

CENTRAL INTERMEDIATE SCHOOL

2018-2019

<http://www.wadsworth.k12.oh.us>

MISSION STATEMENT

“Our mission at Central Intermediate School is to provide a positive school atmosphere where our students and staff will learn collaboratively and support one another through valuing diversity, demonstrating respect, and practicing kindness. By promoting independent thinking skills, personal accountability, and the value of teamwork, we believe that Central Intermediate School students will become passionate, confident, and productive 21st Century learners and citizens.”

INTRODUCTION

Central Intermediate School serves all 5th and 6th grade students attending the Wadsworth City Schools. Because we have students at a relatively narrow age span, we are able to “specialize” at educating ten, eleven, and twelve-year olds. Teachers work together in various teams, which supports the sharing of ideas and resources, allowing us to work efficiently and effectively towards a common goal: a quality education in a developmentally appropriate setting.

Children at the ages of ten, eleven, and twelve are beginning to move from childhood to early adolescence, which involves:

- * Experiencing the privileges and responsibilities of increased independence.
- * Becoming far more interested in, and influenced by, their peer group.
- * Becoming more aware of themselves as separate from parents and others.
- * Taking responsibility for one’s choices: managing one’s own behavior.

Children at these ages mature at noticeably different rates. The intermediate school looks somewhat more like an elementary school than a middle school, though it has its own unique identity, which falls somewhere in between. The intent is to help students make the transition from elementary to intermediate to middle school, from childhood to early adolescence.

ADMINISTRATIVE AND SERVICE PERSONNEL

Principal..... Joanne Gahan
Assistant PrincipalLaura Maslyk
Head Custodian Richard Hinote
Secretary Brenda Zvada
Guidance Counselor Vicky Albanese

CONFERENCE NIGHTS

Parent teacher conference dates are available on the 2018-2019 Wadsworth City Schools calendar found on the district web page.

Conferences can be scheduled on additional days and times. Please call the main office to set up conferences with your student’s teachers. (330-335-1480)

DAILY TIME SCHEDULE

8:55..... Entrance Bell
9:05..... Tardy Bell
3:25..... Bus Dismissed
3:30..... Walkers Dismissal

DAILY ATTENDANCE SCHEDULE

9:05-10:05..... Tardy
10:05-12:25..... Half Day AM
12:26-3:30..... Half Day PM

SCHOOL CALENDAR

August 16..... Teacher Work Day
August 17..... Teacher Work Day
August 20..... Prof. Dev. In-service
August 21..... First Student Day
September 3..... Labor Day
September 28..... Prof. Dev. In-service
October 19..... Teacher Comp. Day
Nov. 9..... Prof. Dev. In-service
Nov. 22-26..... Thanksgiving Break
Dec. 24 - Jan. 4..... Winter Break
January 21..... Martin Luther King Day
February 1..... Prof. Dev. In-service
February 18..... President’s Day
April 1-5 ... Spring Break
April 19..... Good Friday
May 27..... Memorial Day
May 30..... Last Student Day
May 31..... Teacher Work Day
June 3..... Teacher Work Day

LUNCH

Free and reduced price lunches are available to those who show a need. Application forms for free and reduced lunches are available to all families. Forms are available for pick up in the office, or on the district website under the Food Service tab.

Point of Sale Information: Our cafeteria operates using a Point of Sale (POS) system. Each student must type in their student ID# in order to purchase items. Parents are encouraged to send money in the form of checks to be placed on student accounts. Monies on an account are eligible for meals and a la carte items. All money left on the account at the end of the school year, stays with the student and will transfer to the next grade. No refunds. POS has the ability to block specific purchases or honor parental requests. Students who do not have a lunch will be permitted to charge their POS account for the cost of one. Unpaid balances turn into student fees at the end of the school year.

ABSENCE – MAKE UP WORK

Work missed as a result of absence is to be made up by the students. Students are responsible for contacting their teachers and arranging a make-up work schedule upon their return to school. Students will be allowed the same number of days to complete missed work as they were absent (e.g., 4 days absent, 4 days make-up). The exception to this format occurs when a student is in school the day previous to a test, but absent on the day of the test. In this event, he/she will be expected to take the test on the day of his/her return to school. Due dates may also be extended in the case of emergencies, funerals, and under other extenuating circumstances. Parents will be provided make-up work, upon request. Work requested from a teacher prior to planned absence will be due the day the student returns.

ACTIVITY NIGHTS

Activity Nights will be provided for 6th grade students two times per year. Once entering the event, students cannot exit without permission. Students are expected to remain the entire time. Activity Nights are for CIS 6th grade students only.

Violation of school rules at an activity night may result in the student's immediate removal and/or result in other disciplinary action, including permanent revoking of the privilege to attend future activity nights.

ADMINISTRATION AND SECURITY OF TESTS

Students and parents are advised that there are strict security procedures that exist regarding the admission and handling of state achievement tests. Only those people authorized by district policy should have access to these test materials. Under no circumstances should students have access to the testing materials prior to or after the testing session is complete. Cheating, violations of test security provisions, or other inappropriate testing practices by a student will result in invalidation of the test and disciplinary action.

ANNOUNCEMENTS

General morning announcements will be made over the public address system, along with our Pledge of Allegiance.

TECHNOLOGY – ACCEPTABLE USE STATEMENT

All students are expected to use the technology provided to Central Intermediate School in an approved, ethical manner in accordance with Board Policy 7540.03 for completion of classroom assignments. Board Policy concerning the use of technology is available at <http://www.neola.com/Wadsworth-oh/>. Bring your own device at your own risk. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet

content filter or excessive printing will be subject to immediate disciplinary action. Students are not permitted to access social media at school or use personal devices to text or take pictures (or video).

