

Struthers Elementary School Handbook

The Power of Three:

- ✓ **BE READY**
 - ✓ **BE RESPECTFUL**
 - ✓ **BE RESPONSIBLE**
- “B” PAWSITIVE**



Struthers Elementary School

330-750-1065

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DISTRICT INFORMATION

Visit Our Website: <http://www.strutherscityschools.org>

Struthers Board of Education	330-750-1061	Struthers Elementary School	330-750-1065
Mr. Pete Pirone Jr, Superintendent	Extension 41211	Mrs. Maria Ginnetti, Nurse	Extension 41533
Amanda McNinch, Special Services	330-750-1062, 41374	Mr. Dora Zanni, Guidance	Extension 41554
Yvonne Wilson, Diversion	Extension 41391		

STRUTHERS CITY SCHOOLS

Vision: Struthers City Schools, raising expectations through innovation and collaboration.

Mission: Struthers City Schools will serve our community by offering rigorous, diverse and quality learning opportunities while developing the abilities of each child so they become independent, life-long learners who positively impact society.

[Struthers City Schools Strategic Plan](#): is located on the district website under Board of Education

STRUTHERS CITY SCHOOL DISTRICT	ACADEMIC CALENDAR	2020-2021
August 31st	First Day of School	
September 3rd	No School	
September 8th	School Resumes	
October 9th	No School	
November 23rd-24th	No School - Staff Professional Development	
November 24th	Conferences	
November 25th-27th	No School - Thanksgiving Break	
November 30th	School Resumes	
December 22nd	Early Release - Begins at 11:45 a.m.	
December 23rd	No School - Winter Break Begins	
January 4th	School Resumes	
January 18th	No School - Martin Luther King Day	
February 11th	No School - Staff Prof. Development/Conferences	
February 12th	No School	
February 15th	No School - Presidents Day	
February 16th	School Resumes	
April 1st	No School - Staff Professional Development	
April 2nd	No School -Spring Break Begins	
April 7th	Classes Resume	
May 28th	Early Release - Last Day of School	
May 30th	Commencement	

SCHOOL HOURS:

Students wishing to participate in the breakfast program should arrive between **7:30AM. and 7:50AM. The doors do not open until 7:30 A.M.** The school will not be responsible for students arriving earlier than the designated time; therefore students are not to arrive or be dropped off before 7:30 A.M.

ELEMENTARY SCHOOL TIMES:

ARRIVAL/BREAKFAST	7:30 AM
TARDY	8:05 AM
DISMISSAL	2:10 -2:30 PM

EARLY RELEASE DAYS:

Throughout the school year there are days in which the students will be dismissed early. Dismissal times for elementary students on early release days will begin at **11:45AM.**

TWO-HOUR DELAY:

The Superintendent will determine if and when a two-hour delay will occur due to inclement weather. The day will begin two hours later; however, students will be dismissed at the regular times.

EQUAL EDUCATION OPPORTUNITY:

It is the policy of the Struthers School District to provide an equal opportunity for all students. In the pursuit of equal opportunity, the Struthers School District will not discriminate against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background.

FERPA:

The school district follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office. Student records are subject to the regulations outlined in FERPA. In general, the federal law provides “eligible pupils and their parents/guardians a right to inspect and review the pupil’s educational records, to challenge the accuracy of information contained in the records, and to prohibit the disclosure of records in some circumstances.”

STUDENTS' RIGHTS AND RESPONSIBILITIES:

Students have a right to the best education that Struthers Schools are capable of providing. Students also have a right to be made aware of what behaviors will be expected as they relate to classroom instruction and general conduct. All students must assume personal responsibility for their actions and know the disciplinary measures to be taken should they fail to show this personal responsibility.

Basic Student Responsibilities include:

1. Be in school every day that it is scheduled.
2. Be on time to school and to class.
3. Bring all necessary materials to class.
4. Respect the rights and dignity of fellow students, staff, and others with whom you may come in contact.
5. Be a positive contributing member of the student body.
6. Always do your best and give each task your best effort.
7. Develop good learning and study habits.
8. Respect and take pride in the property of the Struthers City Schools.

PARENTAL RIGHTS AND RESPONSIBILITIES:

Parents/guardians have a right to expect that their children will attend school in an environment that is safe and provides the optimal learning experience. The instruction provided will be according to the state of Ohio requirements and academic content standards. Opportunities for correspondence between the school and home will be provided periodically to discuss and inform parents/guardians regarding students' academic progress, disciplinary measures, and school-related activities and information.

Basic Parent/Guardian Responsibilities include:

1. To ensure that your child is in attendance and on time to school every day that school is in session.
2. To be aware of the acceptable reasons for student absence from school, and to notify the school when your child is absent.
3. To assume the primary responsibility for the discipline of your child(ren).
4. To acknowledge your child (ren)'s responsibilities as a student and recognize and respect school personnel.
5. To provide documentation of legal residency in the district upon request of the administration or board office.
6. To cooperate with school administration and related agencies to ensure the mental and physical well-being of children.

FACULTY/STAFF RIGHTS AND RESPONSIBILITIES:

The faculty and staff of Struthers City Schools have a right to expect cooperation and respect from students and parents/guardians in all matters related to the education of their students. Therefore, they shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act of interference of the scholarly disciplined atmosphere of the school.

