

# **RIDGEVIEW ELEMENTARY STUDENT/PARENT HANDBOOK**

**Buckeye Code of Conduct 2019-2020**



**Ridgeview Elementary  
3456 Liberty Street  
Ashtabula, Ohio 44004  
(440) 997-7321; fax (440) 998-2842; absences (440) 990-3295**

**Visit us at [www.buckeyeschools.info](http://www.buckeyeschools.info)**

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# **Welcome to Ridgeview Elementary School**

***All members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.***

Danyel Ryan, Principal (440) 997-7321

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Sandra Bojanowski, School Secretary (440) 997-7321

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[www.buckeyeschools.info](http://www.buckeyeschools.info)

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of June, 2013. If any of the policies or administrative guidelines referenced herein is revised after April 1, 2013, the language in the most current policy or administrative guideline prevails. Current copies of board policies and administrative guidelines are available from the principal.

## **MISSION OF THE SCHOOL**

### **District Vision**

Refer to **The Warrior Way** for Positive Behavior



## **PBIS INTRODUCTION**

We are an educational system that believes our approach to student discipline is focused on changing behaviors and not punishing students. We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. School safety and academic success are created and strengthened when students are effectively and actively engaged in their learning. These outcomes are enhanced when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes. In Buckeye Local Schools, students have rights and privileges as well as responsibilities. While the school system has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. This handbook is intended to inform students of the expectations for behavior that will result in a school atmosphere that promotes excellence in teaching and learning. The purpose of the handbook is four-fold:

1. To illustrate expected appropriate and respectful student behaviors
2. To describe violations of the Student Code of Conduct and associated interventions and consequences that may be enforced
3. To outline student rights, privileges, and responsibilities, and
4. To provide information about how to get help with appeal requests, processes and procedures, and resources available from school system personnel.

Equally important to sharing what is expected of students is that school and district policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies. Students in an effective learning community are expected to demonstrate the

following character traits: responsibility, respect, trust, citizenship, and caring. Responsibility is demonstrated by always doing your best, thinking about consequences, being accountable for choices, and doing what one is expected to do. Respect is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, and accepting differences among people. Trust is built by keeping promises, telling the truth, being reliable, practicing academic integrity, and building a good reputation. Citizenship has to do with making your school and community a better place, obeying laws and rules, and respecting authority. And finally, caring is displayed by showing concern for the well-being of others around you. Our schools support appropriate student behaviors that facilitate learning and minimize disruption in several ways. One

example is Social Emotional Learning, embedded in the primary years' curriculum. This framework for teaching social emotional development and school readiness skills so that children can problem solve, recognize their own feelings and those of others, refrain from impulsive behavior, and manage their

anger. Positive Behavioral Intervention & Supports (PBIS) is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving positive social and learning outcomes while preventing problem behaviors. PBIS uses a collaborative team approach to analyze and respond to discipline related behavioral patterns. The focus of this handbook is to guide student behavior, to link interventions to improve student behavior, and to inform others that will assist school staff in creating safe and orderly environments. The rules and expectations outlined have been developed so that a combination of consistent and fair strategies will be implemented in every classroom and every school.

### School Wide Expectations Within Multiple Environments

	Arrival & Dismissal	Hallways	Restroom
Be <b>Prepared</b>	- have all materials with you.	-walk in a single file line on correct side of hall	-get in and get out -wait your turn
Be <b>Respectful</b>	-3 inch voices when entering and leaving the building -keep area clean	-zero voices -keep hallway clean	- keep restroom clean - zero to 3 inch voices
Be <b>Involved</b> Safely	-PAX hands and feet -walk up and down stairs, taking one step at a time.	-PAX hands and feet -take one step at a time	-PAX hands and feet -flush and wash
Be <b>Dependable</b>	-go to breakfast or waiting area -go directly to destination -self control	-go directly to destination -self-control	-self control -go directly to destination

Meet **Expectations to show your Ridgeview PRIDE!**

## School Wide Expectations Within Multiple Environments

	Cafeteria	Recess	Bus
Be <b>Prepared</b>	-walk in a single file line -get your lunch and go to your seat	-line up promptly -zero voices when entering the building	-walk in single file line when getting on bus -go directly to your seat
Be <b>Respectful</b>	-use manners (please and thank you) -3 inch voices -listen to the adults	-use kind words and actions -include others -play cooperatively	-use manners -use appropriate language -3 inch voices when on the bus
Be <b>Involved</b> Safely	-PAX hands and feet -stay in seat	-PAX hands and feet -use equipment appropriately - dress for the weather	-PAX hands and feet -stay seated when bus is moving -keep aisles clear -stay behind yellow line
Be <b>Dependable</b>	-clean up after yourself -self control	-self control -take care of equipment	-take all your belongings with you -self control

Meet **Expectations to show your Ridgeview PRIDE!**

## School Wide Expectations Within Multiple Environments

	Assembly		
Be <b>Prepared</b>	-walk in a single file line -follow teacher direction		
Be <b>Respectful</b>	-zero voices during presentation -listen to speaker -raise hand before speaking		
Be <b>Involved</b> Safely	-PAX hands and feet -stay seated on your bottom -participate appropriately		
Be <b>Dependable</b>	-clean up after yourself -self control		
Meet <b>Expectations to show your Ridgeview PRIDE!</b>			

### Monitoring Student Behavior

\*All teachers use Class Dojo to track and monitor student behavior.

Teachers will send home parent/student access codes so that parents can communicate and keep track of their child's behavior through Class Dojo. You can access Class Dojo at <https://www.classdojo.com/>.

#### **Positive Acknowledgment and Reinforcement**

- Fun Friday Activities-less than 5 minor office referrals
- PAX Leader - one chosen by the class 2x's/ month and given an ice cream token
- Bragg Tag Awards- Given out at the end of each grading period and recognized at an assembly

#### **Consequences**

- Phone call home and/or loss of privilege after three reminders in one day
- Principal's Office
- If the behavior is a level 3 or 4 violation the principal will conference with that student the same day. (office referral is attached)

**SEVERE CLAUSE:** If the offense is of a severe nature, all steps will be bypassed and the child will be sent directly to the principal's office. All rules listed in the handbook may be superseded by the Buckeye Local Schools Board policy. Most students do follow the rules on a daily basis. Our school will continue to recognize and reinforce appropriate individual and group behavior in a variety of positive ways throughout the school year.