General school rules for behavior and communication apply. The Board does not sanction any use of the internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted accesses to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for use of the Internet not authorized by this Board policy and its accompanying guidelines.

ELECTRONIC DEVICES

The uses of personal electronic devices are permitted for educational purposes. Permission to use personal electronic devices will vary depending on the location of the building. The following color system will identify levels of permission of use for specific areas within Central Intermediate School.

Green:

Students are permitted to use electronic devices at their convenience for educational purposes.

Yellow:

Students are permitted to use electronic devices with the permission of the classroom teacher. Teacher classrooms and other areas marked as such.

Red:

Students are NOT permitted to use electronic devices. These areas include hallways, restrooms, cafeteria, playground and classrooms when the teacher has prohibited use.

This color system is visually displayed in areas around the building.

Consequences for Violation of the Bring Your Own Device (BYOD) Student Guidelines Violation of the BYOD Student Guideline as outlined in this document will result in the following disciplinary actions:

- | | |
|--------------------|--|
| 1st Offense | Warning or possible detention |
| 2nd Offense | Detention, parent/guardian must pick up device, other discipline considered |
| 3rd Offense | In-school Detention, parent/guardian must pick up device, loss of BYOD privilege for grading period or extended time |

- Administration reserves the right to address individual offenses that could result in more severe consequence.

Repeated Offense Out of school suspension; parent/guardian must pick up device and conference with building principal, loss of BYOD for the remainder of the school year.

****All students will enter into BYOD policy with a clean record regarding electronic device violations****

Students will face suspension and possibly expulsion for using an electronic device of any kind to cheat in class. In addition, students may not record any lesson or any other event without the teacher or administration pre-approval. Students who record other students or events may face suspension or expulsion.

PLEASE BE ADVISED that all information transmitted via the WCS wireless system is subject to search and seizure. This includes any holding/transmitting device and its contents are not held to any expectation of privacy of the data contained. Information may be searched if the administration feels it is necessary for the safety and security of the student in our School.

In case of emergency, please call the main office. The main office will address appropriately, with administration being involved. Students are not permitted to answer or respond to incoming calls or text messages.

ATTENDANCE POLICY

The Board of Education believes that there is a strong correlation between school attendance and academic success. Most students at CIS miss 5 or less days per year. Schools are required to report attendance daily to the State of Ohio through the State computer system Educational Management Information System (EMIS) in each school office. Regular attendance teaches and develops the habits of punctuality, self-discipline, responsibility, and dependability.

We must ensure your child's safety and education. It is the parent/guardian's responsibility to:

- Notify the school when a child is absent. The attendance desk telephone number is (330) 335-1481. This line has voice mail that you may leave a message on 24 hours a day. If you do not call, please send in a note to school the day the child returns to explain the absence.
- If arriving late, bring your child to the attendance desk, or you may send a note or call the attendance desk. When a child is tardy to school, he/she will be asked to complete a tardy slip in

the attendance desk. The first offense each grading period will be excused. The second occurrence will result in a letter sent home. Upon reaching the third and fourth tardy, a 30-minute after-school Thursday detention will be issued. For the fifth and sixth tardy, a 60-minute after-school Thursday detention will be issued. Once a student reaches his/her seventh tardy, a 120-minute, after-school Thursday detention will be issued. Each grading period will begin a new cycle.

- If leaving early, report to the attendance desk to sign your student out. Please submit a note to the attendance desk first thing in the morning before school starts.
- Parents must sign students in and out at the attendance desk if they arrive late, coming back from an appointment or are dismissed early.
- When leaving school for a doctor's appointment, you will be given a yellow verification slip to be signed by the doctor's office.

Per our Board Policy:

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, she/he will be considered habitually absent.

The Ohio School Law defines an **excused** absence as:

- Personal illness
- Illness in the family
- Death in the family
- Quarantine
- Religious reasons

Absences due to a vacation will need the approval of the building principal in advance.

Absences from school that are not permitted by the State Law are **unexcused** absences. These may include, but are not limited to:

- Oversleeping
- Missing the bus or car trouble
- Missing class because of dress code violation
- Failure to report absences to school
- "Take Your Child to Work" day

In accordance with State Law, the school system recognizes the following, but not limited to, as acts of **truancy**:

- Missing school without parental permission and on certain occasions with the parent’s permission.
- Leaving school without signing out by permission
- Birthdays
- Unauthorized absence from class
- Failure to return to school on the same day when sent home for improper dress
- Failure to present a doctor note when requested by the school system
- Failure to contact the school when your child is not in attendance.

Truancy cases will be reported to the district attendance office.

Administration will provide a disciplinary response for truancy.

We are required to report excessive absences to Medina County Job and Family Services and Medina County Juvenile Court.

BULLYING

The staff and administration at CIS believe that school should be a safe environment in which to learn. Students exhibiting bullying behavior will not be tolerated. By definition, bullying behavior is considered when:

1. It is purposely hurtful
2. Includes repeated offenses toward another student
3. The bully attempts to gain power over another

Students will be provided classroom based lessons to help identify bully behaviors and who can help them if they experience bullying. Cyber bullying through social media and other technology, that impacts a students’ sense of safety, will also be addressed by administration when deemed appropriate. Disciplinary responses will be given for bullying, and could include suspension or expulsion. However, the school cannot be responsible for resolving conflicts that occur outside of school hours.

CARE OF BUILDING AND EQUIPMENT

Any student guilty of damaging or defacing school property is subject to disciplinary action, and the parents/guardians of such student will be held responsible for payment of damages.

CENTRAL INTERMEDIATE SCHOOLWIDE DISCIPLINE PLAN HIGHLIGHTS

GRIZZLY FIVE:

1. **Be Respectful**
2. **Be Responsible**
3. **Be There....Be Ready**
4. **Follow Directions**
5. **Keep hands, feet to self**

Positive Consequences

During the year, our staff will recognize student’s positive behavior and provide incentives to encourage further positive behavior. Things like extra recesses, special events, etc., may be provided for such occasions.