Basic Faculty and Staff Responsibilities include:

1. To provide instruction consistent with the approved course of study and/or content standards.
2. To be fair, honest, reasonable and consistent in their dealings with students.
3. To establish, explain, maintain and enforce classroom rules consistent with the Board of Education policy.
4. To communicate periodically with parents/guardians and students with regard to matters related to the student's academic progress and/or conduct.
5. To participate in the effort to maintain an atmosphere conducive to promoting academic excellence.
6. To provide a safe environment both mentally and physically for all students.

I. ATTENDANCE

SCHOOL ATTENDANCE:

Parents should notify the school office to report their child's absence on or before 8:30 AM on the day the child is absent. **For each absence, a student must be called off.** This absence will still be an unexcused absence unless a doctor's note is provided, or unless it meets one of the required excused absence criteria listed below. The student has **48 hours** from the time he/she returns to school for the parental or doctor's note to be accepted. **(Pharmacy receipts are not accepted as a medical excuse).** Punctual and regular attendance is extremely important to a child's academic progress.

TYPES OF ABSENCES:

1. Excused: An excused absence will be documented when the office was notified the day of the absence and the student brought in a signed dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1. Illness with medical verification
2. Recovery from an accident
3. Required court appearance
4. Death in the family
5. Observation/celebration of a verified religious holiday
6. Quarantine
7. Other emergencies to be determined by the administration, or school nurse.

****If a student is absent because of personal illness, family illness, or other reasonable situations. The parent/guardian must notify the attendance office the day of the absence and the student must bring in a signed and dated note from the parent or guardian within 48 hours of his/her return to school.**

2. Unexcused: An unexcused absence is identified as any absence that does not fall under the "excused" absence criteria, as stated by Ohio Law.

3. Truancy: Truancy is defined as being absent from school or any portion of the school day without parental consent. Ohio Revised Code 2151.011 defines "**Habitual Truancy**" as any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours a school year.

Medical Appointments: Parents, doctors, and dentists are encouraged to schedule medical appointments and procedures outside of school hours. In the event that this cannot be done, it is preferred that the appointment be scheduled the last period of the day. If the appointment is in the middle of the school day, we expect the student to report to school, be excused for the appointment, and report back to school. Upon their return, all students must show a valid excuse from the doctor verifying the time/date of the appointment. Failure to submit an excuse may result in disciplinary action. **EXCUSES MUST BE RETURNED WITHIN 2 SCHOOL DAYS (48 HOURS)! MAKE-UP WORK-** The office will only request assignments from teachers after two days of student absence.

OTHER RELATED ABSENCES:

1. Attendance and Extra-curricular Activities: Pupils who wish to attend any extracurricular activities, such as a play or other performance, as a participant or spectator must provide written documentation prior to the event and receive administrative approval for the absence to be considered an excused absence.

2. Vacations: Vacations that cause students to miss school are discouraged. The school does, however, understand that such situations occasionally occur. In that event, parents must utilize the vacation form (located in the office)—thus notifying the building administrator and staff in advance, of the vacation and the dates the student will be absent. **A two-week advance notice**

is required, and a maximum number of 5 days will be excused. Students are required to make arrangements with each respective teacher as to when the class work will be made up. Students will be responsible to get their work BEFORE leaving for vacation and are **expected to work on it while on vacation.** **NOTE: Excusing student absences due to vacation is not automatic, nor guaranteed.** Administrative discretion will be used; therefore it is vital that parents follow proper procedures.

PROGRESSION FOR EXCESSIVE UNEXCUSED ABSENCES:

In accordance with H.B. 410, the following guidelines will be used by the Struthers City Schools. Excused absences will count in the total hours toward the excessive absence classification. **Early excusals and being tardy to school are considered “minutes/hours” toward absences.**

Absences Hours	Definitions/Progression
Habitual Truancy	30 consecutive hours without legitimate excuse 42 hours in a school month without legitimate excuse 72 hours in a school year without legitimate excuse
Excessive Absences	38 hours (In a month)with or without legitimate excuse 65 hours (In a year) with or without legitimate excuse <i>Letter Sent home when a student reaches 38 hours of excused or unexcused absences.</i>
	<p>Activation of the Law Requiring an Attendance Intervention Plan when a student reaches the habitual truancy threshold.</p> <ol style="list-style-type: none"> 1. Student, Parent, and School officials will make-up an attendance team. 2. The team will develop an intervention plan for student absences which includes mandated involvement in the Early Warning System. 3. If the student does not make progress, a complaint can be filed with the Mahoning County Juvenile Court, a referral to Mahoning County Children Services for parental neglect, and Parents/Guardians of students can also be referred to Struthers Municipal Court. <p>Note: When a student meets the excessive absence threshold administration has the discretion to activate an attendance intervention plan.</p>

TARDINESS:*Students are tardy if they arrive between 8:05 AM and 11:00 AM.* Students arriving at any time after **8:05 AM** must report to the office. *After 11:00 AM students will be considered absent for a half-day.* Tardy to school is defined as anytime a student is not in class or homeroom at the time of the tardy bell. Anytime a doctor’s excuse, religious event documentation, or pre-approval by administration is provided, no disciplinary action shall occur.

INTERVENTION FOR TARDINESS - When a student has excessive tardies the administration will contact the parent/guardian to address the behavior and develop a plan.