### **THE SCHOOL DAY**

Grades K-5 **9:00 a.m. – 3:30 p.m.** Bus students arrive at approximately 8:45 a.m. If a car rider or walker is eating breakfast, he or she will be allowed in the building at 8:40. All other walkers and students transported by a parent should arrive **NO EARLIER THAN 8:45 a.m.** Students arriving **after 9:00 a.m. will be tardy** and must be signed in by a parent or guardian in the main office.

Parents are asked to be considerate of our students when picking up children at the end of the day. The school day ends at 3:30 p.m. and all walkers and car riders will be dismissed at this time. While rare occasions such as medical appointments may require students to be dismissed early, regular requests to pick up students early interrupt the instructional day for every other student in the class. We ask that parents don't pick up students before 3:30 p.m. unless absolutely necessary. **Car riders will be dismissed from the main entrance front door. A teacher will walk the students out of this door to your car, so please stay in your car.**

If there is a change in transportation for the day, the student must bring a note to school or **call the office BEFORE 3:00** to notify the teacher and office of the change. **No changes** will be made in transportation after 3:00 unless the parent comes into the office to sign out the student. Students will be sent home by their normal mode of transportation if they do not have a note or a call is not received before 3:00. For the safety of our students, if a parent or guardian needs to make a last minute change to a student's transportation, and the student is to be a car rider, the parent, guardian, or person picking up the student will need to come into the school office and sign the student out prior to 3:30.

Students will only be released to those people authorized to pick them as indicated on the yellow student information card. Please be aware that unfamiliar people will be asked to provide a driver's license as proof of identification.

### **CHANGE OF ADDRESS**

All changes of address or telephone numbers should be reported immediately to the school office. In cases of emergency, current information is vital.

If parents are traveling away from home, the school must be given the names of childcare providers and other persons responsible for the child during the parents' absence

### **VISITORS TO THE SCHOOL**

All doors, including the front entrance, will be locked during the school day. Visitors will have to check in by an intercom to speak with the office. A camera mounted near the intercom will assist office staff in identifying visitors before allowing entry to the building. Ridgeview Elementary School encourages parents and other citizens of the district to visit our building to observe the variety of learning activities taking place. All visitors are required to report to the school office upon arrival to sign in and receive a visitor's pass. The pass should be returned when you leave and sign out. To minimize classroom interruptions, please stay in the office or lobby if picking up students during the school day. For safety, all students are dismissed from the office.

### **VOLUNTEERS**

Ridgeview Elementary School welcomes the many contributions provided by school volunteers. We have an active PTO. If interested in donating your time with the PTO, contact the school for more information.

### **STUDENT WITHDRAWAL**

Parents are requested to notify the school at least one week in advance of withdrawing students from school by filling out the pupil withdrawal form. Student records will not be released until library books, textbooks, and other school property is returned and materials fees are paid.

### **CLASS FEES**

***Make Checks Payable to Buckeye Local Schools or pay online @ <http://www.buckeyeschools.info/>***

Kindergarten - \$25.00 per year. This fee will cover drawing and art paper, pencils, crayons, paints, and other similar consumable supplies.

Elementary Grades 1 through 6 - \$15.00 per year. This fee will cover drawing and art paper, pencils, crayons, paints, and other similar consumable supplies.

Late Enrollment Rate for Annual Fees: The late enrollment fee scheduling will be two-thirds after November 30th and one-third after February 28th.

Refund Rate for Annual Fees: The refund fee schedule for withdrawals will be two-thirds until November 30<sup>th</sup> and one-third until February 28<sup>th</sup>.



**RETURN CHECK POLICY: All return checks will be submitted to eCollect and your account will be debited electronically for both the face amount and returned check fees.**

### **DRESS AND GROOMING**

SEE CODE OF CONDUCT FOR KINDERGARTEN THROUGH GRADE 5 DRESS CODE on page 19

#### **GYM DRESS**

Students will need a pair of tennis shoes with light rubber soles that will not mark the gym floor and can be tied or strapped tightly. Any type of canvas shoe will suffice as long as it meets the requirements. **Sandals or backless shoes are not permitted.** It is also preferred that students wear pants on gym day.

#### **SCHOOL LIBRARY**

Students will be visiting the school library once each week where they will be able to choose and check out books. Students with overdue books may lose the privilege of checking out additional items until the overdue materials are returned. Lost or damaged books must be paid for or replaced. In the case of a student who finds the lost book prior to the end of the year and returns it to the library, money paid for the lost book will be refunded.

#### **LOST AND FOUND**

A "lost and found" collection is maintained in the school. Articles not claimed at the end of each nine weeks will be given to a charitable institution

#### **STUDENT ABSENCES AND EXCUSES**

The Buckeye Local Board of Education and Ridgeview Elementary School believe that regular attendance leads to higher academic achievement. **Class attendance is the responsibility of the student or guardian. Excessive absences may lead to disciplinary procedures and/or court action.**

The statutes governing school attendance in Ohio are specific and leave little options for school authorities to excuse children from school. Unexcused absences will be dealt with as truancy or parental neglect. The following constitute reasons for absences from the school:

1. **Personal Illness.** The approving authority may require the certificate of a physician;
2. **Illness in the family.** The absence under this condition shall apply to students in grades 9 - 12;
3. **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials;
4. **Death of a relative.** The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence;
5. **Students needed at home due to absence of parent or guardian.** Any absence arising because of this condition shall not extend for a period longer than that which the parent or guardian was absent;
6. **Observance of religious holidays.** Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief;
7. **Emergency.** An emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence from school.

A written reason must be given by the parent or guardian upon the student's return to school.