Staff members and teachers will issue “Grizzly Bear Paws” to students who are complying with Central’s expectations. These Bear Paws will be collected and a weekly drawing will be held for various prizes.

Negative Consequences

A progressive discipline process will be utilized to address infractions of Central’s expectations. At level II & III, there will be written documentation sent home to inform parents about the situation.

If received, a discipline form should be signed and returned to the homeroom teacher the day following the incident that warranted the action.

Level I Warning is the initial documented step implemented to change negative behavior. At this level, the staff member handles the situation accordingly. Parents are informed when necessary. Level I incidents can be characterized as minor offenses.

Level II Detention is the secondary step. It is implemented when the student’s decision is to repeat a Level I Behavior or to exhibit a misbehavior that is more serious in nature. At this level, the office is made aware of the student’s negative behavior and the student will be assigned a before school or after school detention. It is possible to receive a Level II detention without having received a Level I warning.

Level III consequences are considered when a student continues to repeat negative Level II misbehavior or by misbehavior that is severe in nature. At this level, the office will be involved through a written discipline report or direct involvement. Consequences for a Level III discipline incident may include: before or after school detention, loss of privileges, in-school detention, or out-of-school suspension. Major infractions, listed in our Wadsworth City Schools Code of Conduct would immediately be considered for a Level III discipline report. Teachers reserve the right to remove students from special events or activities should poor behavior warrant the removal.

At times, staff may design individual behavior plans as needed, to help encourage positive behavioral changes.

CHEATING

Any student involved in cheating (giving or receiving) may receive an automatic “F” for the work involved. On second offense, a 60-minute detention must be served.

CLASSROOM DISCIPLINE

In an effort to maintain an orderly and effective classroom and be as fair and consistent with the students as possible, we use a variety of classroom interventions. Each teacher will have his/her discipline policy or classroom rules posted in the classroom. Discipline plans will be shared with families.

COLLECTION OF MONIES

Throughout the school year, there will be many occasions in which the student will bring money to school to pay for such items as workbooks, pictures, school fees, etc. It is requested that these monies be clearly marked (as to purpose) in an envelope with the student's name and teacher's name. You may wish to pay all fees by check. This will provide you with a record of payment. If paying in cash, the exact amount is required. Students are not permitted to buy or sell personal items while at school.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the second year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted

above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

DRESS CODE

It is recognized that styles change frequently, and it is difficult to keep current with all changes.

It is understood that choices of clothing styles are personal, and although it is not the purpose of the school to inhibit self-expressions, it is the school's responsibility to provide a sound and proper educational environment within which positive instruction can occur.

Consequently, it may be necessary to make a judgment in certain cases as to what article of clothing is appropriate for the functioning of the classroom and school.

Pupil dress and grooming shall be such that it does not distract from the learning situation; therefore, students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, hairstyle, or body piercing which is considered contrary to good hygiene, safety or which is distracting or disruptive in appearance and detrimental to the purpose of conduct of schools will not be permitted. This will be at the discretion of the principal. See-through or mesh garments, holes in clothes, tank tops, flip-flops, sun glasses, hats, or other similar items of clothing are not permitted to be worn. Shirts advertising alcoholic beverages, tobacco products, chemical substances, death, skull images, destruction, violence, and those with obscene or negative images or messages on them will not be permitted. Students need to dress appropriately for weather conditions, especially as the seasons change. The decision to wear shorts should be based on careful consideration of weather with parent guidance. All shorts, dresses or skirts must reach the end of the fingertips when standing straight. Parents may be contacted if inappropriate dress occurs.

EMERGENCY CLOSINGS

In the event of school closing or two-hour delay, accurate information will be made available to parents and staff members through the following stations: WEWS TV 5, FOX TV 8, WKYC TV 3, WOIO/WUAB TV 19, ohio.com, and WAKR/WQMX. The *Alert Now@* Phone Calling System will also be utilized. The Wadsworth City School system is NOT part of the Medina County School system.

ENTRY AND DISMISSAL

No one should arrive on school grounds before 8:40 a.m. There is no supervision outside for students before this time. When students arrive, they will be directed to come in the building to be supervised.

FEES AND FINES

Parents will be notified of fees when due. A \$30.00 instructional fee is assessed to each student each school year. Fees and fines will be carried forward from year to year.

FIRE, TORNADO AND OTHER SAFETY DRILLS

Drills will be held regularly at unannounced times throughout the year. Quick and orderly fire drills add to the safety of our students in time of emergency.

1. Always regard the ringing of the alarm as denoting danger.
2. Rooms are to exit single file, hurry but do not run. Exits to be used are posted in each room. No talking is permitted by students during fire drills.
3. Keep noise to a minimum and stay in line outside until the signal is given to re-enter the building.

The state requires schools to conduct fire, tornado and other safety drills each year. Each classroom is assigned to certain areas within the building to report to during these drills. Students will follow the instructions of their classroom teachers during a drill or the actual event.

GUIDANCE AND COUNSELING SERVICES

Counseling services through our school counselor or through our prevention specialist are available to all students at CIS. Families can take advantage of short term individual counseling for concerns about home or school and group counseling for concerns with stress management, ADHD support, social skills, grief or changing families. Any student wishing to visit the counselor must sign up in the counseling office or with their teacher. The counselor will send for the student. Do not go to the counselors office unless you have permission from your teacher.

GUIDELINES FOR CLASSROOM DETENTION

Students may be assigned a detention by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other discipline problems.

Students assigned to detention are to report to the room designated on the detention notice at the time given. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the detention supervisor. Students will be given overnight notice.

The following guidelines are to be in effect during before or after-school Detention.

