2017-2018 Elementary Student Handbook

Hancock Elementary School
2314 Hancock St.
Preschool - 6th Grade
419-984-1210 K-6th
419-984-1048 Preschool

◆

Mills Elementary School
1918 Mills Street
Preschool - 6th Grade
419-984-1048 K-6th
419-984-1048 Preschool

◆

Ontario Elementary School
318 Columbus Ave.
Kindergarten - 6th Grade
Entrance - Adams St. East Doors
419-984-1250
Temporary location during construction of new building.

Osborne Elementary School
920 W. Osborne St.
Kindergarten - 6th Grade
419-984-1270

◆

Venice Elementary School
4501 Venice Heights Blvd.
Kindergarten - 6th Grade
419-984-1290

◆

Regional Center for Advanced Academic Studies
Gifted Curriculum School
Grades 3-6
617 Jackson Street
419-984-1349

◆

SCS Information 419-626-6940

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District Mission Statement

To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.

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Please see our direct dial phone numbers listed below or at: *www.scs-k12.net.*

TELEPHONE INFORMATION

School	Grades	Principal	Telephone
Hancock	K-6	Mrs. Kathy Pace-Sanders	419-984-1210
Mills	K-6	Mr. Jude Andres	419-984-1230
Ontario at Adams	K-6	Mr. Tim Kozak	419-984-1250
Osborne	K-6	Mrs. Rebecca Muratori	419-984-1270
Venice Heights	K-6	Mrs. Donna Brown	419-984-1290
RCAAS	3-6	Mrs. Tara Toft	419-984-1349

Administration Building	Name	Telephone
Receptionist	Mrs. Patricia Wilson	419-626-6940
Superintendent/CEO	Dr. Eugene T.W. Sanders	419-984-1000
Chief of Staff and Transformation Officer	Mr. Dan Poggiali	419-984-1015
Chief Academic Officer PK-16	Dr. Julie Lenner McDonald	419-984-1020
Executive Director of Curriculum & Expanded Supports/Student Services Director	Dr. Megan Peugeot	419-984-1024
Transportation Department	Mr. Ted Peters	419-984-1330

GENERAL BUILDING INFORMATION

ARRIVAL TIME

Students who walk or are transported to school by their parents should plan to arrive at school no more than twenty (20) minutes before the school day begins.

DEPARTURE TIME

Students are to leave the building and school grounds promptly upon dismissal. Students may remain in the building after school in the company of a teacher or for supervised activities.

LUNCH

Sandusky City Schools has received a grant which allows all students to receive a free breakfast and lunch during the 2016-2017 school year. Elementary students may bring a packed lunch; milk will be available for purchase. *Those who carry their lunch may purchase milk. Soft drinks and candy are not permitted as part of packed lunches.* Parents/Guardians should notify the school if their child is going to be tardy and wishes to be included in the school lunch count.

For building specific information, please check our website at www.scs-k12.net.

CLOSING PROCEDURES

EMERGENCY DURING SCHOOL HOURS

In the event it becomes necessary to close a building, group of buildings, or all buildings within the Sandusky City School district **after the school day has begun**, the following procedure will be used:

The affected schools will be contacted by the superintendent or his designee.

- A general announcement concerning the school closing(s) will be broadcast over: scs-k12.net, WLEC 1450AM, WCPZ 102.7FM, Cable Channel 81, TV Channel 41, sanduskyregister.com, and ONE CALL NOW notification system.
- Parents/Guardians will be encouraged to pick up their child/children, if possible.
- Walkers will be dismissed if supervision at their homes can be verified.
- Bus transportation to regularly scheduled bus stops will be provided for those children who normally ride the bus. Transportation runs will be conducted in the following order: elementary, middle school, Sandusky High School.
- Unless and until home supervision can be guaranteed, all children will remain in their respective buildings with the building principal implementing a plan for supervision.
- Transportation to Osborne Elementary will be provided for those elementary children remaining at their respective buildings. Bus drivers will be instructed not to drop off any child who normally rides a bus who does not have confirmed supervision at home. These children will stay on the bus and be transported to Osborne Elementary.
- Large notices will be posted on the doors of all elementary school buildings indicating that children have been transported to Osborne Elementary.