**Family vacation,** such absence will be considered unexcused, but not truant. The request for absence **must be made at least one week prior to leaving.** A student excused under this provision is responsible for obtaining his/her assignments prior to leaving and submitting the completed assignments no later than two days after returning unless arrangements have been made with the teacher. When parents take a student out of school without prior arrangement, the absence will be unexcused and no make-up work for credit will be permitted.

#### **SCHOOL ATTENDANCE & ABSENCE PROCEDURES**

When a student is ill or otherwise unable to attend school, his/her parent or guardian should call the school **before 10:00 A.M.** To report a student absence, call 990-3295 or email **r.frazer@buckeyeschools.info**. If you wish to pick up homework for your child, please call before 11:00 a.m. If a student must miss part of a school day to keep a medical or dental appointment, he/she should bring a personal note to his/her teacher, and then to the office. Students will be picked up in the **OFFICE**. A sign-out sheet will be provided on the office counter for parents or

guardians to sign out the student. For safety, please do not go to the classroom. Students will only be dismissed from the office.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

### **TARDINESS**

Students who **arrive after 9:00 a.m.**, the start of school, will be tardy and **must be checked into the office** by a parent or guardian before reporting to their classroom.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage students participating in the event. It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without adult chaperone. Buckeye Local Schools Code of Conduct is in effect at all school-related activities.

### **STUDENT SUSPENSION: (SEE CODE OF CONDUCT Page 17)**

### **PARTIES**

**Parties at school (other than regular school-wide parties) are NOT allowed.** With 24 hours notice to the teacher, a small birthday treat may be sent to school with your child. Treats need to be dropped off in the office and then the teacher will be notified so the treats can be picked up at the teacher's convenience. **Minimal time will be allocated for such activity at the discretion of the staff to allow for less interruption of the academic day.** The principal has instructed staff not to distribute any birthday treats until 3:15 p.m. unless a special (art, music, or physical education) is scheduled at that time.

To ensure the happiness of all students, party invitations may be sent to school to pass out to students only if every child in the class will receive one. If only a few students are to be invited to a party, arrangements must be made at home. We cannot provide phone numbers and addresses of students to others.

### **PROHIBITION OF HARASSMENT (SEE CODE OF CONDUCT Page 20)**

### **CAFETERIA**

The Board of Education recognizes the need for an effective and efficient food service program. Consequently, the Board has installed an automated food service accounting system in order to assist students in obtaining nutritionally adequate meals. Instead of a cash register, we use a touch screen computer with a cash control program. Students are encouraged to prepay or to pay daily for lunches. Checks should be made out to the Buckeye Local Schools and will be entered into the food service accounting system under the student's name. All lunch charges are discouraged. With the automated accounting and billing system, the student may charge a Type A lunch only if he or she forgets their money. Charges will not be permitted for more than five (5) lunches or breakfasts for elementary students. Junior high and senior high students are only permitted to charge one (1) time. After five (5) charges in the elementary school or one (1) charge in the junior or senior high school, a peanut butter or cheese sandwich and milk will be provided. The parents will be notified of the charges and for the potential of legal action to collect the charges if not paid.

At the end of the school year, all charges must be paid in full and if charges are not collected, they will be carried over to the following year. Accounts that have a credit balance will be carried over to the next school year unless a refund is requested. Graduating seniors and students moving out of the district will have their credit balance refunded by check.

Parents or guardians may also provide information that can be attached to this account, such as food allergies or limits on a la carte spending. All communication attached to a student account must be received from parents or guardians in a written and signed format.

There are many advantages to this form of cash control:

- Greater accounting accuracy for student pre-payment purchases
- Protection of free or reduced student lunch status

- Providing parents and guardians greater control and a better accounting of students' cafeteria purchases

For the child's own welfare, all children who eat their lunch at school should remain on the school grounds throughout the school day. Only in case of an emergency will the child be permitted to leave the school grounds. This must be confirmed by a written note signed by the parent or guardian, as well as permission from the school office.

The cost of breakfast, lunch and milk will be communicated at the beginning of the school year. Prices are subject to change. We encourage anyone whose economic situations may change throughout the school year to apply for free or reduced breakfast/lunch status. An income schedule for eligibility is available at each school or the business affairs office.

### **CAFETERIA PAYMENTS & ON-LINE INFORMATION**

Payments may be made to lunch accounts through the district website using either the PayPams or MySchoolBucks.com secure on-line transaction links. MySchoolBucks.com can also be used to monitor daily lunch transactions and spending.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### **COMMUNICATIONS AND MESSAGES**

Problems that may arise relating to the classroom are most effectively resolved by communication DIRECTLY with the teacher.

Whenever a child is being transported by bus to a destination other than his/her own home, written permission is necessary. When a child is going to a friend's house, written permission must be received from BOTH parties. Any phone calls for changes in transportation should reach the office no later than 2:00 p.m. Calls received after this time affects the ability of office staff to monitor student safety during dismissal time.

Students may use the office phone only if they receive permission from a teacher or office personnel.

**Parents are not to enter the classrooms during the day to deliver lunches, books, etc. These items may be left in the office for delivery to the students at an appropriate time so that instruction will not be interrupted.**

Any message for a student must reach the school **by 2:00 p.m.** unless it's an absolute emergency. Regular requests by an individual will not be viewed as an emergency.

### **ASSESSING STUDENT PERFORMANCE & GRADES**

Pupil progress is reported by sending a report card home four times during the school year and through parent-teacher conferences. The conferences are held after the 1st and 3rd nine-week grading periods. Through both methods, the school attempts to report academic achievement, attitudes, and study habits.

#### **For grades K-3**

Standards-based progress reports for students in grades K~5 will consist of a checklist of curricular standards and grade level indicators used to show progress towards mastery.

#### **For grades 4-5**

The following percentage equivalents for letter grades are used in the elementary school:

- A - Excellent (100-90%)
- B - Good (89-80%)
- C - Average (79-70%)
- D - Poor (69-60%)
- F - Failing (59-0%)
- I - Incomplete

### **HOMEWORK**

The purpose of homework is to enrich and extend the learning begun at school. It is intended to promote independent

study and initiative, to provide opportunities for students to draw upon resources outside the school and to allow the parents/guardians an opportunity to understand and provide support for the work that their child is doing at school.

