-393-6767.) Background checks and fingerprinting will be in effect for five consecutive years. If a chaperone should move out of the district then return, the five-year exemption from a background check would be invalid and a new background check would be required. The cost of background checks and fingerprinting is the responsibility of the parent.

Background checks and fingerprinting must be completed and submitted to the school office as soon as possible. The “turnaround time” for the report can be several weeks. No person can be approved to chaperone or volunteer until results are back. Plan accordingly. It is strongly suggested that any parent who may have an interest in participating as a chaperone begin the process early in the school year.
Chaperones are not to bring younger (or older) siblings on field trips. Focus should be on the safety and well-being of Centerburg students put in their charge. **Field trips are not meant to serve as family outings.**

A late replacement request for an approved chaperone must be made with the building Principal. The replacement must be a person meeting all background check qualifications and approved by the school board.

**CHEATING/PLAGIARISM:**
- No student shall cheat in any form including plagiarism (homework, class reports, research papers, etc.). Plagiarism is the act of presenting the work of another as one’s own ideas.

- When a student is found guilty of cheating/plagiarizing, the teacher shall collect the student’s paper/work, a “zero” or “failing grade” will be assigned. The teacher will then contact the office and parents/guardian as to the action taken.

**COMPUTER TECHNOLOGY AND NETWORK GUIDELINES:**
- Before any student may take advantage of the school’s computer network, he/she and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer privileges and possible disciplinary action. The form is on the back of the handbook signature form.

**ONE HOUR DELAY**
- On occasion it is in the best interest of student safety to delay the start of school for one hour. When this happens, please plan for the following:
  - Start time would be 9:30. There will be no change to our dismissal time of 3:07. **Students will have their regularly scheduled specials on days when a one hour delay takes place.**

**DISCIPLINE:**
- It is impossible to operate a school, or any sort of organization without order. Discipline is necessary and can be imposed, or it can be practiced voluntarily. The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the efficiency 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 Board shall require each student of this District to adhere to the administrative guidelines promulgated 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:

  A. conform to reasonable standards of socially acceptable behavior
B. respect the person and property of others
C. preserve the degree of order necessary to the educational program in which they are engaged
D. respect the rights of others
E. obey constituted authority and respond to those who hold that authority

• The Board will not tolerate any form of violence, disruptive, or inappropriate behavior, nor excessive truancy which it defines as more than three (3) days of unexcused absence. In addition to disciplinary action specified in the parent/student handbooks, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors. (BOARD POLICY 5600)

• Student Code of Conduct:

The following code of conduct has been adopted by the Centerburg Board of Education and applies to all students in the Centerburg Elementary School. Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including suspension, emergency removal from class or school, and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

**Code 01: Disruption in School and/or Classroom:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination, tantrums, or repeated acts of petulant outbursts of misbehavior(s) cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

**Code 02: Destruction, Damage or Defacing of School or Private Property:** A student will not cause or attempt to cause willful destruction, damage or defacement of school or private property (including vehicles owned by the board).

**Code 03: Fighting, Assault and/or Threat Thereof:** A student will not physically attack or threaten to attack any person.

**Code 04: Dangerous Weapons, Instruments, and Objects:** A student will not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.

**Code 05: Narcotics, Alcoholic Beverages, and Drugs:** A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, including “look alikes” or any substance that causes physical or mental change.

**Code 06: Tobacco:** Students will not be permitted to smoke or use smokeless tobacco on or off of school grounds at any time during the school day, including lunch, and at any school-sponsored activity. Students will not be permitted to possess any type of tobacco products.

**Code 07: Profanity and/or Obscenity:** A student will not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.

**Code 08: Truancy and Tardiness:** Pursuant to H.B. 410, a student will be considered “habitually truant” if the student is absent or tardy without a legitimate excuse for 30 or
more consecutive hours, 42 or more hours in one month, or 72 or more hours in one school year.

**Code 09: Insubordination:** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. A student shall not disregard or refuse to obey reasonable directions given by staff members or refuse reasonable punishment.

(Penalty) Up to 10-day Out of School Suspension

**Code 10: Dress Code (Elementary):** There is a basic pride identifiable with Centerburg Schools. Student dress and behavior reflect this pride. The student's appearance is the parent's responsibility. The school is concerned that the students dress in a fashion representing decency according to the standards of the community.

1. Students shall not wear hair styles, make-up, jewelry or clothing that interferes with the student’s health or welfare or that of others.
2. Causes disruption or directly interferes with the educational process.
3. Hair must be worn in a style that allows adequate vision while doing school work. The hair must be kept neat and clean at all times.
4. Shoes MUST TIE AND/OR HAVE BACKS OR STRAPS ACROSS THE HEELS. “FLIP FLOPS” are unsafe and ARE NOT PERMITTED. Objects that protrude, can protrude, or are otherwise attached to the shoe or sole of the shoe are forbidden (ex. Roller skate shoes; Heelies; cleats).

