

# CENTRAL INTERMEDIATE SCHOOL

2020-2021

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

## I. Welcome and Introduction

### MISSION STATEMENT

**Our mission at Central Intermediate School is to provide a bridge for students and families that fosters individual interests, personal accountability, confidence, and respect while striving for academic excellence.**

### INTRODUCTION

Central Intermediate School serves all 5<sup>th</sup> and 6<sup>th</sup> grade students attending Wadsworth City Schools. Because we have students at a relatively narrow age span, we are able to “specialize” in 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 individuals, separate from parents and others.
- \* Taking responsibility for one’s choices and 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, that 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: Brandon Cobb

Head Custodian: Randy Chambers

School Counselors: Vicky Albanese and Ashley Bonenfant

Assistant Principal: Laura Maslyk

Secretary: Sarah Snyder

Attendance Clerk: Kelsey Lanham

### CONFERENCE NIGHTS

Parent teacher conference dates are available on the 2020-2021 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 dismissed

## DAILY ATTENDANCE SCHEDULE

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

## SCHOOL CALENDAR 2020-2021

August 17 - No School - Teacher Work Day  
August 18 - No School - Teacher Work Day  
August 19 - No School - Prof. Dev. In-service  
August 20 - First Student Day (Gr. 1-12)  
August 26 - First Student Day (Kindergarten & Preschool)  
September 3 - WMS/WHS 2-hr. Delayed Start  
September 7 - No School - Labor Day  
September 25 - No School - Prof. Dev. In-service  
October 1 - WMS/WHS 2-hr. Delayed Start  
October 15 - No School Pre-K-6 Only - Conferences 11:30-7:00 p.m.  
October 16 - No School - Teacher Comp. Day  
November 3 - No School (Pre-K-6 Only) Conferences 8:10-3:40 p.m.  
November 5 - WMS/WHS 2-hr. Delayed Start  
November 13 - No School - Prof. Dev. In-service  
November 26-30 - No School - Thanksgiving Break  
December 3 - WMS/WHS 2-hr. Delayed Start  
Dec. 22-31 - No School - Winter Break  
January 1 - No School - Winter Break (Cont'd)  
January 7 - WMS/WHS 2-hr. Delayed Start  
January 15 - No School - Prof. Dev. In-Service  
January 18 - No School - Martin Luther King Jr. Day  
February 4 - WMS/WHS 2-hr. Delayed Start  
February 15 - No School - President's Day  
March 4 - WMS/WHS 2-hr. Delayed Start  
March 30 - 2 hr. Delayed Start - Gr. 9, 11 & 12 (Gr. 10 starts at normal time)  
April 1 - 2 hr. Delayed Start - Gr. 9, 11 & 12 (Gr. 10 starts at normal time)  
April 2 - No School Good Friday  
April 5-9 - No School - Spring Break  
May 6 - WMS/WHS 2-hr. Delayed Start  
May 21 - Baccalaureate  
May 23 - Commencement  
May 27 - Last Student Day  
May 28 - Teacher Work Day

## II. Attendance

### 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). 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. You may leave a voicemail message at this number 24 hours a day. If you do not call, you will receive an automated call from CIS. If we do not reach you, please send 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 at 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, are returning 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. Please contact the principal via email to request an excused absence.

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.

### 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 prior or before 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.

## **III. Health**

### ILLNESS AND FIRST AID

If your child injures him/herself or becomes ill at school, he/she is to report immediately to the office. Parents may be notified to come to school for you if necessary. Students will wait for 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](http://www.wadsworth.k12.oh.us) and 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 15<sup>th</sup> that he/she has been examined by a physician within the past 12 months along with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15<sup>th</sup> that he/she has been examined by a physician or optometrist within the past 12 months along 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 330.335.1430, 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/](http://www.srs.org/patients/).

## **IV. Safety**

### **FIRE, TORNADO AND OTHER SAFETY DRILLS**

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.