In most cases, homework assignments are due the following school day or the following day of school attendance in situations of personal illness or other excused absence. If because of any emergency or circumstances beyond the student's control, a homework assignment is not completed, parents should send a written explanation to the classroom teacher. All homework should be marked and/or graded. Please remember that homework may be figured into the grade for each nine-week grading period.

### **RECESS**

All children are expected to participate in outdoor activities during recess periods. Children should be sent to school with adequate outer clothing for these play periods each day. This includes boots when there has been rain or snow. Boots, gloves, hats, and coats are needed for winter play. Snow pants are recommended for children in grades K-3. A spare pair of pants is recommended for the younger children during the winter months. **The students should have a change of footwear to wear outside for recess.**

A written note must be sent if, for a health reason, your child is not permitted to play outdoors. This option should be exercised with caution. The demands on the faculty are great during these periods, and it is difficult to provide proper supervision for children who do not participate in the regular program. If a child is to stay indoors for more than five consecutive days, a doctor's note is required. During rain or severely cold weather, indoor recess will be held using a guideline of 16° F. The principal will determine when recess will be held indoors.

### **INCLEMENT WEATHER AND SCHOOL CLOSING**

When inclement weather causes school to be cancelled, an announcement will be made on local radio stations - Ashtabula WREO 97.1 (FM), Ashtabula WFUN (97 (AM)), and Ashtabula 102 WZOO (FM) and local television news channels. Please tune to one of these stations if you question whether there will be school. Closing information will also be posted on the district web page @ <http://www.buckeyeschools.info/> and School Connects.

### **SAFETY**

It is the policy of Ridgeview Elementary School to take every possible precaution for the safety of all students, employees, visitors, and others present on school property.

1. **Fire, tornado and lockdown drills are conducted on a regular basis.** These drills provide both students and personnel with practice in responding to emergency situations should they occur.

### **OHIO ADMINISTRATIVE CODE - (3301-83-08) PUPIL TRANSPORTATION MANAGEMENT POLICIES.**

Pupil transportation management policies should be developed cooperatively by administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.
- (C) Pupil management and safety instruction policies shall include the following:
  - (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  - (2) Pupils must wait in a location clear of traffic and away from the bus stops.
  - (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
  - (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
  - (5) Pupils must remain seated keeping aisles and exits clear.
  - (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
  - (7) Pupils must not use profane language.
  - (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
  - (9) Pupils must not use tobacco on the bus.
  - (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
  - (11) Pupils must not throw or pass objects on, from or into the bus.
  - (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
  - (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  - (14) Pupils must not put head or arms out of the bus windows.
  - (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
  - (16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

### **BUS RULES**

1. Go directly to your assigned seat and remain seated.
2. Obey the driver promptly and respectfully.
3. Keep aisles and exits clear.
4. Carry on objects must be held in your lap.
5. Keep hands, feet and objects to yourself.
6. Never throw anything inside the bus or out the windows.
7. Never put your head, arms or legs out of the bus window.
8. No profane or bad language.
9. No eating or drinking.
10. Do not damage seats or other property.

### **BUS CONDUCT REPORT**

Student's Name	Grade	School
Date of Incident	___ Warning ___ 2 <sup>nd</sup> Notice ___ 3 <sup>rd</sup> Notice ___ 4 <sup>th</sup> Notice ___ 5 <sup>th</sup> Notice ___ Sev. Clause	
Bus No.	Driver's Name	

**DEAR PARENT:** The purpose of this report is to inform you of a disciplinary incident involving your child on the school bus which may have jeopardized the safety and well-being of all students. You are urged to both understand and cooperate with the corrective action initiated today by the school district. Please sign and return this warning report to the building principal.

### **MISBEHAVIOR**

- \_\_\_ Improper boarding/departing procedure
- \_\_\_ Throwing objects in, into or out of bus
- \_\_\_ Bringing articles on bus of injurious or objectionable nature
- \_\_\_ Noisy at railroad crossing
- \_\_\_ Failure to remain seated
- \_\_\_ Refusing to obey driver
- \_\_\_ Pushing/tripping others
- \_\_\_ Smoking on bus/lighting matches
- \_\_\_ Spitting/littering
- \_\_\_ Unnecessary noise
- \_\_\_ Eating, drinking
- \_\_\_ Excessive mischief
- \_\_\_ Unacceptable language
- \_\_\_ Riding incorrect bus
- \_\_\_ Other misbehavior relating to safety, well-being and respect
- \_\_\_ Drugs, alcohol use

### **Assertive Discipline Procedure (Bus Conduct)**

1. Driver speaks to the student and provides written assertive discipline procedure (red card).
2. First written warning sent home to parent for signing and return copies to building principal and transportation supervisor. A phone call or meeting may be arranged through the principal or supervisor if driver, principal or parent feel it would be beneficial. Offense could result in a Saturday detention. Consideration will be given to driver recommendation.
3. Second written report results in three days off the bus.
4. Third written report results in five days off the bus.
5. Fourth written report results in ten days off the bus.
6. Fifth written report results in student being suspended for ten days pending conference with the parents, superintendent, building principal, bus driver and student with a possible suspension of bus privileges for the remainder of the semester.  
SEVERE CLAUSE: Suspension from bus with other possible discipline including suspension of bus privileges for the remainder of the semester for behavior, including, but not limited to, the following:
  - A. Willfully harming another person;
  - B. Damaging school board property;
  - C. Fighting;
  - D. Insubordination, severely disruptive behavior, or creating an unsafe environment;
  - E. Other misconduct identified in the board-adopted student discipline policy.