   Sandals with back straps may be worn. Heels on any shoes are not to exceed 1 1/2 inches in height.
5. Shirt tails and blouses are to be worn tucked in unless specifically designed to be worn on the outside. These must be buttoned.
6. No low-riding pants should be worn. If you need to hold up your pants while running, they are too loose. Jeans that students can walk on or have strings dragging on the ground cannot be worn.
7. Tank tops and sun dresses may be worn only if straps are 1 1/2 to 2 inches wide.
8. Appropriate undergarments must be worn at all times.
9. Clothing is to be worn at an appropriate length, which means it must be no shorter than fingertips when arms are placed at sides. No biker shorts, please!
10. Bib overalls may be worn provided they are worn with a shirt that conforms to the existing standards of appearance. Both bib straps must be fastened at all times.
11. Any regulation shirt or jacket may be worn as long as it is not suggestive or profane.
12. Net shirts may be worn if another garment is worn underneath.
13. Leggings may be worn under garments of appropriate length.
14. Hats and sunglasses are to be worn outside the building except for planned spirit or hat days.
15. No long, heavy gauge chains should be brought to school.
16. No jewelry which poses a safety hazard or which advertises drugs, tobacco, or alcohol is permitted.
17. Bare midriffs must be age appropriate and are discouraged at the intermediate grade levels. (4th & 5th)
18. Other items of clothing and/or jewelry deemed inappropriate by the principal are not allowed.
19. Teachers may institute additional regulations applicable to the classroom or grade level with principal approval.

**Code 11: Theft:** A student will not take, attempt to take, conceal or attempt to conceal, relocate or “hide” the property or equipment of the school district or the personal property of another.

**Code 12: Extortion:** A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

**Code 13: Forgery:** A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms or correspondence, directed to the school.

**Code 14: Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process. Students are not permitted in the building or on school grounds outside the school day without authorization and supervision.

**Code 15: Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

**Code 16: Digital Citizenship:** Students will make good, ethical choices when using the school’s wireless network. Students will show respect for others as well as for the electronic devices belonging to the school and to others.

**Code 17: Bus Conduct Code:** A student shall obey all bus rules.

**Code 18: Failure to Comply:** A student will abide by other rules that may be established from time to time by the Board, superintendent, or principal.

**Code 19: Aggressive Behavior:** A student shall not engage in any act of aggression while on school property or in attendance at a school sponsored activity which might be interpreted by the observer as a forceful action or procedure to dominate, intimidate or to injure. Aggressive behaviors may include but not limited to glaring, stares, physical posturing, clenched fists, verbal threats, pushing, hitting, kicking, bumping, tripping, grabbing and other intentional acts of physical contact.

**Code 20: Cafeteria Regulations:** A student shall follow student expectations of acceptable cafeteria behavior.

**Code 21: Deceit/Deception:** A student shall not knowingly engage in any conduct of deceit or deception. This includes, but not limited to, copying another's work and representing the copied work as his/her own work (including homework), cheating, forging or falsifying parent notes, lying to school personnel and other similar behaviors to mislead or misinform school personnel.
Code 22: Distracting Objects, Toys, Instruments and Disruptive Items: A student shall not possess, handle, transmit or conceal any object that might be used in a disruptive, annoying or harmful manner. The school does not accept any financial responsibility for the loss or theft of personal items. Students are to leave such items at home.

Code 23: Offensive Conduct or Behavior: A student shall not engage in any conduct, speech, gestures, signs, pictures, publications, dress or behavior that is generally accepted to be rude, crude, profane, vulgar, threatening, obscene or immoral by school personnel.

Code 24: Playground Safety: A student shall obey all playground safety rules established by staff on duty.

Code 25: Multiple Violations: A student shall not repeatedly fail to comply with student conduct codes and regulations established for the efficient operation of the school.

Code 26: Other Similar Types of Conduct: A student shall not engage in any other similar misbehavior or activity as those listed even though not specifically mentioned.

Code 27: Bullying: A student shall not use any behavior designed to control, dominate, harass, or intimidate others. This includes but not limited to physical threats, verbal threats, and peer group intimidation.

Code 28: Electronic Devices: Students are permitted to use personal electronic devices with the teacher’s permission. Devices are not to disrupt the educational process. The acceptable use policy applies to personal devices.

- Items not permitted

At Centerburg Elementary School, we attempt to create an atmosphere of respect for all who are a part of our school. Because the content of some children’s merchandise ridicules human imperfections, we feel they are not appropriate for the school environment. We feel this is detrimental to the positive, caring attitude we are trying to instill in our students.

Certain other items are not permitted on school property. They include: trading cards, laser pointers, chewing gum, guns (toy or real), knives (toy or real), long, heavy gauge chains, sharp objects, hard baseballs, permanent felt marking pens, skateboards, scooters, radios, electronic games, beepers, gag items, or pets. Pets may come only with teacher permission, and the parents will bring and take the pets home. No animals are permitted on the school bus. Glass items are not permitted on buses. In addition, students are not permitted to transport items larger than what can be held in their lap on the bus. The bus driver will make the final determination of what item is too large to be safely and legally transported to school.

Individual classroom teachers may add additional items that they believe are disruptive to the learning climate in their classroom. Students are not to bring toys to school without the teacher’s permission.

- Student Rights and Responsibilities - Notice To All Students
  A. Rights
As a student of Centerburg Elementary School:
1. I have the right to be safe. Students in the school or on the playground will do nothing to hurt or endanger me. No one will run in the halls, push or shove me, threaten me, harass me, bully me or fight with me for any reason.
2. I have the right to be treated with respect and understanding. No one will laugh at me, call me names, use inappropriate language, or do anything to hurt my feelings.
3. I have the right to hear and be heard. No one will interrupt me by disturbing me in my classroom or interfere with my extra curricular activities.
4. I have the right to an education. I must always do as well as I possibly can in my school work, and I must get to school on time.
5. I have the right to a clean and safe school building. I must do all that is possible to make sure that my school, its materials, and other people's belongings are not damaged or misused.