1. After-school detention starts at 3:30 p.m.
2. Before school detentions begin at 8:15 a.m.
3. Students are expected to bring school-related materials for study.
4. Students must report with necessary supplies to study: paper, pencils, books, erasers, etc.
5. Students are **not** allowed to go to their lockers or use the telephone.
6. No food or beverages may be consumed during detention.
7. No recreational articles will be allowed in the room. (Radios, cards, toys, etc.)
8. Students will not be allowed to put their heads down and sleep.

THURSDAY DETENTION

Detentions may be assigned by the office and will be served on Thursday after school. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the principal or teacher. Removal and further disciplinary action from detention will result, if inappropriate conduct is observed during detention. Students must be picked up promptly following detention. Parents are not permitted to appeal a detention assigned to a student by a teacher or principal.

HOMEWORK POLICY

The school realizes that the assigning of homework provides opportunities for students to develop responsibility and self-discipline. It also indicates to parents what is taking place within the classroom.

The purpose of homework should be to help a child practice skills taught in the classroom. The assignments should be meaningful and well within the capabilities of each child. Students and parents should develop good habits at home, to promote success with homework. Often, teachers will assign consequences when students fail to do homework.

LOCKERS

Students will be given a locker during the first day of school for their use. Lockers are the property of the Wadsworth Board of Education. Board of Education Policy authorizes school personnel to search any pupil's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Additionally, we reserve the right to search personal property, clothing, and belongings in the event such personal property is suspected of containing, hiding, or possessing evidence of a criminal or school rule violation. The combination of each locker should not be given out to any other student. Students can enter into their lockers with teacher permission. The school will not assume responsibility for lost or

stolen articles when lockers are not properly used. The care and cleaning of lockers are the student's responsibility. Students are not permitted to decorate lockers with stickers or adhesive items.

LUNCH PROGRAM

A hot lunch is available to students at a nominal cost. Please visit the Food Service web page for up to date prices. In addition, an a la carte menu is available on a daily basis. An a la carte item may not always be available.

Our lunch program is run on a computer system. Students can pay for their lunches on a daily basis or they can put money in their account that can be used for lunches or a la carte items. Those who qualify can apply for the free and reduced lunch programs.

ILLNESS AND FIRST AID

If you injure yourself or become ill at school, you are to report immediately to the office. Your parents may be notified to come to school for you if necessary. You will wait for your parents in the clinic or the front lobby.

MEDICATIONS

Before any medication may be given to a student by school personnel, a form requesting the administration of the medication must be completed, signed by the doctor and on file in the school office. A change in medication will require a revised form, again, signed by the doctor. A health aide in our clinic will administer medication. Over the counter medications must be in their original bottle. Forms are available on our website.

SCHOOL HEALTH SERVICES

Screenings:

This school year, vision and hearing screenings will be done in grade 5. These are state mandated screenings for all students in this grade. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade. For more information on school screenings, go to www.wadsworth.k12.oh.us, select "Departments", then select "Health Services" on the WCS web page.

Screening Exemption:

Any child may be exempted from the school hearing screening by providing proof to the school by September 15th that he/she has been examined by a physician within the past 12 months with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15th that he/she has been examined by a physician or optometrist within the past 12 months with a note stating your request.

Health Aides:

All schools will have a School Health Aide in the clinic for several hours a day. The School Health

Aide has been trained in basic first aid, will administer medications and do vision and hearing screenings. The School Nurse will supervise the School Health Aides.

Please contact the District School Nurse by calling 330.335.1403, extension 30116, if you have questions or concerns about your child's medical condition.

Scoliosis:

Scoliosis is a condition of the spine that a child is born with. In scoliosis, the vertebrae are shaped like wedges rather than blocks. As the child has the period of rapid growth usually associated with puberty, any abnormality in the spine may become more obvious, perhaps causing an abnormal curve in the spine. If left untreated, it can cause problems later as the organs in the body may become cramped. The treatment for scoliosis may be: no treatment, exercises to strengthen the muscles on the opposite side, or surgery depending on the severity. Most cases of severe scoliosis are already known by this age.

Fifth and Sixth grade students will be screened for scoliosis. The initial screening for scoliosis is a simple procedure in which the child's posture is inspected as he/she stands and then bends forward. If an abnormality is suspected, your doctor may order an x-ray, which is the only sure way to diagnose scoliosis. If you have a question about whether your child's posture has been evaluated, please talk to your physician. If you would like an initial postural evaluation by the school nurse, please contact her at 330.335.1480, extension 40406. For more information on scoliosis, go to www.srs.org/patients/.

PROMOTION POLICY

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum, and decisions may be as objective as possible.

1. A student may be promoted to the next grade level after successful completion of four or more academic subjects.
2. A student may be assigned the next grade level if it can be established that the student is working to his/her ability, even if he/she has failed to meet the requirements of promotion.
3. For purposes of retention, many factors will be considered in a conference with parents. The final decision for retention will remain a responsibility of the principal.

REPORT CARDS

Report cards will be issued at the end of each nine weeks. Printed copies will not be sent home unless a parent requests. Instead, the report card is available electronically, through Progress Book. Grades are available on line through Progress Book at all times.

It is also recognized that evaluation of progress involves many things. Some of the areas evaluated are: class participation, effort, reports, experiments and projects, themes, daily work, quizzes and tests. Report cards will not be given in the 2nd, 3rd and 4th nine weeks to students who have not paid fines, fees, etc.

Grading Periods:

August 21 – October 19.....	40 Days
October 22 – December 21.....	40 Days
January 7 – March 15.....	47 Days
March 18 – May 30.....	47 Days

STAYING AFTER SCHOOL

Students staying after school must be under the supervision of an adult or staff member. Students not taking the bus home, but waiting for private transportation must be picked up no later than 3:40 p.m. These students are asked to wait in the front lobby area for their transportation to arrive.