Drills will be held regularly at unannounced times throughout the year. Quick and orderly 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.

Wadsworth City Schools utilizes the **A.L.I.C.E** philosophy to prepare our students to respond to unwanted intruders in our schools. A.L.I.C.E. stands for Alert-Lockdown-Inform-Counter-Evacuate. Students will be involved in multiple drills during the year to ensure that they are prepared in the event of an actual intruder.

### **TRAFFIC POLICY**

All Pick-up 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.

### **VISITORS DURING STUDENT LUNCHTIME**

Any guest visiting a student during his/her lunchtime will be asked to show photo identification. If the guest has not been listed by the parent/guardian as a contact (through Final Forms), the parent/guardian will be contacted for approval before the guest is permitted to visit. If a parent would like to add additional contacts, he/she can do this through the Final Forms account.

### **SCHOOL RESOURCE OFFICER**

Central Intermediate has a school resource officer (SRO) who is shared with our elementary schools and middle school. This SRO is a Wadsworth Police Officer and is dressed in uniform each day. The goals of our School Resource Program include:

- 1) Bridging the gap between police officers and students;
- 2) Increasing positive attitudes toward law enforcement;
- 3) Encouraging more cooperations between students and police;
- 4) Reducing juvenile crime;
- 5) Maintaining an atmosphere conducive to learning

## **V. Support Services**

### **SCHOOL 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.

Our school offers additional counseling services dependent on qualifications and insurance. Contact the school office for more information.

### **TITLE I TUTORING**

Students may be referred to Title I Intervention Tutoring if they are having difficulty with academics and are in need of additional supports. Teachers work collaboratively to provide interventions as well. Students who are learning English as a Second Language may qualify for services with an ELL tutor. Contact the school office if you wish to learn more about these services.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individuals will be discriminated against, on the basis of disability. This protection applies not only to students but to all individuals who access the District's programs and facilities. The Wadsworth City Schools provides a variety of special education programs and services for students who have been identified as having an educational disability, defined by the IDEA (Individuals with Disabilities Act) A student can access special education programming through a proper evaluation procedure. Parents are invited to be highly involved in these procedures. To gather more information about these procedures, contact the principal or the Student Services Director, Mrs. Joyce Walker at 330-334-1319

## **VI. General Information**

### **ACTIVITY NIGHTS**

Activity Nights will be provided for 6<sup>th</sup> 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 6<sup>th</sup> 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.

### **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 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.

### **COMMUNICATION EXPECTATIONS**

In an age where instantaneous communication is the new normal, keep in mind the same is not true in a school environment. Teachers are teaching most of the day. They may not be checking email or voicemail during the day. A reply to parents may take a day or even two, especially if there is a need to gather information before they respond to a message. If there is a need for an urgent reply, contact the office.

### **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. Student 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 distractive 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, hoods 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 student 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 into the building to be supervised.

### **FEES AND FINE**

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.

**GRADING SCALE FOR CIS**

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	59 (or below)	0

**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 student'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 access 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 other adhesive items.

**LOST AND FOUND**

CIS has a lost and found located near the library on the first floor. Items found are placed there until they are claimed. Periodically, the items are reviewed for names and returned to owners, if possible. At the end of the semester, all items left in the Lost and Found will be donated to Marian's Closet in Wadsworth.



### **LUNCH PROGRAM**

Free and reduced price lunches are available to those who show a need. Application forms for free and reduced price 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.

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. Outside food from local restaurants should not be brought in to students during the school day.

**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 monies 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.

### **PROMOTION POLICY**

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture are kept 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 the responsibility of the principal.

### **REPORT CARDS**

Report cards will be issued at the end of each nine weeks and are made available electronically through Progress Book. Printed copies will not be sent home unless a parent requests. Grades are available online 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.