B. Responsibilities
As a student of Centerburg Elementary School, I realize that along with all my rights, I have responsibilities that I must live up to:
1. It is my responsibility to treat students and adults in the building with respect and courtesy at all times.
2. It is my responsibility to respond to and obey reasonable directions and commands of school employees and authorized school personnel.
3. It is my responsibility to use appropriate language and behavior according to school standards.
4. It is my responsibility to dress as stated in the dress code.
5. It is my responsibility to follow all bus rider rules.
6. It is my responsibility to never to have in my possession, or to use any object that could harm or injure any other persons.
7. It is my responsibility to never to have in my possession, to use, or to be under the influence of tobacco, alcohol, drugs, or other mood-changing substances, other than prescribed medication.
8. I must accept the responsibility for my actions. If I choose to violate the rights of students or adults in the school building or on school grounds, my teacher and/or principal may withdraw my privileges, contact my parents, or require in-school suspension. Further violations may result in out-of-school suspension or expulsion.

DISCIPLINE PLAN:
The behavioral expectations and discipline policy are consistent throughout the building with modifications made to address the differences in age amongst the students. We expect our older students to conduct themselves in a more mature manner than we do of our younger students. A color code system may be used to track behavior throughout the day. This is to serve as a visual reminder for the student. We also use the app Class Dojo as a way to track both good and bad behaviors. It is our sincere desire to be able to spend the majority of our time recognizing the good choices that are made. As part of our
Positive Behavior Interventions and Supports (PBIS) program, classrooms will have incentives and rewards available for students to earn by reaching behavioral goals. Another part of our efforts to teach and encourage good behavior choices is what we have deemed “The Trojan Way”. We have identified 13 traits that we want to be exemplified by every student, every day. We feel that these 13 traits are “The Trojan Way” of living our lives. Those traits or characteristics are being safe, being respectful, being responsible, being kind, showing empathy, being helpful, having a sense of community, showing self control, being trustworthy, having grit and determination, sportsmanship, and being a good friend. One trait will be highlighted each week and teachers will conduct mini lessons and have conversations with the students about the importance of each trait. We will point out examples of each trait as often as possible so that all of our students will be better able to live their lives “The Trojan Way”.

• Each teacher has a discipline plan. Parents are entitled to receive a copy of their child’s teacher’s discipline plan at the beginning of the year. Each discipline plan has a progressive hierarchy of penalties and loss of privileges. Parents should be aware of these and seek ways to support the teacher when these penalties or loss of privileges must be imposed.

• **Disciplinary Consequences may include but not limited to the following:**
  1. Loss of recess.
  2. Written evaluation of event (The student will write exactly what he/she did, what the consequences of that behavior were, what that student could have done to prevent the problem, and a plan for what the student will do should the situation arise again.)
  3. Yard cleanup
  4. Cafeteria cleanup
  5. Call parents
  6. Parent conference
  7. Referral to Social Worker for counseling
  8. Office detention
  9. Writing assignment
  10. Saturday School (parents notified)
  11. In-school probation (parents notified)
  12. Detention after school - (parents notified)
  13. Out of School Suspension/Alternative School (parents notified)
  14. Emergency removal (parents notified)
  15. Expulsion (superintendent's approval, parents notified)
  16. Drug, tobacco, and alcohol violation
     a. 1st offense - 3 day out of school suspension
     b. 2nd offense - 5 day out of school suspension
     c. 3rd offense - 10 day out of school suspension and rehabilitation for student and parent.

These consequences are in no particular order, but will be administered based on the severity of the incident. Multiple consequences may occur.
• **Suspension and Expulsion**

A student may be brought to the office by any teacher who finds that a student is guilty of repeated offenses. It is very important for parents to realize that when they are notified that there is a problem, the classroom teacher has made EVERY EFFORT to correct the problem. Parental support for school discipline is vital to our effectiveness, and we ask that you realize we will be fair and impartial. If a student is brought to the office for disciplinary reasons, in-school probation may be invoked for a period of time commensurate with the offense.

If the offense is severe enough, the student may be suspended from school for a period of time from one to ten days. Further infractions may result in expulsion up to a maximum of 80 days. Pupils may be suspended from school by the principal or superintendent as permitted by law. A student's final quarter grade may be reduced by 2.5% for each day suspended. (This grade reduction may be waived at the discretion of the building Principal.) All class work may be made up, but it is due ONE DAY after returning to school. Such pupils may reenter only after satisfactory conferences with parents, principal, and teacher. A pupil/parent may appeal such action to the Board of Education after a hearing with the principal and/or superintendent.

A pupil may be removed immediately from curricular or extracurricular activities if the pupil's presence poses a threat to persons, property, or academic process.

• **“Look alike Drugs”**

Am. HB 535 amended section 2929.01 and enacted section 2925.37, O.R.C., to prohibit making, selling, and possessing counterfeit drugs and related tools. "Counterfeit controlled substance" is defined in the following way:

1. Any drug or drug container or label that bears the trademark, trade name or other identifying mark without the owner’s of the rights to such trademark authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with the legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of the similarity in shape, size and color, its markings, labeling, packaging, or distribution, or the price for which it is sold or offered for sale.

Students found to be in violation of this policy are subject to suspension, expulsion, and all other legal consequences as defined in 2925.37 of the Ohio Revised Code.
Playground Rules

All pupils will go to the playground during the play periods unless they have become suddenly ill or have recently been absent because of an illness. The parents may request (in writing) that the child remain inside for a day or so. Teachers will use their own judgment in specific cases. Pupils need fresh air and exercise and are ready for instruction after outside recess. A doctor's excuse is required if the student is to stay inside for longer than three days.