SUBSTITUTE TEACHERS

These teachers are guests and their impressions of Central Intermediate School depend upon their brief visits. Students are to be helpful and considerate. Substitute teachers are to receive the same respect as regular teachers. Students misbehaving for a substitute could be disciplined by the office relative to the infraction.

TELEPHONE USE

Students will only be allowed to use the classroom telephone to call a parent with teacher permission. Any misuse of a call to 911 will result in immediate suspension and the student will be responsible for any fines incurred.

TEXTBOOKS

Textbooks are furnished by the Board of Education and distributed for student use. Each student is financially responsible for books issued to him/her which are lost, damaged, or defaced.

TRAFFIC POLICY

All traffic should enter through the gates off of Main Street. The exit gates at Main and Mill Streets will remain closed during school hours. **Please note there is no right turn at the traffic light when exiting the gates** as indicated by the traffic sign attached to the light. This alleviates right turns being made at the pedestrian crossing and ensures the safety of the students. Wright Drive cannot be used as a drop off until all buses are gone. For the safety

of students, buses will always have the right-of-way. There is no dropping off students on S. Lyman Street. When crossing the street, students are expected to use the crosswalk.

VISITORS

Upon entering Central Intermediate School, visitors must report immediately to the front desk. Visitors must sign in at the front desk on the sign-in sheet and obtain a visitor's badge. The badge should be easily visible to all staff members and students. Please do not go directly to classrooms or playground. Students are not permitted to bring visitors to the school without prior permission from the office. The school will not transport visitors on school buses.

GENERAL SCHOOL RULES

1. In order for significant educational progress to take place in school, **the burden of responsibility for following school rules rests on the individual student.** It is expected that students enter class with the necessary tools for learning. These may vary from class to class but generally include: pencil, paper, textbook and homework assignments. Students should obtain these before school because they will not be dismissed from class to go to their lockers.
2. Upon arrival students must remain on school property. Students getting off buses should go directly to school grounds and students waiting for school buses must remain on school grounds until the bus arrives. When students arrive at school in the morning, they will be directed to come in the building to be supervised. They may not be in the halls until the 8:55 bell rings. No one should arrive on school property before 8:40 a.m.
3. Students may only go to their lockers when the 8:55 bell rings, before and after lunch and at dismissal time.
4. Students are to be seated in their classroom **BEFORE** the tardy bell rings.
5. The following activities are **NOT** permitted:
 - a. Gum chewing
 - b. Eating candy while in classrooms, halls, or playground
 - c. Throwing of paper wads or other objects
 - d. Possessing/smoking cigarettes, chewing tobacco, lighters or matches
 - e. Running in the halls
 - f. Fighting or tussling or behaving disorderly
 - g. Writing on walls or destroying school property
 - h. Holding hands or other inappropriate physical contact between boys and girls
 - i. Possession of chemical substances and drug paraphernalia or counterfeit substances

- j. Guns, knives, explosives or dangerous weapons. The penalty may be a one-year expulsion from school for having such items.
- 6. Recognizing that cell phones are a useful communication tool between parents and students, students will be permitted to carry a cell phone in their book bags. Students will NOT be permitted to make calls or text between the hours of 8:55 am - 3:30 pm, at Central Intermediate.
- 7. During assemblies, show good manners by applauding when appropriate and by refraining from booing or other inappropriate behavior. The use of good manners and etiquette is expected at all times.
- 8. There is a city ordinance that prohibits skateboarding on city sidewalks therefore we will not allow skateboards or rip sticks to be ridden to school. Any skateboard that is brought to school will be kept until a parent can pick it up. **PLEASE DO NOT ALLOW YOUR STUDENT TO BRING SKATEBOARDS TO SCHOOL.**
- 9. Students riding scooter or bikes to school must walk scooter or bike on CIS property. Scooters are to be stored inside the front doors. Bikes should be locked on the bike rack.
- 10. Bus riders are to go directly to their buses at dismissal time. Students must stay on school property.
- 11. All school rules apply when students are in the Municipal Parking Lot before and after school.
- 12. Any violation of the Code on Student Conduct may lead to detention, suspension, expulsion, or removal from school.

CAFETERIA AND LUNCH RULES

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunchtime.

Additional guidelines include:

Cafeteria/Recess Rules and Regulations

- 1. Students may use the restroom before or after the lunch period. Hallways are off-limits during the lunch periods.
- 2. Students buying a plate lunch are to line up single-file in an orderly manner. No cutting in line will be tolerated.
- 3. Students must bring with them to lunch their coats and appropriate clothing to go outside for recess in inclement weather. Students will not be allowed to return to their rooms without permission.
- 4. Students must keep their eating area and tables clean and free of litter. All litter must be placed in the trash cans or recycle bins.

- 5. Students must raise their hands to be dismissed from their table unless directed otherwise. Students must exit outside or stay in OJ Work or cafeteria on inclement days.
- 6. Students are to stay inside the fences and away from the street. Students need to be in visible range of the monitors.

PLAYGROUND RULES

With safety as our first concern, the following rules and consequences will apply to lunch and recess times.

- 1. Students should have what they need and have used the restroom before coming outside. No one will be permitted back into the building once outside.
- 2. Minor scuffles, not sharing, not following game rules, disrespect to peers, etc., will result in disciplinary actions.
- 3. Causing a safety concern, including physical pushing, shoving, kicking, jumping on someone, will be referred to the office.
- 4. There will be no tackling in football or students will be removed from the game. Repeated offenses will be referred to the office.
- 5. Basketball will be played by the rules. Aggressive play will be stopped. Those becoming too physical will be removed from the game. Repeated offenses will be referred to the office.
- 6. Fights will not be tolerated.
- 7. Caution must be exercised when using the climbing apparatus or obstacle course. No pushing or horseplay allowed.
- 8. Playground Boundaries – Students are to stay inside the fences and away from the street.
- 9. No throwing or kicking snow/snowballs.
- 10. No scooters or skateboards on playground or school grounds.
- 11. No jumping from swings. They are not to be twisted or thrown over the bar.
- 12. Adult playground monitors are to be respected. Students must follow their directions.