II. GENERAL BUILDING GUIDELINES & CLASSROOM PROCEDURES

ADDITIONAL STUDENT INSURANCE: Annually, the Struthers City Schools offers low cost Student Insurance in case of an accident or injury. Traditionally, these plans provide cash benefits to help meet the cost of medical and hospital expenses. If you have other insurance, these plans will help meet the deductibles and coinsurance gaps in those plans. If you have no other insurance, these plans will provide low cost, basic coverage. Furthermore, these plans will cover your child for the entire school year and throughout the summer months – right up to the day school re-opens.

BIRTHDAYS INVITATIONS: To limit classroom disruption, birthday invitations are to be distributed to all students in the class (can be all girls/all boys).

BIRTHDAY TREATS: Birthday treats will not be permitted due to the current Covid 19 situation.

BULLYING: Harassment/bullying/intimidation of any nature will not be tolerated. Ohio Law defines bullying as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both: causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Cyberbullying is the above prohibited behavior perpetuated with computers, cellular phones, internet sources, and/or any other electronic device. While the majority of these issues may occur on school property or at school events, it should be noted that the discipline involving bullying may also include where the bullying originates as well as where it is communicated if there is a disruption in the learning environment in the school setting. Any acts of bullying, as defined above, should be reported immediately to school administration. Penalties for such behavior may include a range of disciplinary action including suspension from school. Struthers City Schools Bullying and Harassment website: <https://www.strutherscityschools.org/bullying-and-harassment.html>

CAFETERIA RULES: Students will enter the cafeteria through designated areas. Hot lunches are available, student accounts must be kept current or an alternative lunch will be provided. Students may bring his/her packed lunch and buy milk at the cafeteria. Violation of the cafeteria procedures may result in seat reassignment, removal from the cafeteria, or other disciplinary actions being taken.

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES: Students may possess wireless communication devices in school, on school property, during after school activities and at school-related functions, provided that during school hours (8:00 am-2:45 pm) they are turned off and in their book bags.. The students are personally and solely responsible for the care and security of their cell phones. The board assumes no responsibility for theft, loss, damage or vandalism to cell phones brought onto its property. If a cell phone is confiscated, a parent or legal guardian will be required to pick it up. Use of devices is forbidden at all times in the restrooms and locker rooms. Unauthorized use of electronic devices for video/audio recording of staff or students and photography is strictly prohibited and will result in suspension.

CHANGE OF ADDRESS, TELEPHONE, or LEGAL CUSTODY: Any student/parent who changes his/her address or telephone number must report the change to the main office. Legal custody papers must be provided upon request. ***It is vital that the school has this updated information.***

COMPUTERS: Computers and software are the property of the Struthers City School District. Students may not use computers unless the Acceptable Use Policy is signed and on file in school. Any work done on a school computer or appears on a school computer is the property of the Struthers Schools and is subject to all school district policies. Inappropriate use of technology may result in limitation of use to strictly academic as assigned by the classroom teacher.

EMERGENCY CLOSING: The Superintendent will determine if and when adjustments or cancellations will occur due to inclement weather. If Struthers is not listed among the schools that are cancelled, all students are expected to report to school. In the event that school is cancelled, students are not permitted on grounds unless authorized.

FALSE REPORTING: A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of any incident to law enforcement agencies or children's services. False reporting will be subject to disciplinary measures which may include suspension from school.

FIELD TRIPS: Parents/guardians are required to sign permission slips anytime students leave the school grounds as part of a school function. The permission slip must be returned by the deadline in order to attend the field trip. Students are not permitted to provide their own transportation without consent of the administration and parent/guardian.

FEVER AND RASH PROTOCOL: When a child is sent home for a fever they are not permitted to return to school until they are fever free (no medication) for 24 hours. When a child is sent home for an idiopathic rash they must be seen by a doctor and can

only return with documentation of what the rash or skin irritation is or cause.

GRADE REPORT AND PROGRESS REPORT: Grades K-4 do not use the Parent Access “Progressbook” to report grades. The elementary uses a standards-based grading system to ensure all students are mastering the content standards. **Grading periods:** 12 week grading periods and are standards-based K-4. The school calendar specifies dates that report cards will be sent home. Progress reports will continue to be sent home at the midpoint of each grade period.

GUIDANCE SERVICES: The guidance office is open to all students during the school day and after school. The guidance office exists to help students with a variety of problems including school, home and/or social concerns. Respect of privacy and confidentiality is understood.

HEAD LICE: Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Parents need to continually observe their child for this potential problem and treat it adequately and appropriately as necessary. In accordance with Board Policy 8451, if a student is found to have lice, the parents/guardians will be contacted to pick him/her up immediately. After treatment, the parent must bring the child to school to be cleared (less than 20 nits) by the nurse to be able to return to school. Failure to successfully treat and control head lice will result in unexcused absences for the student and be subjected to the attendance guidelines /consequences.

ILLNESSES: When a child is sent home from the clinic due to a medical condition they will be marked excused. If the nurse calls to inform the parent/guardian that the child has frequently been in the clinic but does not have a fever or other sign of illness but the parent/guardian chooses to pick the child up early, they are not excused.