Students will go outside for recess everyday the wind chill temperature is 20 degrees or above and if the weather permits. Appropriate boots, hats, gloves, etc. are necessary for a comfortable playtime. Tennis shoes are unacceptable for outside wear during wet or snowy weather.

Student Expectations:
1. Keep hands and feet to yourself.
2. Respect yourself, others, nature and all school property.
3. Follow rules of equipment use.
4. Do not pick up sticks, stones, mulch, gravel or creatures.
5. Remain in designated playground areas.
6. Line up quickly and quietly.
7. Entering building without permission is prohibited.
8. Students are not to be climbing or crawling on, under or over fences.

The following are general guidelines for the playground. (Teachers/Staff on duty may include additional guidelines for the safety and well being of students under their care.)
1. Be nice (respectful) to everyone.
2. No fighting, rough play or rough contact activities such as tackle football, rock throwing, snowball throwing or any form of physical aggressiveness,
3. Use and return equipment properly.
4. Wear the right kind of outdoor clothing for the season.
5. No food, drink or gum on the playground.
6. Line up quickly and silently when the bell rings. Students will not be permitted to enter the building until the teacher/supervisor gives the signal to go in.
7. Remain on the playground at all times.
   a. Permission must be granted from the duty teacher/supervisor for any student to go off of school property to retrieve a ball.
   b. Students may not go back into the school for any reason unless permission from the duty teacher/supervisor has been obtained.
8. No bad language, teasing, taunting, bullying or unnecessary tattling.
9. The students will be required to stay in an “indoor recess” if:
   a. they do not have proper clothing (as determined by the teacher)
   b. they have a note from their parent/guardian
   c. they have disobeyed recess rules
DRILLS:
• Fire Drills:
    The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.
• Tornado Drills:
    Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.
• Lock Down:
    Lock down safety procedures will be conducted using procedures prescribed by the State of Ohio.
    In the event of a lockdown or emergency, the district will use the One Call system to keep families informed as to the status of the situation and where to go to pick up their children. Please do not come to the school as law enforcement will not allow any entry and additional traffic will block emergency responders from getting to the scene. State and federal regulations dictate that law enforcement take command of the site once they have arrived. Any decisions regarding the release and movement of students will be at their discretion.

DROP OFF AND PICK UP:
• Pick up and drop off procedures will include the use of a pull off lane (FOR DROP OFFS ONLY), pedestrian (student) sidewalks, an established traffic pattern and a “no parking” safety zone for pedestrian crossing. STOPPING ON THE ACCESS ROAD OR PULL-OFF LANE AND GETTING OUT OF YOUR CAR TO ENTER THE BUILDING IS PROHIBITED. Parents wanting to meet their child in the building must park vehicles in the parking lot.
• Due to congestion and safety issues you are discouraged from dropping off or picking up your child unless absolutely necessary. The U-drive is for bus traffic only.

EMERGENCY DISMISSAL PROCEDURES:
• You will be asked to complete a School Student Transportation form at the beginning of the year. Please update us, in writing, as this information changes. The form directs us as to what actions to take with your child in case of an unexpected early dismissal from school.

ENROLLING STUDENTS:
• Students are expected to enroll in the school district in which they live. Students that are new to Centerburg Local School District are required to enroll with their parents or legal guardian. When enrolling, parents must provide copies of the following:
  1. an official birth certificate (from the Health Dept. of the county the child was born)
  2. court papers allocating parental rights and responsibilities, or custody (if applicable)
3. proof of residency
4. proof of immunizations

- Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

- A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to Centerburg Schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to Centerburg schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EQUAL EDUCATION OPPORTUNITY/TITLE VI; VII; IX; SECTION 504; ADA COMPLIANCE OFFICER (ELLEN SCOTT)
- The Centerburg Local School District provides an equal educational opportunity for all students.

- Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district Compliance Officer, Lori Houck, Treasurer, at 740-625-5984

- Complaints will be investigated. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

FEES AND FINES:
- Textbooks and library books are public property. Lost or damaged books are subject to fines. Desks, cubbies and lockers are public property and can be randomly checked if necessary. Damaged desks and lockers are subject to fines.

- Teachers make careful inspection of books and supplies in use by the students. Fines are imposed on damages resulting from carelessness or unwarranted use by the pupil. All fines shall be made with the knowledge and consent of the principal, paid to the school secretary, and sent to the Clerk-Treasurer of the Board of Education for proper deposit. Grade cards will be held if any student owes fines.
FIELD TRIPS:
- Field trips are planned for students to enrich their classroom experiences. A field trip can be used to introduce a specific study for the children, to help the students learn more about a particular subject, or to improve an extension at the end of a classroom study. Students are transported by school bus. Each student must have a permission slip signed by the parent and returned to school in advance of the field trip when the field trip requires travel by bus or is outside walking distance from the school. When field trips are planned that will be within walking distance from the school, parents will only be notified of the trip. No permission slip will be required. Parents may send written request that their child not participate. In that case an alternative activity will be assigned for that child. Parent volunteers/chaperones will be chosen to accompany the teacher and class on field trips by a drawing or lottery. Bringing siblings is prohibited. (See Chaperone section). Parents are a valuable part of the field trip experience and we welcome their participation. All students are expected to accompany the class on the bus to all field trips. **Students can be released to their parents only with a written note and approval of the person in charge.** Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

A. Attendance rules apply to all field trips.
B. While the district encourages the student’s participation in field trips, alternative assignments will be provided for any student whose parents do not give permission to attend.
C. Students who violate school rules may lose the privilege to go on field trips.