NOTE: *No child, kindergarten through sixth grade, will be permitted to go to another child's home unless that child's parent/guardian gives permission on the Emergency Medical Authorization form or, grants permission through telephone contact.*

WEATHER RELATED

At times throughout the school year it may become necessary to close the schools due to poor weather conditions. The factors which are considered in the closing decision are: student safety (walking and riding), access of staff to school (on the road and in the parking lots), weather conditions at the time, and weather forecasts.

If it becomes necessary to close school, the following procedures will be in effect:

All closing news will be broadcast over: scs-k12.net, WLEC 1450 AM, WCPZ 102.7 FM, 3 WKYC, 5 WEWS, 8 WJW, 11 WTOL, 13 WTVG, 19, WOIO, and One Call Now notification system.

- Decisions will be made, whenever possible, in time for the 11:00 p.m. news the night before the schools are to be closed. If it is not possible to make a decision by this time, the decision to close the schools will be made as early as possible.
- All reports will use the name ***Sandusky City Schools***. Any other references, such as, Erie County Schools, etc. should be ignored. If Sandusky City Schools are not mentioned, we will be open as usual.

NOTE: Please do not contact the radio/television stations or school personnel regarding school closing. It is necessary for all telephone lines to remain open for emergency purposes.

DELAYED START

In the event of a two (2) hour delay, all activities including bus pick-up, meetings, and classes will be two hours later than normal. Morning Preschool will be **cancelled** on Two-hour delayed start days.

Two hour delayed start times: Osborne 10:00 AM ♦ Hancock and Venice 10:10 AM ♦ Mills 10:40 AM ♦ RCAAS 10:45 AM

ONE CALL NOW One Call Now allows school personnel to keep you updated quickly and efficiently with personalized messages and helps you, as a parent, stay actively involved in your child's education. As a parent, participating in *One Call Now,* you may select two ways to be contacted. To sign up or opt out of our 'One Call Now' school closing phone call list, contact Brooke Austin at 419.984.1034 or baustin@scs-k12.net

STUDENT SCHOOL SUPPLIES

The following school supplies should be purchased, labeled with the student's name, and sent to school within the first week. Additional supplies may be requested and some supplies may need to be replenished throughout the school year. **NOTE: RCAAS supplies differ from other grade lists.**

KINDERGARTEN

Good quality watercolors - 8 colors (Ex.: Prang® or Crayola®)
Good quality crayons – 16 or 24 crayons (Ex.: Crayola®)
Blunt tip scissors, good quality (Ex.: Fiskars®)
White glue
Two boxes of tissues (to share with class)
Box of wipes
Hand sanitizer
Zip top bags, small (Ex.: Ziploc®)
Standard size backpack for carrying items to and from school
Tennis shoes for Gym

FIRST GRADE and SECOND GRADE

Good quality crayons - 16 or 24 crayons (Ex.: Crayola®)
Good quality watercolors - 8 colors (Ex.: Prang® or Crayola®)
White glue
Metal scissors, good quality (Ex.: Fiskars®)
One dozen No. 2 pencils
Large eraser
Two boxes of tissues (to share with class)
Hand sanitizer
Book bag (backpack) for carrying items to and from school
Supply box
Tennis shoes for Gym

THIRD GRADE

Colored pencils, colored markers and highlighters
Good quality crayons - 16 or more colors
Good quality watercolors - 8 colors (Ex.: Prang® or Crayola®)
White glue
Metal scissors pointed, good quality (Ex.: Fiskars®)
Two dozen No. 2 pencils
Large eraser
Pencil pouch
Zip top bags (one box of each, small and large)
Two boxes of tissues (to share with class)
Hand sanitizer
Book bag (backpack) for carrying items to and from school
Tennis shoes for Gym