### **FIRST AID**

If a child should become ill at school, the procedure will incorporate the following general requirements:

1. The school nurse, the principal, school secretary, teacher or other staff member will be responsible for administering first aid. The nurse serves more than one elementary school and is on call at all times for emergency situations or urgent medical problems. The nurse visits our school daily on a regular basis and routine health matters may be discussed during these occasions. A rescue squad will be called in case of serious illness or injury.
2. In accordance with law, the parents of all children will be asked to sign and submit an "Emergency Medical Authorization," which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child. The parental permit and the emergency card will be kept readily at hand in the main office. Any changes to these cards should be reported immediately to the office.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school nurse.

### **ADMINISTERING MEDICATION**

The following staff members are designated as being authorized to administer medication and treatment to students: principal, teachers, school nurse, aide, others designated on a student's IEP/504, and principal designees (Policy #5330), in compliance with state law and the following regulations.

1. Written instructions signed by the parent and physician are required, including the child's name and address, the school in which the child is enrolled, name and purpose of the medication, time and dosage to be administered, beginning and ending dates to be administered; notation of any severe or adverse reactions that should be reported to the physician, including telephone numbers where he/she can be reached in an emergency; special instructions (storage, sterile conditions).
2. Medication should be brought to school by the parent or guardian in a container appropriately labeled by the pharmacy or physician. **Verify by telephone to the principal if parent or guardian is unable to personally deliver the medication.**
3. **Other oral medications, such as aspirin or other over-the-counter medicine can only be administered by following the above requirements.**
4. The "Request for the Administration of Medication by School Personnel" form and a complete copy of the "Student Medication Policy" are available in the school office.

### **CONTROL OF BLOOD BORNE PATHOGENS**

The Buckeye Local Schools seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school related activities. Whenever a student has contact with blood or other potentially infectious material he/she must immediately notify his/her teacher, who will contact the main office/nurse and assist the student in completing the requisite documents. The parents of a student who is exposed will be contacted immediately regarding exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

### **FIELD TRIPS—CHAPERONES**

Each classroom teacher may elect to take her or his classroom on a field trip during the school year. The classroom teachers, along with the principal, will decide on the destinations that provide educational value and fun for the students. Field trips are considered an extension of the classroom. As such, students are expected to remain with their assigned group and/or chaperone. Most of the time, there are many parents who volunteer to chaperone the field trips. The teachers will decide on how many chaperones are needed based on board policy, the destination, and size of their classes. Teachers will choose chaperones and contact those chosen for all field trips. Only official chaperones may ride school transportation. All chaperones must have a current FBI & BCI background check on file in the main office.

### **COMPUTER TECHNOLOGY**

Computer use at Ridgeview Elementary School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Use of all computer generated telecommunications is restricted to school related projects and must be supervised by the teacher or network

administrator. Students using the Internet, and the parents/guardians of such students, must complete an **Internet Use Consent Form**, which must be school approved before using the Internet.

### **EQUAL EDUCATION OPPORTUNITY**

Any person who believes that that she or he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district's compliance officer identified below.

Patrick Colucci  
Superintendent  
440-998-4411

Complaints will be investigated in accordance with the procedures described in board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Contact Special Education Supervisor Sarah Baumgardner at 440-998-6369 to inquire about evaluation procedures and programs.

### **ANNUAL NOTICE TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES**

The school district maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the board's annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found at [www.buckeyeschools.info](http://www.buckeyeschools.info)

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a post secondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

The full text of the ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS can be found on the district's website [www.buckeyeschools.info](http://www.buckeyeschools.info).

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated

minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with the office below.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpcoco](http://www.ed.gov/offices/OM/fpcoco)

Informal inquiries may be sent to the Family Policy Compliance Office at: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES  
INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA**

**Nondiscrimination**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

**Complaint Procedure  
Section I**

Any person who believes that she or he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the district's Civil Rights Coordinator.

Superintendent, 3436 Edgewood Drive, Ashtabula, OH 44004 or call 440-998-4411.



The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114.

The entire text of the complaint procedure, as well as all board policies, may be found on the district's website [www.buckeyeschools.info](http://www.buckeyeschools.info)

### **NOTIFICATION TO PUBLIC REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS**

The principal is the contact for coordinating inspections of instructional materials at the school. His/her office is located at 3456 Liberty Street, Ashtabula, OH 44048 or she or he can be reached by calling 440-997-7321.

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

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 she or 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.

### **PARENTS RIGHT TO KNOW**

The Buckeye Local Schools wishes to notify all parents in all buildings that they may request information regarding the professional qualifications of their children's classroom teachers:

- If the teacher has met state qualification and licensing criteria for the grade level and subject area taught
- If the teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived
- The teacher's baccalaureate degree major, graduate certification, and field of discipline
- Whether the student is provided services by paraprofessionals and if so, their qualifications

The district also provides the following notifications to parents of students in Title I schools as necessary:

- Timely notice that the student has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not "highly qualified"
- Information on the level of achievement of the student in each of the state's academic assessments

The district also provides parents with the option to be informed prior to any application of a pesticide made to school property during the school year. In certain emergencies, pesticides may be applied without prior notice to prevent injury to students and staff, but parents will be notified following any such application. Prior Notification of Pesticide Application Requests will be included in the beginning of the year packet provided to students.

## **Buckeye Local Schools Code of Conduct**

The maintaining of school discipline and proper behavior is essential to the establishment of a proper learning environment. All employees as well as all students are responsible for good discipline within the school setting. A breach of discipline is any conduct of pupils which substantially and materially interferes with the educational environment. Acts of behavior that tend to conflict with the education program, which are hostile to the welfare of other students, the staff and/or the system cannot be tolerated. School authorities cannot accept liability and responsibility for student health, safety and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain the proper learning environment for all students, when a student is found to be in violation of this Buckeye Local Schools Code of Conduct, it shall be considered a serious breach of accepted behavior and disciplinary action will be taken. Unless otherwise noted in the individual section, this code shall be applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school sponsored trip and at any other time when the student is subject to the authority of the school.

Students who engage in acts that repeatedly violate this code will be subject to more severe consequences for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type of severity of punishment for a violation of this code.