### **GRADING PERIODS**

- 1st Grading Period - 8/20/2020 - 10/16/2020
- 2nd Grading Period - 10/19/2020 - 12/21/2020
- 3rd Grading Period - 1/4/2021 - 3/12/2021
- 4th Grading Period - 3/15/2021 - 5/27/2021

### **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.

## **VII. Student Conduct**

### **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 <https://go.boarddocs.com/oh/wadsoh/Board.nsf/Public?open&id=policies#> 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. 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 access 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.

PLEASE BE ADVISED that all information transmitted via the WCS wireless system is subject to search and seizure. 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. Teachers have the right to review a students' history if there is a warranted reason.

### **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 bullying 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 SCHOOL WIDE DISCIPLINE PLAN HIGHLIGHTS

### PBIS

**PBIS (Positive Behavior Intervention and Supports) is a framework used to promote school wide safety and positive behaviors.** We believe students can meet behavioral expectations if they clearly know what these expectations are. Our “Grizzly Way” expectations which are posted in common areas (hallways, outside restrooms, playground, and cafeteria) provide students a visual reminder about common school wide expectations. The PBIS framework provides tiers to offer support for all students.

Tier 1 - School wide behavioral expectations are clear. Recognize and praise students for good behaviors.

Tier 2 - Extra layers of support are offered for students who struggle with behaviors. Specific research based interventions are applied.

Tier 3 - Students who need individualized support and services are offered intense and individual supports (such as a behavior passport).

The PBIS framework supports (1) all students learning appropriate behaviors, (2) early intervention preventing more serious behaviors, (3) students being provided different kinds of behavioral supports, (4) using behavior progress data to make decisions about responding to behavior challenges.

#### **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. Parents are generally contacted.

**Level III** consequences are considered when a student continues to repeat negative Level II misbehavior or 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 will 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.

### **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. There is no right to appeal when a detention is assigned by the student or parent.

### **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; or 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.

### **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 as 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 into 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 while in the school building between 8:40-3:40, 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 ripsticks 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 a 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 and 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 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 the 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 on 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 the 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:**

**1<sup>st</sup> Offense:** Warning with parent contact by phone or mail.

**2<sup>nd</sup> Offense:** 60-minute detention served with parent contact.

**3<sup>rd</sup> Offense:** 90 minute detention

**4<sup>th</sup> Offense:** 3-day suspension of bus privileges **5<sup>th</sup> 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.**

**\*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, provided policies and fees are approved by the Wadsworth City School District Board of Education.**

## **ANNUAL NOTICES**

**Wadsworth City School District  
Bylaws and Policies**

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## **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 possesses 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 capable of causing serious bodily injury 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 capable of causing serious bodily injury 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 capable of causing serious bodily injury 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<sup>17</sup> and awareness regarding possession of the firearm or knife capable of causing serious bodily injury 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)

3. 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.

4. 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.

#### 5. 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.

6. 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.

#### 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 may also be in violation of this policy forbidding alcohol and drug use.
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 <sup>22</sup> 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 <sup>23</sup> 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.

A. 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.

A. 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.

## **5611 - DUE PROCESS RIGHTS**

The Board of Education recognizes that students have limited constitutional rights when it comes to 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. 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. 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.

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

### **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.

#### **A. 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. Within one (1) school day of the expulsion, 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, if it is held before the Board.

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 or its designee may be further appealed to the Court of Common Pleas.

#### **A. 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.

**B. 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.

**C. 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 in a supervised learning environment 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 non-interscholastic extracurricular activities.

Revised 5/11/09

Revised 4/9/18

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**Civil Rights Compliance**

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following people have 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

Director of Student Services  
330-336-3571 524 Broad St.  
Wadsworth, OH 44281

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**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. 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.

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**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.

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**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.

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**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.

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**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.

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**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<sup>39</sup> 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.

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

According to Wadsworth City Board of Education Policy 2261.02: Title I Parents 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.

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**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".

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**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

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**Video Surveillance**

This facility uses 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 video surveillance/electronic monitoring system are directed to the Building Principal.