STUDENT CONDUCT ON SCHOOL BUSES

Students are expected to listen and obey the bus drivers as they would their teachers. The buses need to be free of misbehavior to ensure safety on the routes. A note needs to be signed and verified in the office if a medical appointment will change bus riding. Only a family emergency will alter the bus assignment. A note explaining the emergency and where the parents can be reached will be necessary. The note should be presented to the building administrators or designee who must sign the note and have an emergency release form attached to the note.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other

drivers on the road and to ensure the safety and proper maintenance of school buses.

Students will:

1. Sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
2. Reach assigned seat in the bus without disturbing or crowding other students; and remain seated while the bus is moving.
3. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
4. Keep the bus clean and sanitary; no chewing gum, candy, soft drinks or ice cream is permitted on the bus at any time. Students are not permitted to eat on the buses.
5. Not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Keep head, arms, hands, and all other objects inside the bus at all times as windows are intended for light and ventilation.
7. Be courteous to fellow students and to the bus driver; profanity will not be tolerated.
8. Remain seated until the bus stops to unload. Keep the aisles clear once on bus.
9. Arrive at pickup points no more than 10 minutes prior to the scheduled time of the arrival of the school bus.
10. A student who routinely rides a bus must have a note from the parent if they wish to walk home or to a medical/dental appointment.
11. No student will be permitted to ride home with another student on a bus that has not been regularly assigned to them.

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

1. If possible, the driver should handle the problem. They may conference with a student, assign or reassign seats, call parents, or issue a warning.
2. When a driver is unable to solve the problem, he/she should report it to the Transportation Supervisor on the approved form. Then, the Transportation Supervisor and driver, if necessary, will confer with the principal. The disciplinary disposition of the case will be by the principal of the school.
3. Cases that cannot be solved through the courses outlined above will be referred to the principal.

CONSEQUENCES FOR VIOLATING THE RULES:

- 1st Offense:** Warning with parent contact by phone or mail.
- 2nd Offense:** 60-minute detention served with parent contact.

3rd Offense: 90 minute detention

4th Offense: 3-day suspension of bus privileges

5th Offense: 6-day suspension of bus privileges

***An immediate suspension from riding the bus may occur in circumstances where the physical well-being of the driver and students have been jeopardized.**

A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at <http://www.wadsworth.k12.oh.us/administration/12>.

WHAT TO DO IF:

- **YOU ARE TARDY** – report to the attendance desk upon arrival.
- **YOU LEAVE AN ITEM AT HOME**- parents should leave any items to be delivered to your student (i.e., lunch money, homework, band instruments, etc.) at the front desk. These items will be delivered to your student when possible.
- **YOU NEED TO LEAVE A MESSAGE FOR YOUR CHILD** – call the attendance desk (330-335-1481) for any messages to be delivered to your student, including changes in afternoon transportation. If possible, call before 3:00 p.m.
- **YOU BECOME ILL DURING THE DAY** – report to the main office with a pass.
- **YOU NEED FIRST AID** – Report to the main office or send someone to the office.
- **YOU NEED TO USE THE TELEPHONE** – The office phone may be used for emergencies.
- **YOU FIND AN ARTICLE** – turn it into the lost and found located by the 1st floor steps.
- **YOU MUST LEAVE SCHOOL** – You must have a note from your parent which must be approved in the morning at the attendance desk. You must be signed out at the attendance desk before leaving.
- **YOU ARE DETAINED IN THE OFFICE OR IN THE CLASSROOM** – Ask the person who detained you for an admit slip.
- **YOU HAVE PROBLEMS WITH YOUR LOCKER** – Check with the assistant principal, secretary or custodian.
- **YOU HAVE ANY PROBLEM THAT YOU CAN'T SOLVE AT HOME OR AT SCHOOL** – See the counselor in the guidance office or a faculty member.
- **YOU HAVE PROBLEMS CONCERNING GRADES** – Talk it over with your teacher, then, if necessary, see the guidance counselor or an administrator.

***While many of these handbook policies, procedures, and fees are outlined, the administration reserves the right to adjust, add, or delete policies, procedures, and/or fees during the school year if it serves the best interest of Central Intermediate.**

ANNUAL NOTICES

Wadsworth City School District Bylaws and Policies

Wadsworth City School District

Bylaws & Policies

5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process

provided by the District. (See Policy 5610.03 "Emergency Removal")

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

Students are permitted to make up all work missed during a suspension for full credit.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of

more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult; and
- b. results in serious physical harm to person(s) as defined in R.C.

2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the

hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

C. Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function.

Pending completion of the procedures set forth in sections A or B, when circumstances are such that a student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an on-going threat of disrupting the

academic process taking place either within the classroom or elsewhere, on the school premises or at school-sponsored or related activities or events, the Superintendent or principal or assistant principal may remove a student from curricular or extracurricular activities or from the school premises, without complying with the notice and hearing requirements of section A or B. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of section A or B. As soon as practicable after making such removal, the teacher shall submit the reasons, in writing, for such removal to the principal.

If a student is removed under this subparagraph, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student, as soon as practicable, prior to the hearing. The hearing must be held within three (3) school days from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in section A above, pertaining to suspension, unless it is probable that the student may be subject to expulsion. In that event, hearings shall be held in accordance with the procedure set forth in section B above, except that the hearing shall be held within three (3) school days of the initial removal. The school official who ordered, caused or requested the student's removal under this Article shall be present at the hearing.