FOURTH GRADE

Colored pencils, colored markers and highlighters
Good quality crayons - 16 or more colors
Good quality watercolors - 8 colors (Ex.: Prang® or Crayola®)
White glue
Metal scissors pointed, good quality (Ex.: Fiskars®)
One dozen No. 2 pencils
Large Eraser
Wide loose leaf notebook paper
Supply box
Two boxes of tissues (to share with class)
Hand sanitizer
Book bag (backpack) for carrying items to and from school
Tennis shoes for Gym

FIFTH GRADE

12 Pack colored pencils, 10 Pack colored markers, 4 highlighters
Good quality crayons - 16 or more colors
Good quality watercolors - 8 colors (Ex.: Prang® or Crayola®)
White glue stick
Metal scissors pointed, good quality (Ex.: Fiskars®)
One dozen No. 2 pencils
Large eraser
Wide loose leaf notebook paper
Ten folders
Supply box and pencil pouch
Two boxes of tissues (to share with class)
Hand sanitizer
Book bag (backpack) for carrying items to and from school
Tennis shoes for Gym

SIXTH GRADE

12 Pack colored pencils, 10 Pack colored markers
2 highlighters
Good quality crayons - 24 or more colors
Good quality watercolors - 8 colors (Ex.: Crayola®)
White glue
Metal scissors pointed, good quality (Ex.: Fiskars®)
Two dozen No. 2 pencils
Two Large erasers
Five pocket folders with prongs
Four Packs of wide loose leaf notebook paper
Large supply box and pencil pouch
Two inch three ring binder
Two boxes of tissues (to share with class)
Hand sanitizer
Book bag (backpack) for carrying items to and from school
Tennis shoes for Gym

WELCOME TO SANDUSKY SCHOOLS

PARENT/GUARDIAN INFORMATION

The following laws and regulations are meant to remind parents/guardians of their legal responsibilities and obligations relative to their child's education.

ADULT VISITORS

Any adult wishing to visit a school must report to the office upon entrance to the school to receive approval prior to visiting a classroom. Failure to receive authorization shall be construed as due cause for instituting charges of trespassing.

ATTENDANCE LAWS (O. R. C. SECTION 3321.01)

Except as provided in this section, the parent(s)/guardian(s) or other person having the care of a child of compulsory school age which child has not been determined to be incapable of profiting substantially by further instruction shall cause such child to attend a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session, or shall otherwise cause him to be instructed in accordance with the law.

COMPULSORY SCHOOL AGE (OHIO REVISED CODE SECTION 3321.01)

A child between six and eighteen years of age is "of compulsory school age" for the purpose of Section 3321.13, inclusive, of the Ohio Revised Code. The compulsory school age of a child shall not commence until the beginning of the term of such schools, or other time in the school year fixed by the rules of the Board of Education of the district in which the child lives.

ENTERING OR WITHDRAWING

No student will be admitted to or withdrawn from school unless accompanied by the parent/legal guardian. Any child entering from another school district must present a certified birth certificate, immunization record from doctor or health department, photo ID from parent/guardian, legal papers (i.e. custody papers, legal name change, etc.) and verifications of residency. Students entering school must show written evidence of having the immunizations required under Ohio law unless the parent/ guardian or student's physician (M.D. or D.O.) presents a written statement of objection for health or personal reasons. Failure to present such evidence or to keep shots up-to-date may result in exclusion from school.

FAILURE TO SEND CHILDREN TO SCHOOL (OHIO REVISED CODE SECTION 3321.38)

No parent(s)/guardian(s) or other person having care of a child of compulsory school age shall violate Sections 3321.01, 3321.03, 3321.04, 3321.07, 3321.19, 3321.30, or 3331.14 of the Revised Code. The court may require a person convicted of violating this provision to post bond in the sum of one hundred dollars with securities to the approval of the court, conditioned that he will cause the child under this charge to attend school as provided by law, and remain as a pupil in the school or class during the term prescribed by law.

PENALTIES FOR VIOLATION

If a parent/guardian or other person having care of a child should fail to comply with the above stated section of the Revised Code, the court may level a penalty. These penalties shall be determined by the section or sections violated.