FREE AND REDUCED LUNCH:
- Each school year, applications for free and reduced lunches are available and will be sent home with your child. Should a family qualify for this aid, notification will be returned to the home. Adjustments are made throughout the year as the financial status of a family changes.

FUND RAISING PROJECTS:
- Special sales projects occur throughout the year to supplement district funding, or to allow for special opportunities. Each child is encouraged to participate at the level with which they are comfortable. **No child is expected to go door to door and sell to strangers.** Students will not be allowed to sell items for personal profit during school time.

GIFTED EDUCATION:
- In accordance with the belief that all children are entitled to an education commensurate with their particular needs, children who are identified as gifted in the district may be provided opportunities to progress as their abilities permit. The District Policy and Plan for the Identification of Children who are Gifted can be obtained through the building Principal or Superintendent’s office.
GUIDANCE:
• Centerburg Elementary has a full time Social Worker on staff.
  A. Purpose:
   1. To help students resolve problems for which they seek help.
   2. To help students achieve an understanding of themselves and their environment.
   3. To help students develop decision making abilities.
   4. To help students gain self-acceptance.
  B. Personal counseling by referral.
  C. Michelle Mann / Social Worker 740-625-6488 ext 3116

HAZING:
• It is the policy of the Centerburg Local Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or any other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

• Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student organization or any group that may cause or create a substantial risk of mental harm, physical harm, or humiliation to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

• Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

• Administrators, faculty members, students and all other employees who fail to abide by the policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

HOLIDAYS AND PARTIES:
• BIRTHDAY PARTIES
  To protect the feelings of all students, invitations to birthday parties or other outings will not be handed out at school unless every child in the class is invited to participate.
• HALLOWEEN GUIDELINES
  1. No face paint. (We don’t need to deal with the mess !)
  2. Costumes need to be put on over clothing when students arrive at school.
  3. Face masks may be brought but not worn to school.
  4. No bizarre or inappropriate costumes of undesirable characters will be allowed.
  5. No weapons of any kind will be allowed, play or otherwise.
  6. Parties will be the last hour of the day, including a parade walk through town
     (weather permitting/teacher approved).

• CHRISTMAS
  There will be no gift exchanges. Items will be collected for needy families and given to Inter-Church.

HOMEWORK:
• The Centerburg Board of Education believes that homework—as long as it is properly
designed, carefully planned, and geared to the development of individual students—meets
a real need and has a definite place in the educational program.

• Homework should be assigned to help the student become more self-reliant, learn to
work independently, improve the skills that have been taught and complete certain
projects. Home study assignments also afford a way for parents to acquaint themselves
with the school program and their own children’s educational progress. Students at the
Elementary building may expect to complete an increasing amount of homework as they
progress through grades K, 1, 2, 3, 4 and 5. No amount of time can be fixed for
homework because assignments will vary and pupils progress at individual rates. The
amount and type of homework given is to be decided by the classroom teacher, within the
framework of overall instructional plans. Assignments are expected to be neat and to be
submitted on time. If parents are concerned about the length of time it takes their child to
complete his/her homework, they should contact the child’s teacher. Homework will not
be used for disciplinary purposes.

IMMUNIZATION:
• Each student should have the immunizations required by law or have an authorized
waiver. If a student does not have the necessary shots or waivers, the Principal may
remove the student or require compliance with a set deadline. This is for the safety of all
students and in accordance with State law. Unless given a waiver, students must meet the
following requirements: Four (4) or more doses of DPT; Two (2) MMR; Three (3) polio;
Three (3) Hepatitis B. For students in kindergarten – through third grade: two (2) doses of
varicella (chickenpox vaccine) Grades four and five: One (1) dose of varicella. Any
child who received the measles vaccine before his/her first birthday must be revaccinated.
Each student must submit required immunization dates and a copy of his/her birth
certificate in order to attend school in the Centerburg School District. Parents will be
contacted by the school office of needed immunizations. These immunizations must be secured immediately so the student will be able to attend school. Students entering kindergarten must have a physical examination report with a doctor's signature.

INTERNET ACCEPTABLE USE POLICY

The following procedures apply to the use of Centerburg Local Schools Google Apps system offered to students by Centerburg Local Schools.

Purpose
Google Apps is provided to students ("Users") of Centerburg Local Schools exclusively for the intent of exchanging information consistent with the educational purposes of the school. Users of the Google Apps system must comply with this policy. Any other use of Google Apps is strictly forbidden.

Property
Centerburg Local Schools Google Apps system is the property of Centerburg Local Schools. Unofficial use of the Google Apps system is forbidden. Access to Google Apps provided by Centerburg Local Schools is a privilege granted to the students and may be revoked or withheld at the discretion of Centerburg Local Schools’ staff.

Privacy
Users do not have a personal privacy right in any matter created, received, stored in or sent from the Google Apps system. Centerburg Local Schools’ staff may at any time and without prior notice, screen and assess Google Apps content by students in order to guarantee appropriate use.

Accounts and Passwords
Users will be issued his or her username and password from his or her instructor. The User should consider the username and password private and should not share the username or password with any other person or leave the user account open or unattended at any computer.