LUNCH/BREAKFAST: Free breakfast and lunch are available to ALL students. The school is able to offer this through a Federal Grant. The grant does require that the school continue to collect lunch applications yearly. Struthers Elementary does not have a free milk program for packers, they will be required to purchase milk. If a student wishes to purchase a double lunch, they will need to pay for the second lunch. Funds must be in the account or available during the point of sale. Arrival for breakfast is 7:30-7:50 AM. If students are eating breakfast they need to be in the cafeteria by 7:50 AM.

MEDICATION: Students requiring medication during school hours must contact the school office and provide proper documentation. School policy regarding medication will be followed. Students are not to have possession of any meds at any time. Parents must drop off and pick up all medications.

NURSE: The nurse will have scheduled days in each building. Services include screening for vision, hearing, and general health. Students must have permission to go to the nurse’s office. If the nurse/designee feels the student is too sick to remain in school, parents/guardians will be notified and a permit issued to sign out of school. All medical information must be supplied on each child’s Emergency Medical Form and filed in the school office.

SEARCH AND SEIZURE: Student lockers/cubbies, desks, cabinets and similar property are the property of Struthers Board of Education and are provided to students for their use. School lockers/cubbies, desks, cabinets, etc. and their contents are subject to search by school authorities at any time without warning. When an administrator has REASONABLE SUSPICION, he/she may search a student and the materials within this property. Student refusal is insubordination and is subject to suspension.

SCHOOL PROPERTY/MATERIALS: Students are responsible for all school property loaned or issued to them by the district. The district has the right to assess fines for damaged or lost property.

SIGNING OUT: A parent/guardian must come to the office to sign out their child(ren). To ensure the child is ready please send a note or call the office.

SURVEILLANCE CAMERAS: For students’ safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with these devices will result in disciplinary action and possible referral to local law enforcement. Only school personnel may view these surveillance tapes.

VISITORS: Anyone entering any building in the Struthers School District must provide a valid driver’s license and register with the school office to receive a visitor’s badge. Visitors will sign in when they enter the building and must sign out when they leave. All visitors must enter at the front doors.

VOLUNTEERS: Anyone interested in volunteering must have a clean BCI check on file. Permission is needed prior to volunteering within the classroom. The school partners with the Mahoning County Educational Service Center to offer a reduced rate BCI Check. Please call:(330) 533-8755 to schedule an appointment.

WALKERS AND TRANSPORTATION: Students are encouraged to immediately walk home. Loitering around school property is not permitted. School rules and consequences will apply to any student who violates the school code of conduct on the way to and from school. Students who are regular walkers will not have bus privileges for special situations. Other parent/guardian arrangements must be made. If your child is to go home with another individual or direction a note must be sent in with the instructions. As a reminder students not assigned to a bus are not allowed to ride on a bus.

III. STUDENT DRESS CODE

All students are expected to follow the Board of Education approved Dress Code Policy. (*See guidelines below*)

- A. Students are expected to dress appropriately for the weather.
- B. The principal or designee will determine infractions of the dress code and proper measures to correct violations. In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body. It should enhance a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable.
- C. The student dress code has been formulated not to create hardships on parents/guardians or students, nor to discriminate in any way, but simply to try to keep in effect the outstanding student appearance and pride that has been established (and is readily apparent) in the Struthers City Schools. We ask the cooperation of parents/guardians and students in helping us maintain the fine standard of dress and the high degree of respect our school system has earned.

General Guidelines and Prohibited Items:

Students shall be required to wear clothing that does not disrupt the educational process nor cause any health or safety problem. Further, clothing that is either too tight or so loose as to create a body-form fit or expose body areas other than arms, lower legs, or head is prohibited. Hoods/hats must be removed in the building.

Shirts must be kept buttoned (except neckband) unless the student is wearing an appropriate shirt underneath. A cap sleeve or longer is required on all shirts or dresses. The cap sleeve must be intact and may not have a slit, lacing, or any other form of openness. Shoulders may not be exposed. Halter tops, tank tops, V-neck or low cut tops may not be worn. Any apparel that exposes the midriff is prohibited.

Proper footwear will be peds, socks, or hose worn with shoes. Shoes must be determined safe by the administration and must have backs (strapped backs are acceptable). Shower shoes, flip flops, slippers, or any shoe without a hard sole are not permitted.

Hairstyles shall not cause a disruption of the educational process nor create a health or safety problem. Hair should be washed regularly and should be well groomed at all times. Hair cannot cover the eyes or in any way, which otherwise obstructs their natural vision. Hair should not be arranged in any style or color that causes distraction from classroom activity or creates unusual attention by other students or adults. Hair color, including highlights, must be within the spectrum of color that grows naturally, such as shades of blonde, black, auburn/red, and brunette. **Mohawks or Mohawk style, long spikes, extremely long hair and other extreme hairstyles are not permitted. Hair should not have any designs shaved into it.**

Skirts, dresses, skorts and shorts (when permitted) **shorter** than fingertip length are prohibited. Shorts worn in combination with a short skirt or, one-piece outfits that give the same appearance are not permitted. Makeup must be applied in a modest fashion.