### **I. Student Rights and Responsibilities**

**PURPOSE:** So that the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. Occasionally a small minority may react adversely to the question of rules in a free society, but it is commonly accepted by the overwhelming majority that regulations are in fact established to promote the general welfare of the people. Most students conduct themselves admirably, in a manner creditable to the family. Unfortunately, we are all aware that student behavior is not always a credit to the family, to the schools, nor to other pupils, and it is in the interest of promoting the safety, health and general well-being of the student body that we feel the need to develop a "code of conduct." This code of conduct is in effect on school property, at school functions, and on buses transporting students to and from school and school functions.

1. **The Right to Attend School:** Article VI, Section 3 of the Ohio Constitution provides for the establishment and maintenance of a comprehensive public school system. The Ohio Public Schools System is currently divided into over 600 school districts, one of which is the Buckeye Local School District. By law, all residents between the ages of six and twenty-one in any of these districts are entitled to the enjoyment of all educational opportunities provided by the Ohio Public School System.

Along with the right to equality of educational opportunity, each student in the Ohio Public School System has a related responsibility to act in such a way as to not interfere with the rights of others to the same opportunity. Reasonable and necessary order in the school is essential to the continuation of equal educational opportunities. A student may forfeit his/her right to educational opportunities if his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

2. **The Right to Student Participation:** Students shall be encouraged to form and participate in a variety of extracurricular organizations as a means of broadening their educational experiences. These activities are considered an extension of the school day, and as such, all regular school rules shall be observed. It is a student's privilege to participate in or attend these activities; therefore, one must accept the responsibility of abiding by all school rules when he/she does participate in or attend such an activity.
3. **The Right to Participate in School Government:** One of the most obvious and practical ways to expose students to and to instruct them in the principles of sound citizenship is to involve them in the practical daily governance of the school itself. Such involvement would, of course, remain contingent upon the age, maturity and demonstrated ability of students to function as participants in school government.
4. **The Right to Confidentiality:** Under Ohio law, school authorities are required to maintain many kinds of records. These include the student's name, birth date, age, place of residence, names of parents, date of entry and withdrawal, attendance, courses taken and quality of work done. School authorities, therefore, in the valid exercise of their duties, often collect and store confidential types of information which, if placed in the wrong hands or kept out of the right hands, may do harm to the students. Administrators, therefore, assume an obligation to protect students in this regard.

In compliance with the Federal Family Rights and Privacy Act of 1974, and the board-adopted policy on student records, school officials will not release any information to persons or agencies not officially connected with the school itself without prior written consent of the parents or the student if he/she is 18. The law provides some exceptions to the practice. Directory information may be released without permission in certain instances except when individual parents specifically request that this information not be released regarding their child.

5. **The Right to Due Process:** It is generally accepted today that students are entitled to due process when they are subjected to major disciplinary action. Due process in the context of administrative proceedings carried out by the school authorities does not mean that the procedures used by courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite and fundamentally fair rules of procedure must govern disciplinary action taken by the school authorities. Such a procedure is necessary to guarantee that a student will not be deprived of so fundamentally important a thing as school attendance without substantial and just cause. To ensure that the student receives due process, the disciplinary code which students are expected to follow as part of their responsibility in response to the rights enumerated above, as well as the disciplinary actions followed by school personnel, are outlined in subsequent portions of this document.
6. **The Right to Shared Responsibilities:** The conduct of students in school and at school activities is a joint responsibility of the student, the parent and the school. The school will make and enforce rules and regulations concerning the conduct of students at officially sanctioned school activities off school grounds. Parents should accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

Students shall accept full responsibility for their conduct at all times and ALL students, adult and minor, shall abide

by the rules and regulations defined in the student handbook for each building.

## **II. Administrative Actions**

1. **Administrative Conference**: An informational meeting is held between the student and administrator to determine the facts involved in a situation. The administrator may issue a verbal warning with or without formal notification to the parent(s).
2. **Detention**: A before or after school detention requires at least a 24-hour notice provided to parents. Transportation is the responsibility of the parent(s). Teacher assigned detentions will be held in the teacher's classroom or a designated area while administrative detentions will be held in the library or office or other designated area determined by each individual school.
3. **Saturday School**: A 3-hour session is held on Saturday morning from 9:00 a.m. to noon at Edgewood Senior High School for grades 4 - 12. Students are responsible for their own transportation and must comply with all of the Saturday school rules (given to the student when the Saturday school is issued) to avoid being suspended. If a student fails to attend the Saturday school, a suspension could be issued.
4. **In-School Detention**: Students who have attendance and/or behavior problems may be assigned to an in-school detention. Students will be given credit in their regular classes for all the work completed while in the in-school detention classroom. If a student is absent on the day of the detention, the time must be made up before the student is returned to regular classes. Students who have discipline problems in the in-school detention could receive an out-of-school suspension.
5. **Out-of-School Suspension**: The superintendent, principal, assistant principal and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Buckeye Local Schools Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.
6. **Emergency Removal of a Student**: If at any time an administrator feels that a student is behaving in a way that creates or has the potential to create a clear and present danger to himself or another person, or significantly disrupts the educational process, the administrator may have the student removed from the building. The student will be released to the custody of the parent, guardian or an officer of the law. The parent will be notified by phone or in writing within 24 hours of the removal.
7. **Court Referral**: School officials file a formal legal complaint with the appropriate court (juvenile or civil). This may be combined with suspension or expulsion; parents are notified by the court.
8. **Expulsion**: This is a formal exclusion from school, school activities and school property for an extended period of time. The expulsion is issued by the superintendent upon the recommendation of a school administrator. Parents are notified of an expulsion in writing.
9. **Appeal Process**: Should a student or a student's parent(s) choose to appeal an out of school suspension, he/she must do so in writing to the superintendent within 5 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board of Education in Policy 5611. The student may be excluded from school during the appeal process. Notice of an expulsion appeal must be filed with the treasurer within 14 calendar days of the notice of expulsion.

## **III. Code of Conduct**

A student 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 substantial and material disruption or obstruction of any lawful mission, process or function of the Buckeye Local Schools. The Buckeye Local School District has a policy of **zero tolerance** with respect to violent, disruptive or inappropriate behavior by its students. A violation of any of the following rules may result in disciplinary action selected from the administrative actions in the previous section.