LATE SCHOOL ENTRY

Each day of school missed, including the opening day and all days immediately thereafter, shall be considered as day(s) of truancy unless prior arrangements have been approved by the principal.

WARNING TO PARENTS: COMPLAINT (Ohio Revised Code Sections 3321.19, 3321.30)

On the request of the Superintendent of Schools or the Board of Education or when it otherwise comes to his notice, the attendance officer shall examine any case or supposed truancy within his district, and warn the child, if found truant, and his parent/guardian or other person in charge of him, in writing, of the legal consequences of truancy. When any child of compulsory school age, in violation of law, is not attending school, the attendance officer shall notify the parent/guardian or other person in charge of such child of the fact, and require such parent/ guardian or other person to cause the child to attend school forthwith. Upon the failure of the parent/guardian to cause the child to attend school, the attendance officer is authorized to commence prosecution against the parent/guardian or other person in charge of the child in any court of competent jurisdiction.

SCHOOL VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well.

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Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating and learning process and provide for individuals who have expertise in various areas to be used as resource person. Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments. All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships. Volunteers will be required to complete an Application for Volunteer Service, form #053.
Current and prospective volunteers who have or will have unsupervised access to children on a regular basis are required to have a criminal record check through the Ohio Bureau of Criminal Identification and Investigation (BCI).

GRADES AND GRADING

Grades given in the Sandusky City Schools represent a relative appraisal of a student's achievement. The following generally represents achievement:

A (90-100) An "A" student has mastered at least 90% of the assigned work and has displayed superior ability in the completion of all assignments and classroom recitation.

B (80-89) A "B" student has mastered at least 80% of the assigned work and has displayed above average but not superior ability in the completion of all assignments and classroom recitation.

C (70-79) A "C" student has mastered at least 70% of the assigned work and has displayed "average" ability in the completion of all assignments and classroom recitation.

D (60-69) A "D" student has mastered at least 60% of the assigned work but has not displayed average ability in the completion of assignments and classroom recitation.

F (59 & below) An "F" student has mastered less than 60% of the assigned work and has displayed below average ability.

I (Incomplete) An "I" on the grade card indicates that required assignments are not completed during the regular grading period due to an illness or other excused reasons. Incomplete work must be made up within two weeks time unless other arrangements are made by the student, teacher, and principal. If work is not completed within the designated time, the grade automatically becomes an "F."

The letters **O-S-N-F** are used to represent the following relative degree of achievement:

O - Outstanding Achievement	**S** - Satisfactory Achievement	**N** - Needs Improvement
U - Unsatisfactory Achievement	**F** – Failure	**I** - Incomplete

Sandusky City Schools uses the letter system for grading: A, B, C, D, F, and I. The number value assigned to each grade is:

A = 4.0 **B** = 3.0 **C** = 2.0 **D =** 1.0 **F** = no point value or 0.0 **I** = Incomplete

INTERIM REPORTS: Reports will be sent home at the middle of each grading period. See Sandusky City Schools' calendar.

ACADEMIC AWARDS GRADES 4-6

The upper elementary grades of the Sandusky City Schools will recognize the following subject areas in determining Honor, Merit, and Achievement Awards: Reading, Math, Written Communication, Social Studies, Science, Art, Music, and Physical Education.

HONOR ROLL: At least 4 A's, two being in the subjects of Reading, Math, or Written Communication. No "C" or "I" grades in other subjects.

MERIT ROLL: All grades of "B" or better with no more than one "C."

ACHIEVEMENT AWARD: All grades of "C" or better.

PROMOTION AND RETENTION OF STUDENTS

Recommendations for promotion and retention will be made by the teaching staff to the building principal. At the elementary level, the building principal will assign grade placement for all students attending his/her building. Students may be considered for retention for one or more of the following reasons:

- Failure to master the critical objectives (objectives identified as necessary to meet State competency standards)
- Failing grades in two major subjects: Reading, Math, Written Communication

Continued…

- Excessive absences
- Age, physical size, and the number of previous retentions will be given consideration in any retention decision.