This procedure shall not and need not be followed in cases when a student is removed from one (1) or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

D. Permanent Exclusion – The Board may seek the permanent exclusion of a student sixteen (16) years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court for any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of deadly weapons or dangerous ordinance.
2. Carrying concealed weapons.

3. Selling or offering to sell or possessing a controlled substance.
4. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, rape, gross sexual imposition or felonious sexual penetration if the victim is a school employee.
5. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity.

When a proposed suspension is for any of the above reasons and the student is age sixteen (16) or older, the parent and student will be notified that the student may also be subject to permanent exclusion from school if the student is convicted or adjudicated a delinquent child for that violation. Any action to permanently exclude a student will be in compliance with R.C. 3313.662.

E. Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extracurricular activity. No disciplinary removal may extend beyond five (5) days.

1. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for violation of code or school rules and regulations.
2. A student may be removed from an extracurricular activity in which s/he has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extracurricular activity or where the student violates the rules or regulations which govern participation in the extracurricular activity.
3. Before a student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, the student shall be given written notice of the intention to remove and the reasons for the intended disciplinary removal. The student will be given an opportunity to appear at an informal

hearing before the Superintendent, Superintendent's designee, principal or assistant principal to challenge the reasons for the intended disciplinary removal or otherwise explain his/her actions.

F. In-School Detention is less severe than suspension and is defined as a removal of the student, for a period of at least one (1) but not more than ten (10) days, from his/her regularly scheduled classes.

Before a student is placed on in-school detention, the student shall be given written notice of the intention to impose in-school detention and the reasons for the intended in-school detention. The student will be given an opportunity to appear at an informal hearing before the Superintendent, Superintendent's designee, principal, or assistant principal to respond to the reasons (or otherwise explain his/her actions) for the intended in-school detention. No additional notices or appeal rights are required.

Appeals to the Board

A. Pursuant to the Code of Student Suspension, Expulsion or Removal, a student or his/her parent, guardian or custodian may appeal his/her suspension, expulsion or removal to the Board or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board within five (5) days of the suspension or within fourteen (14) days of the expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.

If an appeal is taken before the Board or its designee, such appeal may, upon the request of the student, his/her parent, guardian or custodian or attorney, be heard in executive session.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension or expulsion.

B. The Director of Instruction and Professional Development is hereby appointed as designee to hear all suspension appeals. As designee, the Director of Instruction and

Professional Development's decision shall be considered automatically adopted by the Board, without the necessity for any further Board action.

- C. The Board shall hear its own expulsion appeals, unless it appoints a designee, on a case-by-case basis. In the case of expulsion, all expulsions may be heard in executive session at the election of the party appealing. The Board shall take action on the expulsion appeal in public session.
- D. A verbatim record shall be kept of all hearings under this paragraph.
- E. Decisions of the Board or its designee may be appealed under Chapter 2506 of the revised code.

Searches

In accordance with Policy 5771, school officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog altering to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board and are subject to search based on reasonable suspicion of the violation of the law or school rules and to random searches without regard to reasonable suspicion.

Times and Places Applicable

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds or property adjacent to school grounds; during, before and after school hours, on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school. The rules and standards also apply to conduct off school premises which is connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a District employee or official or the property of such employee or official.

Substantive Provisions

Misconduct for which suspension/expulsion may be imposed:

- A. Tobacco: students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one or any other evidence indicating smoking.
- B. Dress and Appearance: Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment.
- C. Truancy, Tardiness or Class Cutting: Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent. A student is considered tardy to first period if s/he is not in his/her assigned seat when the late bell rings.
- D. Profane, Vulgar or Improper Language or Gestures: Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. Insubordination (also referred to as Failure to Comply with Directives): This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers or other appropriate school personnel.
- F. Failure to Accept Discipline or Punishment: Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.
- G. Harassment, Hazing and/or Sexual Harassment: Students shall not threaten, act or participate in or attempt to threaten, act or participate in an act or acts that injures, degrades, disgraces or tends to injure,

degrade or disgrace any student. This includes any unwanted sexual advances which may be verbal, visual or physical contact.

H. Violations of School Bus Conduct Requirement: Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects as passengers, the driver or out of the window, extending arms or objects out of the window, shouting and other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.

I. Disrespect: Students shall not act so as to intimidate, insult or otherwise abuse, orally or in writing, any member of the school staff or student body.

J. Disruption of School: Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. occupying any school building, school grounds or part thereof;
2. blocking the entrance or exit of a school building or corridor or room therein;
3. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
4. making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds. Any bomb threat to a school building, or to any premises at which a school activity is occurring will subject the offender to a one-year (1) expulsion;

5. activating or attempting to activate an emergency alarm system in the absence of an emergency;

6. preventing or attempting to prevent by physical act or verbal utterance the convening or continuing function of any school, class or activity or any lawful meeting or assembly on or off the school property;

7. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;

8. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event; or

9. continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.

K. Damage, Destruction, Theft or Unauthorized Removal of School Property: Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.

L. Damage, Destruction, Theft, or Unauthorized Removal of Private Property: Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.

M. Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized Visitor or Another Student: Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane or abusive gesture toward any school employee, authorized school visitor or another student, not cause or attempt to cause physical injury, or behave in such a

way as could threaten to cause physical injury to a school employee, authorized school visitor or another student.

- N. Weapons, Dangerous Instruments, Fireworks and Explosives: Students shall not violate this District's policy against dangerous weapons in school Policy 5772. Students shall not use, possess, handle, transmit, sell, conceal or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited.

Students shall not possess, handle, transmit, conceal, sell or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any fireworks, explosives, inflammables, munitions or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate or attempt to ignite, explode or detonate fireworks, explosions, munitions, inflammables or other objects that could cause physical harm or property damage.