Prohibited Items:

1. Any eccentric type of dress or grooming that distracts from the purpose of school. This includes (though not limited to) the wearing of fishnet/netted sleeves and abnormal hair styles and abnormally colored hair.
Extremely loose fitting clothing: Trousers/slacks/jeans may not be worn below the hip or have the appearance of the "sag-look".
2. Hats or head coverings, sunglasses
3. Any "gang" style clothing or accessories
Cut, torn or clothing with holes. No skin can be exposed
4. Hospital-type clothing
Any clothing articles containing illustration or words that:
 - a. are obscene or sexually explicit
 - b. have derogatory statements toward ethnic, racial, religious, or political groups
 - c. promotes the use of alcohol, tobacco, drugs, or illegal behavior
 - d. are offensive to administration or staff
5. "Breakaway" and transparent or translucent clothing
6. Body piercing (exception- earrings). This includes tongue ring, nose ring
7. No "gauging" or stretching of the earlobe for the wearing of gauge earrings
8. Pocket chains and any non-jewelry item worn as jewelry, such as "dog chains, dog collars, and bathtub chains"
9. No pajama bottoms/pajama type pants

IV. SCHOOL BUS RULES AND REGULATIONS

School buses are an extension of the regular school facilities and students are expected to conduct themselves on the buses as they do when they are in the school building. School bus drivers have the same authority as the classroom teachers to enforce the rules and regulations in accordance with the Ohio Administrative Code 3301-83-08.

Parents/Guardians are responsible for their child's behavior before boarding the bus in the morning (this includes the area where the children gather to wait for the bus) and after the students disembark from the bus at the end of the school day. **Riding the bus is a privilege**, and the student's behavior is a matter of safety for themselves and others. Bus drivers should not be distracted from their task of driving, due to inappropriate behavior. Students shall be respectful to the driver as they are the sole responsible authority on the bus.

- Students shall be at their designated place of safety **5 minutes before** the bus arrives. The bus will **NOT** stop if a student is not present at the designated stop.
- Whether a student is boarding or disembarking a bus and must cross a road, the student shall wait for the driver's hand signal and check traffic in both directions on their own before crossing the road.
- **Only** authorized students will board and depart the buses at their assigned stops.
- Students must go directly to the first available or their assigned seat, and **remain seated**, while keeping backpacks, coats, & musical instruments clear of the aisle, and emergency exits.
- Students will not possess or attempt to transport alcohol, drugs, tobacco, fire arms, aerosol cans or anything that might be considered a weapon. Possession of any illicit material will be just cause for immediate suspension from transportation and possible criminal action.
- Pupils are to refrain from eating and drinking on the bus except as required for medical reasons.
- Students shall not use profane or indecent language or gestures.
- Students shall not throw, spit, or shoot objects at, in, or out of the bus.
- Students **must** keep their hands, arms & head inside the bus at **all** times.
- Students will not tamper with emergency doors, windows or any other safety equipment.
- Students shall not damage or vandalize the bus.
- Usage of cell phones is prohibited on buses. This includes: audio, video, and photography of any students or staff members.

After a driver has warned a student about unacceptable behavior, he/she will write a Bus Conduct Report that will be turned in to the school principal/superintendent for disciplinary action.

- 1st – Conduct Report – warning and a call to parents.
- 2nd – Conduct Report – 1 day bus suspension and a call to parents.
- 3rd – Conduct Report – 3 day bus suspension and a call to parents.
- 4th – Conduct Report – 5 day bus suspension and a call to parents.
- 5th – Conduct Report – 7 day bus suspension and a call to parents.
- 6th – Conduct Report – 10 day bus suspension with recommendation to Superintendent for disqualification of bus service for the remainder of the semester and/or school year.

V. PBIS EXPECTATIONS (Positive Behavior Intervention and Supports)

PBIS is a school wide approach to discipline and process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, and classroom discipline systems. The process focuses on improving our school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning. Components of PBIS School wide expectations: Behavior matrix which explains expectations in each school area, direct teaching of expectations, behavior tracking & rewards systems.

SES CORE VALUES:

Be Ready ~ Be Respectful ~ Be Responsible ~ “B’ Pawsitive PBIS Matrix

	Classroom	Cafeteria	Recess	Hallway/ Stairs	Restroom
Be Ready	<p>I will have my supplies</p> <p>I will be in my seat</p> <p>I will have my listening ears on</p>	<p>I will wait patiently at my place</p> <p>I will face forward</p> <p>I will keep my hands & feet to myself</p>	<p>I will be dressed appropriately for the weather</p> <p>I will stay in line when dismissed</p> <p>I will be safe</p>	<p>I will face forward</p> <p>I will stay in a single file line</p> <p>I will stay on the right side of the hall and stairs</p>	<p>I will use my time wisely</p> <p>I will wait my turn</p> <p>I will wash my hands</p>
Be Respectful	<p>I will raise my hand to speak</p> <p>I will use kind language with others</p> <p>I will be respectful to all property</p> <p>I will STOP-THINK and LISTEN</p>	<p>I will use good manners-Say “Please and Thank You”</p> <p>I will use my inside voice when in the serving area and at my seat</p> <p>I will be quiet when the traffic light goes to yellow</p>	<p>I will keep my hands & feet to myself</p> <p>I will treat others as I would like to be treated and show good sportsmanship</p> <p>I will listen to adults</p> <p>I will leave nature outside and on the ground</p>	<p>I will be silent</p> <p>I will keep my hands and feet to myself</p> <p>I will walk in the halls</p>	<p>I will respect school property</p> <p>I will throw away trash</p> <p>I will keep my hands and feet to myself</p> <p>I will give others privacy</p>
Be Responsible	<p>I will ask for help</p> <p>I will keep my hands and feet to myself</p> <p>I will complete my work</p> <p>I will use all supplies correctly</p> <p>I will do my BEST!!!</p>	<p>I will clean my area</p> <p>I will stay in line when dismissed</p> <p>I will deposit food and trash appropriately</p>	<p>I will use equipment wisely</p> <p>I will return equipment after use</p>	<p>I will go directly to my destination</p> <p>I will always have a pass</p> <p>I will keep the hallway clean</p>	<p>I will turn the water off</p> <p>I will flush the toilet</p> <p>I will report any vandalism</p>