Use of Google Apps System
The following provisions apply to all student Users of the Google Apps system:

1. Users may not use the Google Apps system for any illegal activity, including but not limited to, violation of copyright laws, "spam" or attempts to impair any system of the School District or others.
2. Personal information about the User, including but not limited to, student’s name, addresses and phone number shall not be transmitted outside the district network, without written permission from the student and his/her parents. Information about persons other than the User shall not be transmitted under any circumstances.
3. Google Apps may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
4. Users of the Google Apps system shall not use Google Apps in any way that would be considered:
   a. Damaging to another’s reputation
   b. Abusive
   c. Obscene
   d. Sexually orientated
   e. Offensive
   f. Threatening
   g. Harassing
   h. Illegal
   i. Contrary to school policy
5. Users shall not attempt to read, delete, copy or modify the Google Apps of any other User.
6. Users shall not deliberately interfere with the ability of other Users to send/receive Google Apps.
7. User shall not use the Google Apps system in a way that is contradictory with directions of teachers, other staff, and generally accepted network protocol.
8. Users shall report illegal or unauthorized use of the Google Apps or on-line systems to the supervising teacher or office staff.
9. Users shall not respond to unsolicited Google Apps messages from any source without the permission of their supervising teacher.
10. Users shall not receive or respond to Google Apps or on-line information that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content. If any such material is received it shall be reported immediately to the supervising teacher or office staff for action including deletion, tracking, and reporting to the proper law enforcement authorities if appropriate.

**Disciplinary Action**
Use of the Google Apps system contrary to this policy or in an illegal manner shall be subject to the loss of rights and disciplinary action.

**System Use and Maintenance**
Google Apps or other files stored in the cloud are not considered private property or communications and may be modified and/or removed by the authorized personnel without prior notice to the User.

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**Multi-Tiered Student Supports Team (MTSS)**
- A Multi-Tiered Student Supports team has been established in the elementary building to provide teachers and parents support and help dealing with a child who is experiencing academic or behavioral challenges. When performance data indicates that a student is struggling a meeting will be called. The purpose of the meeting is to identify any areas of concern, brainstorm ways to alleviate the concern(s), and to set a plan of action in place to be followed through in the classroom and/or at home. The team may reconvene 4-6 weeks after the initial meeting to determine if the plan has been successful or if additional modifications need to be made. Anyone concerned with the academic success or well-being of a child can call the school psychologist or principal to share concerns.

**LIBRARY/MEDIA CENTER**
- Each class is scheduled for one library period each week. Students may use the library other than scheduled times provided they have a pass from their teacher and permission from the librarian. The librarian is there for the students' benefit, to help them find books or reference materials.

- Any books or other items may be used in the library without checking them out; however, anything taken out of the library by pupils must be checked out by the librarian. Books will be checked out for a period of one week, but may be renewed. Books to be renewed will be held by the student until check-out time. All general reference books, newspapers, and magazines may be checked out overnight only. We have a no-fine system for overdue books. However, if books are not returned on time, students will not be allowed to check out more books until all others are returned.

- Lost or damaged books must be reported to the teacher or librarian. A replacement charge will be made for any book that is lost or badly damaged. Books are arranged on
the shelves by alphabetical and numerical order. Books taken from the shelves to be looked through will be returned to the exact place.

• Students are permitted to use the audiovisual material while under the supervision of their teacher or the librarian, but never before they have been given instructions on the proper use of those materials and equipment. Audiovisual equipment can be checked out by teachers only.

• Quiet will be observed at all times. Students who insist on talking will be asked to leave the library. Failure to observe library rules may lead to suspension of library privileges.

LUNCH:
• The cafeteria will be open the first day of school. Lunch is $2.60 a day or $13.00 for the week. Students can pay daily, or the $13.00 fee may be paid on Monday or the first day of the school week. Milk is 40 cents. There will be no lunch charges. If a student forgets his or her money or lunch he or she may call home or receive a peanut butter sandwich and milk. There is a link to MySchoolBucks on our website if you would like to pay online for breakfast and/or lunch. A small selection of A la carte’ items are available.

STUDENT EXPECTATIONS/CAFETERIA RULES
1. Enter and exit quietly
2. Inside voices
3. One time through the lunch line.
4. Remain seated
5. Keep hands, feet, food to yourself
6. Clean your space
7. Ask for permission before leaving table to dispose trash

MUSIC POLICIES:
• Students will receive a grade for their participation in all music programs pertaining to their grade level. Attendance is expected unless an emergency arises. Only the following will be excused: illness, death in the family, religious reasons and out of town.

• 5th grade has the opportunity to participate in band.
• 4th and 5th may have the opportunity to participate in choir.

OPEN HOUSE:
• Open House is held to provide an informal visit in the building. Open Houses are used to secure parent volunteers, sign up for conferences, meet the teachers, etc. These are not designed to be used for conferences. Open House for grades K-5 is August 12, 2019 from 6:00- 8:00 p.m.
PARENT-TEACHER CONFERENCES:
• A relationship based upon mutual trust facilitates effective instruction. When parents and teachers have the best interest of students in mind and believe this to be true of each other, a comfortable relationship can develop. Conferences are one of the many steps we are taking to work with you to build your child's educational program. We will discuss your child's progress in school and learn more about your child from you. These conferences are scheduled twice a year. Please make sure you come and talk with your child's teacher. Our teachers are also available to talk with you at any other time when you have a concern about your child's progress.

  • Parent-teacher conferences are scheduled for October 24 and 28(4:00-7:00 p.m.), and January 23 and 30(4:00-7:00 p.m.).

PARKING:
• All visitors should park in the south parking lot. The circular drive on the east side is for bus drop off only.