PARENT-TEACHER CONFERENCES
Parent-teacher conferences are scheduled twice a year, once per semester. Conferences may be initiated by the parent/guardian, the teacher, or the principal. To schedule a conference, telephone the building principal or respective teacher(s).

OPEN HOUSE
We have changed Open House prior to school opening, so that students, parents and guardians can attend and familiarize themselves with their classroom and building layout. For information call 419.626.6940 or see our website at www.scs-k12.net.

TEXTBOOKS
Students are issued textbooks. If a student loses or destroys a textbook, the parent/guardian will be liable for replacement costs. Your child's final report card will be withheld until payment is received. Charges will be assessed for damaged books. Students are expected to keep their textbooks covered at all times. Students are responsible for bringing books to class daily.

LIBRARY
Before leaving the library, students must show that they have properly charged out all library materials in their possession. All students will be held financially responsible for damaged or lost items and materials belonging to the schools and used by the student.

FAILURE TO PAY FINES AND/OR COSTS
Failure to pay fines or other school costs will result in the withholding of a student's report card, as sanctioned by the Ohio Revised Code Section 3313.642. In the event that a student's report card is withheld, parents/guardians will be notified in writing detailing the student's financial obligation.

LOST AND FOUND
Lost articles should be turned in at the office or designated area. Students seeking lost articles may find them by making inquiry at the office or checking at the designated area.

VALUABLES
Students are discouraged from bringing money or other valuable items to school. In the event it is necessary to bring money, it should be turned in to the teacher/office for safekeeping.

GIFTS FOR TEACHERS AND OTHER STAFF MEMBERS
The giving of gifts to teachers and other staff members is discouraged.

ATHLETIC EQUIPMENT
All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school-sponsored activity until the equipment is returned or paid in full.

TELEPHONE
Students may not use a telephone during school hours unless authorized by a school official. Telephones are for emergency use only.

NON-SCHOOL-SPONSORED PUBLICATIONS
Distribution of non-school publications comes under the jurisdiction of the assistant superintendent and must have his/her approval prior to distribution. Slanderous articles or statements could be due cause for legal action against the authors/editors.

STUDENT-SPONSORED PUBLICATIONS (DISTRIBUTION OF NON-SCHOOL LITERATURE)
The Board of Education respects the right of students to express themselves and to distribute printed materials as a part of that expression, but recognizes that the exercise of that right must be limited by the responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

For purposes of this policy, "publications" shall include any written or printed cards, letters, circulars, books, pamphlets, notices, banners, newspapers, any electronic publications, or other like materials. Such publications may include material not prepared by the student himself/herself. (See Copyright Policy.)

Continued…

The Board reserves the right to designate and prohibit the distribution of publications that are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- libel any specific person or persons
- seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view
- advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students
- contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them;
- incite violence, advocate the use of force, or urge the violation of law or school guidelines
- fail to identify the student or organization responsible for distribution
- solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board
- promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal or question submitted at any election

The Board reserves the right to halt the distribution of unprotected materials.

The Board shall require that students who wish to distribute materials must submit them for prior review. Where the reviewer cannot show within three (3) school days that the materials are unprotected, or where unprotected material is deleted or modified so as to be no longer unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Superintendent in accordance with District rules.

The Board shall require that the distribution of printed materials take place only at the places and during the times set forth in the administrative guidelines of this District in order that such distribution not interfere with the orderly operation of the schools. The Superintendent shall develop administrative guidelines for the distribution of student publications.

ATTENDANCE

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, the board seeks cooperation from parents in the matter of school attendance and punctuality. All students will be urged to plan to shop, make dental appointments, do personal errands, etc., on Saturdays, school holidays, or after school.

In the interest of your child's welfare, Sandusky City Schools has adopted an attendance policy designed to keep the lines of communication open between the home and school. We are aware that in many instances, prolonged illnesses prevent students from attending school.