PBIS Matrix

	Bus	Assembly	Arrival/ Dismissal	Safety Drills	Attendance
Be Ready	<p>I will listen to the Bus Driver</p> <p>I will sit at all times in my seat</p> <p>I will face forward</p>	<p>I will stay in the right zone</p> <p>I will face forward</p> <p>I will sit correctly</p>	<p>I will wait patiently and listen for directions</p> <p>I will have my belongings ready</p> <p>I will go directly to my assigned area</p>	<p>I will stop all activities when an alarm sounds</p> <p>I will remain in a single file line</p>	<p>I will arrive to school on time</p> <p>I will have my backpack and supplies ready for the day</p>
Be Respectful	<p>I will use my inside voice</p> <p>I will treat others with kindness</p> <p>I will keep my hands and feet to myself</p>	<p>I will keep my hands and feet to myself</p> <p>I will listen to the speaker</p> <p>I will applaud appropriately</p>	<p>I will keep my hands and feet to myself</p> <p>I will listen to the adult in charge</p> <p>I will use my indoor voice</p> <p>I will stay in my area</p>	<p>I will be silent</p> <p>I will remain calm</p> <p>I will listen to a teacher's or an adult's directions</p> <p>I will keep hands and feet to self</p>	<p>I will show my teacher that I want to be in class and learn</p> <p>I will be on time and stay until the end of the day</p>
Be Responsible	<p>I will talk to my seat partner</p> <p>I will sit with my back against the seat and feet not in aisle</p> <p>I will keep my bottom on the seat</p> <p>I will always use an inside voice</p> <p>I will be safe for the driver</p>	<p>I will be an active listener</p> <p>I will follow the directions of the presenter</p>	<p>I will take all of my things with me</p> <p>I will eat immediately upon arrival if I am having breakfast</p> <p>I will walk directly to my destination</p> <p>I will ask for permission to leave my designated area (ie. restroom)</p>	<p>I will remain with my adult</p> <p>I will be patient</p>	<p>I will come to school each day unless ill</p> <p>I will ask my teacher for any work missed when not in school</p> <p>I will complete any missed work when I return to school</p>

VI. CODE OF CONDUCT EXPECTATIONS, SCHOOL INFRACTIONS, CORRECTIVE MEASURES

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

Violation of the Code of Conduct may result in verbal or written reprimand, referral to guidance counselor, parental contact or conference, loss of recess, in-school restriction, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

CLASSROOM EXPECTATIONS (PBIS) AND CONDUCT: Corrective actions with regard to student behavior that may violate individual teacher's specific course requirements or classroom management policy are the responsibility of the respective teacher to address. Examples of disciplinary actions which teachers can use may include, but are not limited to the following:

1. Verbal reprimand
2. Special assignments that are constructive
3. Oral or written notification to parent/guardian
4. Conference with student and/or parent/guardian
5. Loss of privileges
6. Administrative referral

BEHAVIORAL DETERRENCE FOR OFFENSES:

Recess Academy: Loss of recess, a portion or all of a student's recess.

Recovery Zone (In-School Restriction - ISR): This refers to the removal of a student from his/her regularly scheduled classes for a portion or all of the day, but not more than ten (10) school days. During this period, a student will remain in a specified area and perform his/her studies. Students assigned to ISR will be counted as being in attendance in school. Misbehavior in ISR may result in further disciplinary action.

Out of School Suspension (OSS): This is the removal of a student from school and all related school activities including extracurricular activities and athletics for a period in excess of 24 hours, but not to exceed 10 school days. During this time, the student is not to be on the school premises at any time unless brought in for counseling or conference with his/her parents/guardians. The student is also to remain at home during school hours. A student MAY NOT attend nor participate in any school activity while suspended. Attendance or participation in activities will result in additional disciplinary action including but not limited to that described in the chart as "Insubordination."

NOTE: If school is closed for any reason, students must make up the day/days of suspension.

Expulsion: Expulsion shall be understood to mean the expulsion from all school attendance and related activities (both curricular and extracurricular) according to Ohio School Laws.

1. An expelled student is not permitted on school grounds at any time for any reason with the exception of counseling/conference with parents. No credit shall be given for work accumulated prior to expulsion: Current semester and letter grades of "F" shall prevail and appear on a student's transcript for that current semester.
2. The expulsion period may be up to 80 days or for up to 180 days for severe infractions in accordance with Ohio law.
3. Student due process, as prescribed and required by Ohio Law, will be followed when an out of school suspension or expulsion becomes necessary.
4. Any student that is expelled may not attend another school including a technical school or receive college credit from any university.