PHYSICAL EDUCATION:
• All students are required by state law to participate in Physical Education classes. The only exception to this is a written excuse from a physician stating the reason(s) a child cannot participate and length of time involved.

  • For safety reasons, all students will be required to wear tennis shoes while participating in elementary physical education. If hard-soled shoes or boots are worn by students to P.E. class, the student will not be allowed to participate. Non-participation in the P.E. class, as a result of improper shoes, will be counted as an unexcused class and three unexcused classes will result in the student's grade being lowered. A pair of tennis shoes may be kept at school.
  • Girls are asked to wear slacks or shorts under their dresses on physical education days. Students do not change clothes for physical education

RELEASE OF DIRECTORY INFORMATION
• If you do not wish directory information (address, phone number, etc.) released, you must notify the school office in writing.

REPORT CARDS:
• Report cards are issued on the Friday following the end of each nine week period. Due to grades being available online, interim reports are no longer issued to students in the middle of each grading period. Parents may request an interim if they feel their child is not performing up to his or her potential.

RESTROOM:
• Students are permitted use as needed provided there are no safety issues. Special needs should be noted in writing to the teacher/s and office (i.e. medical, etc.).
RETENTION - PLACEMENT - ADVANCEMENT:
• Teachers will be responsible for the advancement, placement, or retention of their pupils. **If a student earns failing marks in two core subjects or is not performing at grade level, he/she may be retained without parental permission.** If a student has not met all the requirements of the previous grade in some area, but for some reason retention is not in the student's best interest, he/she may be placed in the next grade. Placement is alerting the next year's teacher that the student will need extra attention. It is the intention of the Centerburg Elementary Staff to work closely with the parents on the issues of retention, placement, or advancement. Students bound by the reading guarantee of the State of Ohio will be retained if they do not achieve minimum score as set by the State of Ohio.

• Parents will be notified and a conference scheduled to discuss retention or placement. Final retention decisions will be made at the end of the final grading period. The principal has final say on all promotions, placements and retentions.

STUDENT RECORDS:
• Many student records are kept by the teachers, counselors, and administrative staff. Student Records Include-directory information and confidential records.

• Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information.

• Confidential records contain educational 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 to the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

• Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with 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 may also provide the school with copies of records made by non-school professional agencies or individuals.

• Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requester. To review records, please contact Chuck Davis, Elementary Principal, in writing stating the records desired.
STUDENT RESPONSIBILITIES:
- The school’s rules and procedures are designed to allow students to be educated in a
safe and orderly environment. All students are expected to follow staff members’
directions and obey all school rules. Students should arrive to school on time and be
prepared to participate in the education program. In order to keep parents informed of
their child’s progress in school, parents will be provided information on a regular basis
and whenever concerns arise. Many times it will be the responsibility of the student to
deliver the information. The school, however, may use the mail or hand delivery to
ensure contact. Parents are encouraged to build a two-way link with their child’s teachers
and support staff by informing the staff of suggestions or concerns that may help their
child better accomplish his/her educational goals.

STUDENT WELL-BEING:
- Student safety is the responsibility of both students and staff. All staff members are
familiar with emergency procedures such as fire and tornado drills and accident reporting
procedures. If a student is aware of any dangerous situations or accidents, he/she must
notify a staff member immediately. State law requires that all students have an
emergency medical authorization form completed, signed by a parent or guardian on file
in the school office. Students with specific health care needs should alert the school
regarding those needs in writing and with proper documentation by a physician to the
school office.

SUSPENSION:
- The superintendent or the principal may suspend a student from school for disciplinary
reasons outlined in the student code of conduct. No period of suspension will be for more
than ten (10) school days not beyond the current school year. The guidelines listed below
will be followed for all suspensions, including in-school suspensions.
  A. The student will be informed in writing of the potential suspension and the
     reason(s) for the proposed action.
  B. The student will be provided an opportunity for an informal hearing to
     challenge the reason for the intended suspension and explain his actions.
  C. An attempt will be made to notify parents or guardians by telephone if a
     suspension is issued.
  D. Within twenty-four (24) hours, a letter will be sent to the parent or guardian
     stating the specific reasons for the suspension and including notice of the
     right to appeal such action.
  E. Notice of this suspension will be sent to the superintendent, the board treasurer,
     and put in the student’s school record (not for inclusion in the permanent
     record).

- Suspension may be appealed. If the suspension was issued by the Principal, the appeal
  is made to the Superintendent. In any case, the suspension may be appealed to the
  Board of Education.
“TAKE YOUR CHILD TO WORK”:
• Students who participate in a job shadowing experience must complete a “Take Your Child to Work Day” form and meet the following criteria in order to have the day count as an excused absence.
  1. Must make up all work missed.
  2. Must have a good attendance record.
  3. Must make prior arrangements with the teacher.
  4. Must show proof of attendance at parent's work (Business letterhead with supervisor signature and comment required.)
  5. Must be a bona fide “Child To Work” program sponsored by the parent’s place of employment.
  6. If scheduled during the Ohio Achievement Testing period, participation will not be approved.
Students should pick up the form in the office to be completed and returned.

TELEPHONES:
• The school telephone is reserved for official school business. Students are to make social arrangements before coming to school, not during the day. There are times when it is necessary for students to call home. In such cases, permission must first be obtained from the teacher and secretary. Students are to explain the nature of the call to be made. He/she may use the office telephone for school business or emergency calls home only. Students will not be called from class to answer the phone. The caller may give a message to the secretary to deliver to the student if necessary. The office is locked at 4:00 p.m. and the telephone is unavailable after that time.