**The following code of conduct relates to the Buckeye Local Schools. Numbers in parentheses are State codes.**

1. **Disruption of School / Class (15)**: Any conduct that tends to interfere with a teacher conducting his/her class tends to disrupt or interfere with the educational process of the school or tends to endanger the health and safety of the students. Some examples include, but are not limited to, running, throwing objects, horseplay, littering, spitting, being persistently unprepared for class, note writing, leaving class without permission and other disruptive

actions as determined by the principal.

2. **Damage, Destruction or Theft of School Property (2) or Private Property (4)**: A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. A student shall not cause or attempt to cause damage to the private property of students, teachers, school personnel or other persons either on school grounds or during school sponsored or related activities, functions or events off school grounds.
3. **Forgery (41)**: Forgery is the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms, or correspondence directed to the school. A student shall not falsify or improperly represent any school documents or parental / guardian notes at any time.
4. **Extortion (3)**: Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else and it is against the law. Students who engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person while on school grounds or at a Board of Education sponsored event may be disciplined.
5. **Abusive Language (8), Threats Toward a School Employee (96), Another Student (33) or Other Person (33)**: A student shall not use threatening, vulgar, profane or abusive language/gestures, written words and/or drawings toward or in the presence of any school employee, student or other person.
6. **Fighting/Assault Toward a School Employee (18), Another Student (19/90) or Other Person (19/90)**: A student shall not cause or attempt to cause physical injury to a school employee, student or other person on or off school grounds. The act of physical bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored activity which is likely to result in physical harm and/or a substantial disruption will not be tolerated for any reason.
7. **Weapons (05), Explosive Devices (43) and Dangerous Instruments (39)**: A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon, dangerous instrument, look-alike (for example, water pistol, paintball gun), or any device, including, but not limited to, a starter's pistol, not designed as a firearm but which is specifically adapted for use as such, while on school grounds, at school sponsored or related activities, functions or events off school grounds or at any time the student is subject to the authority of the school. Weapons or dangerous instruments shall include any object that is used or may be used to inflict physical harm. Lighters, matches, knives, firearms, a toy that is presented as a real weapon, chemical agents and bullet/shotgun shells are included in this category. **(See Section 2923.122 of the Ohio Revised Code)**
8. **Technology Violation (108)**: Except as authorized by a school personnel, students are prohibited from using electronic devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using an electronic device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their devices confiscated and held and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated device may be turned over to law enforcement.
9. **Gambling and Use of Cards/Games (29)**: Students shall not participate in any form of gambling or use or possess games (cards) without permission from school personnel.
10. **Narcotics (104), Alcoholic Beverages (103) and Stimulant Drugs (104)**: A student shall not possess, use, transmit, sell or conceal any alcoholic beverage, intoxicant, narcotic or counterfeit controlled (look-alike) substances. **The odor of alcohol on a student's breath while on school property or under the jurisdiction of the school constitutes a violation of this rule.** Examples of drug abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, over-the-counter medications (without doctor notification and distributed through the nurse) or other substances that could modify behavior. **Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.**

**A student shall not possess, use, transmit, sell or conceal any drug or drug paraphernalia (for example, hypodermic needles, syringe) on school grounds, at any school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school.**

11. **Use or Possession of Tobacco Products (71)**: A student may not at any time use or possess any form of tobacco product on school grounds, at any school-sponsored or related functions or activities off school grounds, or at any time the student is subject to the authority of the school. Tobacco products include, but are not limited to, cigars, cigarettes, clove cigarettes, chewing tobacco, snuff, tobacco look-alike products and any other form of tobacco-related products.
12. **Loitering and Trespassing (44)**: Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without the permission of a building administrator. Willful presence in a school building or a restricted area of a school building at unauthorized times will also be considered trespassing and subject to discipline.
13. **Truancy, Tardiness and Cutting Class (21)**: Absence from all or any portion of the regularly scheduled school day or other mandatory activities without school authorization and parental consent is prohibited. Excessive tardiness to school, excessive tardiness to class, truancy from school and truancy from class are violations and subject to discipline.
14. **Public Display of Affection (48)**: Students are not to display forms of affection (kissing, excessive touching, etc.) in any areas of the building.
15. **Insubordination (09)**: A student shall not fail to accept and follow directions, reasonable requests or orders of school officials, teachers, substitute teachers or other authorized school personnel.
16. **Failure to Accept Discipline (46)**: Penalties assigned by teachers, school administrators/officials or other authorized school personnel not complied with or failure to serve any form of discipline will be considered violations of this rule.
17. **Violation of Bus Conduct Requirements (34)**: Activities which pose or tend to pose a danger to the safe operation of a school bus, including, but not limited to, failing to remain seated, throwing objects at a passenger or the driver, shouting and other disorderly conduct which could cause physical harm or emotional stress, bullying/harassment, using profanity, vandalizing, eating, chewing gum, or diverting the driver's attention will result in disciplinary action.
18. **Violation of School Policies Pertaining to Appearance and Dress (Dress Code) (26)**: In the interests of health and safety, students are expected to dress in the manner conducive to a good learning environment. We believe there is a definite relationship between good dress habits and both good work habits and proper school behavior. Any type of attire that attracts undue attention to the wearer is in bad taste and, therefore, is not acceptable.