DIVERSION: The Struthers Juvenile Program is designed to provide interventions for at-risk youth. Interventions may include referrals to community services, educational programming offered directly through the Diversion Program, home and/or school behavior modification plans, etc. Students may be required to participate in the Diversion Program in conjunction with the Struthers Schools District in one of the following ways:

1. Students disciplined for verbally/physically aggressive offenses or that otherwise demonstrate need may be required to attend the Anger Management Program.

2. Students may be granted the opportunity to participate in Diversion in lieu of suspension, expulsion or other behavior deterrents at the discretion of Administration.
3. Students demonstrating other at-risk factors (i.e. drug use, accumulation of suspension days, delinquency) may be required to participate in Diversion.
4. Students referred for Diversion, in lieu of criminal charges or by other community service providers that through a formal at-risk assessment meet criteria for school-based or related interventions, will be required to adhere to the guidelines set forth within Struthers City Schools Student Handbook relating to the Struthers Juvenile Diversion Program.

Diversion requires the full cooperation of both the student and their parents/guardians. Noncompliance with the opportunity to participate in Diversion may result in the use of other behavior deterrents.

INFRACTIONS AND CORRECTIVE MEASURES:

The following pages contain charts used for violating school rules and regulations. It is important for students and parents/guardians to be aware of the following:

1. 20 or more accumulated days of suspension (ISR and OSS combined) may result in a recommendation for expulsion.
2. Administration has the right, based on the severity of the infraction, to waive any steps she/he feels is necessary, there is always *administrative discretion* with respect to all offenses.

INFRACTION	1ST offense	2nd offense	3rd offense	Thereafter
Classroom Disruption	Teacher Discretion	Teacher Discretion	Administrative Discretion	Administrative Discretion
Multiple Infractions during a day	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Lunchroom Disruption	Staff/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Eating or Drinking out of assigned area	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Dress Code Violation	Parental Notification, Change of Clothes	Administrative Discretion	Administrative Discretion	Administrative Discretion
Failure to be prepared for specials. (Art, music, physical education)	Teacher Discretion	Teacher Discretion	Administrative Discretion	Administrative Discretion
Unauthorized use of wireless communication devices	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent
Unauthorized use of wireless devices for video/audio recording and photography	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent
Possession or use of unauthorized electronic devices.	Confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent	Administrative Discretion & confiscation of device to be retrieved by parent

INFRACTION	1ST offense	2nd offense	3rd offense	Thereafter
Out of Assigned Area	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Truancy, leaving school/grounds without permission	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Profanity or vulgarity: may be verbal, written or in the form of a gesture	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Other Acts of Irresponsibility	Teacher Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Violation of School Safety Rules	Teacher Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Drawing, writing or making hand gestures about inappropriate material (guns, knives, etc.)	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Verbal/Written threats; Hazing; Racial & Ethnic Slurs; Harassment; Intimidation; Bullying	Administrative Discretion	Administrative Discretion – which may include OSS	Administrative Discretion – which may include OSS or Referral for Expulsion	
Sexual Harassment	Administrative Discretion – which may include OSS or Referral for Expulsion	Administrative Discretion – which may include OSS or Referral for Expulsion	Administrative Discretion – which may include OSS or Referral for Expulsion	
Insubordination	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Vandalism, Theft	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Bus Misconduct	As per policy	As per policy	As per policy	As per policy
Possession or use of squirt gun, water balloon or other water devices	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Forgery	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Cheating/Plagiarism	Teacher/Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion

INFRACTION	1ST offense	2nd offense	3rd offense	Thereafter
Fighting or Provoking a fight, "Stirring the Pot"	Administrative Discretion on ISR/OSS	Administrative Discretion on OSS	Administrative Discretion – which may include OSS or Referral for Expulsion	
Attacking an individual	Administrative Discretion which can include ISR/OSS	Administrative Discretion – which may include OSS or Referral for Expulsion	10 days OSS & Recommend Expulsion & Referral to Law Authorities/Diversion	
Attack on a school employee	Administrative Discretion which can include ISR/OSS	Administrative Discretion – which may include OSS or Referral for Expulsion	10 days OSS & Recommend Expulsion & Referral to Law Authorities/Diversion	
Verbal abuse of, or vulgarity towards a staff member or other student	Administrative Discretion onISR/OSS	Administrative Discretion on OSS	Administrative Discretion – which may include OSS or Referral for Expulsion	
<u>POSSESSION</u> : Alcohol, Drugs, Over the Counter, Prescription Medicine; Evidence of possession or having consumed alcohol or drugs; possession of drug paraphernalia including "look alike" drugs	5 days OSS & Referral to Diversion Program	10 days OSS & Recommend Expulsion & Referral to Law Authorities/Diversion		
<u>DISTRIBUTION</u> : Alcohol, Drugs, Over the Counter, Prescription Medicine; Distribution or sale of any alcohol, drugs, "look alike" drugs or counterfeit controlled substances	10 days OSS & Recommend Expulsion & Referral to Law Authorities/Diversion			
Attempt/Unauthorized Fire	10 days OSS & Recommend Expulsion & Referral to Law Authorities/Diversion			
Setting Off Fire Alarm	Administrative Discretion – which may include ISR or OSS			
Use or possession of tobacco or paraphernalia including lighter/match	Administrative Discretion – which may include ISR or OSS	Administrative Discretion – which may include ISR or OSS	Administrative Discretion – which may include ISR or OSS	
Gang Related Activity; (Graffiti, Signs, Colors, etc.)	Administrative Discretion – which may include ISR or OSS	Administrative Discretion – which may include ISR or OSS	Administrative Discretion – which may include ISR or OSS	
Extortion	Administrative Discretion	Administrative Discretion – which may include ISR or OSS		
Inducing Panic; (Bomb Threat, Firecrackers, etc.)	Up to 10 days OSS/ Recommend Expulsion & Referral to Law Authorities/Diversion			
Failure to serve or complete Diversion Programs	Administrative Discretion & Parental Conference			