TESTING:
• Students at Centerburg Elementary are tested or assessed at each grade level. Data from these tests is used in designing appropriate educational programming for each student. Students in grades 2 and 5 are given the Terra Nova 3 for ability data. In accordance with the 3rd Grade Reading Guarantee, all students in grades K-3 will be assessed in reading by Sept. 30 in order to determine if they are on track to be reading at grade level by the end of 3rd grade.
• In addition, students in the following grades will be participating in statewide Diagnostic and Achievement Testing.
  Kindergarten: Reading, Writing and Math Diagnostic
  1st Grade: Reading, Writing and Math Diagnostic
  2nd Grade: Reading, Writing and Math Diagnostic
  3rd Grade: Reading and Math Achievement; Writing Diagnostic
  4th Grade: Reading, Math, Social Studies Achievement
  5th Grade: Reading, Math, Science Achievement

Note: Per changes in ORC 3301.079(D)(3), beginning with the 2017-2018 school year, school districts will not be required to administer the mathematics or writing
diagnostics in grades one and two or the writing diagnostic in grade three, but may do so at the discretion of the district board.

- Diagnostic testing will be done early in the fall so that the data obtained can be used to drive instructional decisions and planning. The 3rd grade will take the Fall Reading test between Oct. 21 to Nov. 1. In the Spring, grades 3-5 will take the ELA test between March 23 to April 24. Those in grades 3-5 who are required to take tests in Math (3-5) or Science (5) will take those tests between March 30 to May 8.

In order to adhere to testing security requirements, it is imperative that students understand that they are not allowed to discuss in any manner, including electronically, any items, information or questions from any of the state tests during the testing windows. Testing windows are those dates listed above. This includes any form of communication with students who don’t attend Centerburg Schools.

TITLE I - PARENTS RIGHT TO KNOW
Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)
You have the right to know about the teaching qualifications of your child’s classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;

Whether the teacher is teaching in the field of discipline of the certification of the teacher; and

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

VISITORS:
- Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor (including parents) must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or obtaining a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
• Students may not bring visitors to school without first obtaining written permission from the teacher and principal.

VOLUNTEERS - CLASSROOM:
• Volunteers are an important part of our program. The use of classroom volunteers are at the discretion of the teacher. Volunteers are asked not to bring younger children into the classroom while performing duties for the teacher.

WEATHER:
• An announcement will be made over local radio and television stations if school will not be in session. We will also use the automated phone message system as well. This announcement should be expected before 7:00 a.m. We ask that students and parents NOT CALL THE SCHOOL OR SCHOOL PERSONNEL during inclement weather to check about school closing.

WITHDRAWAL FROM SCHOOL:
• No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

• If you will be leaving the Centerburg Elementary School to attend school at a different facility, please contact the elementary office as soon as possible so withdrawal procedures can be conducted in a timely manner.

ZERO TOLERANCE:
• No form of violent, disruptive, combative, argumentative, insubordination or other inappropriate behaviors will be tolerated.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
Definition of Terms
"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and
B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless handheld device that a student has exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student/school personnel; and
B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was
communicated to others, how the perpetrator interacted with the victim, and the motivation, either
admitted or appropriately inferred.
A school-sponsored activity shall mean any activity conducted on or off school property (including school
buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of
Education.

Types of Conduct
Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule,
humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors
include:

A. physical violence and/or attacks;
B. threats, taunts, and intimidation through words and/or gestures;
C. extortion, damage, or stealing of money and/or possessions;
D. exclusion from the peer group or spreading rumors;
E. repetitive and hostile behavior with the intent to harm others through the use of
   information and communication technologies and other web-based/online sites (also
   known as "cyber-bullying"), such as the following:
   1. posting slurs on websites where students congregate or on web logs (personal on-line
      journals or diaries);
   2. sending abusive or threatening instant messages;
   3. using camera phones to take embarrassing photographs of students and posting them
      online/or otherwise distributing them;
   4. using web sites to circulate gossip and rumors to other students; and,
   5. excluding others from an on-line group by falsely reporting them for inappropriate
      language to Internet Service Providers.
F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive
behavior and/or bullying.

Complaint Procedures
Building principals, assistant principals, and the Superintendent have the responsibility for conducting
investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a
neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged
to immediately report his/her concerns.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined
above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall
promptly file a written incident report concerning the events witnessed. Teachers and other school staff
who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly
notify the building principal and/or his/her designee of such report(s). If the report is a formal, written
complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building
principal or his/her designee. If the report is an informal complaint by a student that is received by a
teacher or other professional employee, s/he shall prepare a written report of the informal complaint which
shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to
address the issue of harassment, intimidation, or bullying in other interactions with students. School
personnel may find opportunities to educate students about harassment, intimidation, and bullying and
help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of
socially appropriate behavior. School personnel should intervene promptly whenever they observe student
conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such
conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step I Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented
to the building principal or assistant principal or the Superintendent. Students may also report their
concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or
Board of Education official. Complaints against the building principal shall be filed with the Superintendent.
Complaints against the Superintendent shall be filed with the Board President. Information may be initially
presented anonymously. All such information will be reduced to writing and should include the specific
nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the
target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If
the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the
person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) workdays after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) workdays after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant’s appeal within ten (10) workdays of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student’s education records or the employee’s personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

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

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

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

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of “harassment, intimidation, or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against “harassment, intimidation, or bullying.”

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.
Disciplinary Interventions
When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. **Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.**
In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.