#### **IV. Dress Code**

- Wearing apparel or jewelry that promotes drugs, tobacco and/or alcohol, violence, gang activity, presents an obscene message or suggests such is strictly prohibited.
- Students are expected to wear clothing and jewelry in an appropriate manner. **Students are not to wear long wallet/key chains of any type; see-through tops; hats; clothing having excessive holes; hats; unsuitable designs or language on any clothing; no visible undergarments; slit clothing with lacing up the front or sides; any type of apparel that displays bare midriff or has a low cut top. Hats must be in lockers.**
- All shirts must have sleeves covering shoulders at all times. Shirts must also be long enough to tuck in.
- Jewelry worn in connection to body piercing needs to be worn in a manner that maintains student safety.
- Footwear should be worn at all times. No cleats, taps, shoes with rollers, or other inappropriate footwear (flip flops/open-toe shoes) are to be worn in the buildings at any time.
- Skorts, skirts and shorts must be **fingertip in length** or longer. The administration handles and has final determination on clothing regulations. Offenders will be dealt with as a dress code violation.
- **Any student disregarding appearance and dress guidelines will be asked to make the necessary**

**changes in appearance or wearing apparel immediately.** (A letter from the administration may be sent home to the parents of students disregarding the dress code guidelines.) **The building administrator will make the final judgment.**

19. **Hazing (31)/Harassment (06):** Hazing is any act or participation in any act/acts that injures, degrades, disgraces or has the potential to injure, degrade or disgrace any student or staff member. Hazing is prohibited and will not be tolerated.

Any act of harassment and/or sexual harassment will be considered in violation of the Buckeye Local Schools Code of Conduct and subject to immediate discipline. Unlawful harassment on the basis of race, national origin, religion, disability, gender, sexual orientation and age includes such conduct as slurs, jokes and any other verbal or physical attack that:

- Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance;
- Otherwise adversely affects an individual's opportunity to participate in the educational process.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

20. **Harassment (6), Intimidation, or Bullying (102):** Is any act or participation in any act/acts that injures, degrades, disgraces or has the potential to injure, degrade or disgrace any student or staff member. This conduct is prohibited and will not be tolerated.

Any act of harassment and/or sexual harassment will be considered in violation of the Buckeye Local Schools Code of Conduct and subject to immediate discipline. Unlawful harassment on the basis of race, national origin, religion, disability, gender, sexual orientation and age includes such conduct as slurs, jokes and any other verbal or physical attack that:

- Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance;
- Otherwise adversely affects an individual's opportunity to participate in the educational process.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

#### Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- 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.

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

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

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

#### **Types of Conduct**

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

- physical violence and/or attacks;
- threats, taunts, and intimidation through words and/or gestures;
- extortion, damage, or stealing of money and/or possessions;
- exclusion from the peer group or spreading rumors; and,
- repetitive and hostile behavior with the intent to harm others through the use of information and

communication technologies and other web-based/on-line sites (also know as "cyber-bullying"), such as the following:

1. posting slurs on websites where students congregate or on web logs (personal on-line journals or diaries);
2. sending abusive or threatening instant messages;
3. using camera phones to take embarrassing photographs of students and posting them on-line;
4. using web sites to circulate gossip and rumors to other students; and,
5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

21. **False Alarms (42) and/or Inducing Panic**: The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause is a violation of state law and is subject to discipline by the school and possible contact of police authorities.
22. **Arson (36)**: The unauthorized use of any fire while in attendance at any Board of Education sponsored activity or on Board of Education property including vehicles is not permitted. Anything, such as fire, that endangers school property and its occupants will not be tolerated.
23. **Internet Policy (32)**: Students are expected to comply with the Board of Education policy regarding the use of technology and Internet services. Using technology to access, view, possess or transmit offensive or slanderous materials is not acceptable and is subject to discipline. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. **Repeated Acts of Misconduct (81)**: Students shall comply with all policies, rules and regulations of the Board of Education. Continual and repeated acts of misconduct will not be tolerated and will be subject to further disciplinary actions being taken.

### **Searches**

**General Searches of Students and Personal Items**: Students have the right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object that violates the law or school regulations. If a student is asked to acknowledge the item voluntarily or to cooperate with the search and refuses, school officials and appropriate law enforcement officials contacted may detain the student. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for failure to cooperate.

**Search of Student Lockers/Desks**: Students are advised that lockers and desks are the property of the Buckeye Local School District and are subject to inspection by authorized school personnel. Students are responsible for any and all contents found in their lockers and desks and will be held responsible for any violations of school rules that occur in their assigned lockers. **No student is permitted to share a locker/desk without the written permission of the administration, and sharing a locker/desk does not excuse either student from being responsible for the contents within the locker/desk at all times.**

**Search of Student Vehicles**: Students who exercise the privilege of driving, riding or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement and school disciplinary procedures.

## **2018-2019 Ridgeview Elementary School Staff**

Principal	Mrs. Ryan	d.ryan@buckeyeschools.info
Secretary	Mrs. Frazier	r.frazier@buckeyeschools.info
Grade 5	Mrs. Bojanowski Mrs. Bertolasio	
Grade 4	Ms. Hudson Mrs. Smith Mrs. Brennan	
Grade 3	Mrs. C.Veon Mrs. Rozzo Ms. DeCamillo	
Grade 2	Mrs. Holden Mrs. Morgan Ms. Korabek	
Grade 1	Mrs. Robinson Mrs. Louden Mrs. Todaro	
Kindergarten	Mrs. Feather Mrs. Oros Mrs. Whitmire Mrs. A. Smith Mrs. White Mrs. Cole	
Physical Education	Mrs. Willey	
Art	Mrs. Adams	
Music and Band	Mr. Butera	
Intervention Specialist	Mrs. Applebee Mrs. DeBenedetto Mrs. J. Veon	
Tutors	Mrs. Furmage Ms. Hines Ms. Pop Mrs. Humphreys Ms. Brenizer Mrs. Stover	
Nurse	Mrs. Crossley	
Library Aide	Mrs. Thomas	
School Counselor	Mrs. Pfeifer	
Psychologist	Mrs. Ianetta	
Speech/Language Pathologist	Mrs. Pettis	
Occupational Therapist	Ms. Headly	
Physical Therapist	Ms. Perry	
Writing Interventionist	Ms. Nagy Ms. Shaffer Ms. Swartzfager Ms. Sperduto	
ESC Aide	Ms. Drake Ms. Fucsh Ms. Pochedley Ms. Thorne	
Head Custodian	Mr. Farver	
Custodian	Ms. Woodworth	
Cafeteria	Ms. Miller	



SMEA

Ms. Cox  
Ms. Simmon  
Ms. Kirk  
Mr. Vincenzo