DEFINITIONS OF OFFENSES:

Bullying, harassment and intimidation – Effective March 31, 2007, Ohio Revised Code 3313.666 defines “harassment, intimidation, or bullying as any intentional written, verbal or physical act that a student has exhibited towards other particular students more than once and the behavior both 1) causes mental or physical harm to the other students; 2) is sufficiently severe, persistent, pervasive that it creates an intimidating or abusive environment for the other student.” NOTE: This type of behavior is prohibited at school events and on school property.

Cyber-bullying – Cyber-bullying is any of the prohibited behavior defined above that is perpetrated with computers, cell phones, internet websites and/or any other electronic device. Any cyber-bullying that causes a disruption to the educational climate is subject to disciplinary action which may include suspension.

Fighting - Anytime there is physical contact between students.

Use or possession of tobacco or related paraphernalia – Anytime a tobacco product or related paraphernalia is found on a student or in any student’s property.

Distribution or sale of drugs, narcotics (including “look-alike”), over the counter drugs, prescription drugs or counterfeit controlled substances including marijuana - Violators are subject to criminal action and school corrective action. (H.B. 535 amended section 2929.01 and enacted section 2925.37, O.R.C. prohibits making, selling, and possessing counterfeit drugs and related tools).

Evidence of possession or having consumed alcoholic beverage and/or drugs or narcotics (including “look-alike”), over the counter drugs, prescription drugs or counterfeit controlled substances including marijuana – Possession of drug paraphernalia designed primarily to facilitate the ingestion or inhalation of illegal drugs, including “look-alikes”.

Vandalism and theft - This includes defacing and damaging school property and personal property of school employees or students. Theft is defined as unauthorized possession of school or personal property. Violations will be judged at the discretion of the administration as to the proper disciplinary action to be taken.

Attacking an individual - Any physical or verbal attack on a person or group.

Overtly blatant disrespect (treated as insubordination) - The failure to comply with directions of teachers, student teachers, school aides, secretaries, bus drivers, principals, or other authorized personnel.

Use or possession of weapons or dangerous instruments including “look-alikes” - Using or transmitting any object that in fact, or under the circumstances can reasonably be considered to constitute a weapon (gun, knives, firecrackers, explosives, mace/pepper spray, or other such instruments capable of inflicting bodily injury, etc.).

Extortion - The act of borrowing or attempting to borrow from another person by use of “strong arm” methods, or by implied or expressed threat. This includes hazing which is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organizations that causes or creates a substantial risk of causing mental or physical harm to any person. (This complies with section 2307.44 of the Ohio Revised Code).

Forgery - The act of falsely using in writing the name of another person, or falsifying and/or altering times, dates, grades, addresses, phone numbers, or other data on school forms or correspondence directed to the school.

Harassment - Defined as “annoying, incessant, critical attacks on another person.” These can be gestures, comments, or actions which tend to demean another person on the basis of age, color, creed, national origin, or gender. Essentially, this covers anytime a staff member or student feels threatened mentally, physically or sexually. Harassment exists in the perception of the person being harassed.

Plagiarism - Defined as “the passing off of another person’s ideas, writings, work, etc., as one’s own work. Any plagiarized material, written or otherwise, which is handed in as all or part of a class assignment by a student, will automatically receive a grade of zero. This applies to all subjects in all classes.

Sexual Harassment - Defined by the Ohio Civil Rights Commission as “any unwanted attention of a sexual nature from someone in the workplace that creates discomfort and/or interference with the job.” This may include “unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or an offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs, or other materials, and the telling of sexual stories.” This definition is extended to cover student-to-student harassment.

Inducing Panic - Any act that implies intent to harm or create unrest.

VII. TITLE ONE AND PARENT INVOLVEMENT

PARENT AND FAMILY INVOLVEMENT (Board Policy 2111)

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

In accordance with statute and the State Board of Education Parent and Family Involvement Policy, use of the term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

PARENT PARTICIPATION IN TITLE I PROGRAMS (Board Policy 2261.01)

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served.

Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. The proposed policy must describe how the School District will:

- A. involve parents in the development of the School District's Title I plans and in the process of school review and improvement, if necessary;
- B. provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student achievement and school performance;
- C. build the schools' and parents' capacity for strong parental involvement;
- D. coordinate and integrate parent involvement strategies with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;
- E. in consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including:
- F. identifying barriers to greater parent participation; designing strategies for more effective parental involvement; and, revising the parental involvement policy if necessary;
- G. involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities will be allocated;
- H. provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- I. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- J. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- K. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- L. involve parents in the planning, review, and improvement of the Title I program;
- M. communicate information concerning school performance profiles and their child's individual performance to parents;
- N. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- O. provide timely responses to parental questions, concerns, and recommendations;
- P. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- Q. conduct other activities as appropriate to the Title I plan and State and Federal requirements.