Violations of this section of the Student Code of Conduct may be subject to a one-year (1) or more expulsion as detailed in policy 5772. Violations of this section will also result in notification to the registrar of motor vehicles and the county juvenile judge.

- O. Narcotics, Alcoholic Beverages, Look-Alike Drugs and Stimulant or Depressant Drugs:

1. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant or any of the drugs of abuse while on school property and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, butane, cocaine, non-medically prescribed

anabolic steroids or other substances that could modify behavior.

Where a student is found to have violated this paragraph by using or consuming unauthorized drugs, drugs of abuse or intoxicants, s/he may be required to submit a letter from a psychiatrist or physician stating that the student is physically and mentally able to resume his/her studies prior to his/her reentry on the school premises or participation in school-related activities.

Use of drugs as authorized by a medical prescription from a licensed physician shall not be considered in violation of this rule provided proper documentation has been completed and filed with the school office. However, selling, transferring or otherwise providing prescription drugs to a student to whom the drugs are not prescribed is a violation of this rule.

2. Students shall not possess, use, transmit, sell, consume or conceal any drug or look-alike drugs of abuse, instruments or drug paraphernalia (i.e., hypodermic needle, syringe, water pipe, roach clip, etc.).
3. Students who are knowingly in the presence of other students who are engaging in substance abuse and who fail to report such substance abuse to school authorities will also be in violation of this policy forbidding alcohol and drug use and will be subject to at least a five (5) day suspension.
4. Violations of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.

- P. Trespass:

1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.

2. Students already under suspension, expulsion or emergency removal shall not enter upon grounds or premises of the students regularly assigned or other school buildings without the express permission of the principal.
- Q. Misconduct Away From School: Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana or other controlled substance or drug of abuse off school property or at a nonschool-sponsored or related activity, function or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if the Superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.
- Students who engage in an assault upon a school employee or other student off school property, at a nonschool-sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.
- R. Falsification or Misstatement of Facts or Other Information: Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses or other data on school forms or school-related correspondence. Cheating and/or plagiarism on school assignments is considered fraud. Lying is considered fraud.
- S. Gambling: Students shall not engage in or promote games of chance, placing bets or risk anything of value.
- T. Obtaining Property or Things of Value by Use of Coercion and Related Misconduct: Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee or others.
- U. Public Display of Affection or Sexual Acts: Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.
- V. Repeated Violations: Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The District shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.
- W. Violation of Rules: Students shall not violate the policies of the Board, school rules, classroom rules or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.
- X. Personal Communication Devices: Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy 5136: Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. Aiding and Abetting: Aiding and abetting any violation of this Student Code of Conduct will result in disciplinary action.
- Z. Failure to Provide Evidence/Providing False Information/Lying: Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give or assist in giving false or fictitious accounts to any school official, policy official, fire official or any other person acting in an official or lawful capacity.

AA. Violating Acceptable Use Policy: Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.

BB. Violation of Student Publications Policy: Students shall not violate the Student Publications Policy, Policy 5722, with respect to content of student and nonstudent publications and requirements before distributing such publications.

CC. Other Misconduct: Any misconduct which is contrary to the school's educational mission is prohibited.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.61, 3313.662, 3313.663

R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014

18 U.S.C. Section 921

20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

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5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.

2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:

a. Superintendent;

b. Board Treasurer;

c. student's school record (~~not for inclusion in the permanent record~~).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the

Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Prior to the ending date of the suspension, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Revised 4/9/2018

**Wadsworth City School District
Bylaws and Policies**

Civil Rights Compliance

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the non-discrimination policies of the District:

Director of the Four Cities Educational Compact
524 Broad St.
Wadsworth, OH 44281
330-336-3571

**Wadsworth City School District
Bylaws and Policies**

Directory Information

According to Wadsworth City School District Board of Education policy 8330: Student Records, the District intends to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; ~~address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.~~ Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this communication.

**Wadsworth City School District
Bylaws and Policies**

District Bullying Policy

According to Wadsworth City School District Board of Education Policy 5517.01: Bullying and other Forms of Aggressive Behavior.

Harassment, intimidation, or bullying behavior by any student in the Wadsworth City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with 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 more than once, 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.

**Wadsworth City School District
Bylaws and Policies**

Drug Prevention Memorandum to Parents

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Wadsworth City School District
Bylaws and Policies**

Inspection of Instructional Information

The Director of Instruction and Professional Development is responsible for coordinating inspections of instructional materials at each school. The Director of Instruction and Professional Development's office is located at 524 Broad St. Wadsworth, OH 44281 and can be reached at 330-336-3571.

**Wadsworth City School District
Bylaws and Policies**

Locker Posting

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

**Wadsworth City School District
Bylaws and Policies**

**Parents Right to Inspect, Review and Request
Amendments to Student Educational Records**

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or

adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

**Wadsworth City School District
Bylaws and Policies**

**Parent's Right to Request Educational Program
and Staff Information**

According to Wadsworth City Board of Education Policy 2261.02: Title I-Parent's right to Know and in accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s)

and the area of study and any certificates for any graduate degrees earned.

- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
 - 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 - 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

**Wadsworth City School District
Bylaws and Policies**

Parent/Student Right to File a Complaint

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520".

**Wadsworth City School District
Bylaws and Policies**

**Student Privacy and Parental Access to
Information**

According to Wadsworth City Board of Education policy 2416: Student Privacy and Parental Access to Information, the Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or District's curriculum, without prior written consent of the student or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals certain information that is detailed in this policy. Parents also have the right, upon request, to inspect any instructional material used as part of the educational curriculum of the student.

Wadsworth City School District

Bylaws and Policies

Audio/Video Surveillance

This facility uses audio/video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions and may be disclosed for Law enforcement purposes. Questions about the audio/video surveillance/electronic monitoring system are directed to the Building Principal.