It is our intention to keep you informed of unexcused or questionable absences with phone calls, letters, and home visits. The number of days of attendance and absence are also listed on the child's grade card. If you have any questions regarding your child's attendance or days of absence, be sure to contact the principal. It is beneficial to your child when home/school communications are maintained.

In the event of a necessary absence, the parent is expected to inform the school by telephone.

Reasons for which absences may be excused include, but are not limited to:

1. Personal illness of the student
2. Illness in the student's family
3. Death in the family
4. Quarantine for contagious disease
5. Religious reasons

Upon returning to school, each student who was absent must immediately make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s).

The school must be informed of a student's absence on the day of the absence. A note explaining the reasons for the absence must accompany the child on his/her return to school. If the absences occur regularly, a doctor's excuse should be included.

1. If a student accumulates more than seven (7) days absence from school per year, no further absences will be excused unless a physician's statement is submitted to justify the need for absence. The principal or his designee may waive this requirement as authorized approval of the superintendent or his designee. A review of this requirement must be submitted in writing to the parent/guardian by the principal or his designee.

2. It is extremely important that students and parents realize and understand that the seven (7) days absence per year built into this attendance policy are not to be considered as approved days to miss class. These should be thought of as a sick bank to be used only when needed.

Continued…

3. Absences which are the result of illness, truancy, vacation, or family emergency will be counted in this tally regardless of whether the absences are excused or unexcused. External suspensions will not count in the seven (7) days limit per year. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspensions, and mentorship programs will not count in this tally.

4. Following the fifth (5) day of absence per year from school, parents will receive a warning letter from the school district. This letter should indicate that after seven (7) days, medical verification is necessary. A notification letter will be sent from the building to parents warning them of irregular attendance, possible failure, and future referral to attendance officer for the Sandusky City Schools. This letter should clearly define the district's attendance policy.

5. Continued irregular attendance at this step may result in other actions as determined by the superintendent.

6. A court referral will be the final step for action to be determined by the Director of Intake of Erie County Juvenile Court.

Ohio law requires parents to see that their children attend school regularly. At any time a student is missing school, parents can be cited into court and be fined, required to post bond, or in extreme cases, be incarcerated and have the children removed from the home.

NON-EMERGENCY TRIPS DURING SCHEDULED SCHOOL DAYS

The Board does not condone student absence for non-emergency trips out of the district. Children who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this absence will rest with the parents and they must not expect any work missed by their child to be repeated by the teacher. However, if the school is notified in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he is absent.

EARLY SIGN-OUT PROCEDURE

Occasionally, a student may have to leave school before dismissal time due to certain situations, i.e., medical appointments or for personal reasons. The day the student is to leave, school the following procedures will be used:

1. The parent must send a note to school stating the reason for early dismissal. The note must be taken to the appropriate school office prior to the start of the school day.
2. All students are required to have their parent/guardian sign them out in the main office. If for any reason a parent/guardian is unable to come to school to sign the student out, this, as well as the student's means of transportation home or to the appointment, must be stated in a note.
3. The student is always responsible for completing any missed class work, homework and/or tests if he/she leaves school early.

EXCUSED ABSENCE: WHAT PARENTS/GUARDIANS MUST DO - *Absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code.* . (Half-day absence is defined as arriving to school before 11:30 a.m. or leaving school after 11:30 a.m. Full-day absence is considered arriving to school after 11:30 a.m. or leaving school before 11:30 a.m.)

1. **Call your child's school before 8:30 a.m. each day your child is absent.**
2. Send a signed note to school with your child on the day he/she returns. This note should be taken to the attendance office and should include:
   a. Current date
   b. Dates of absence
   c. Reason for absence
   d. Signature of parent or guardian
   e. Telephone number where parent/guardian can be reached.
3. Secure a doctor's note or emergency room note any time your child receives treatment. This note should be brought to the school office.
4. Students missing an excessive number of school days may be required to have a doctor's excuse.

EXCUSED ABSENCE: WHAT STUDENTS MUST DO

1. Bring a note to school signed by a parent/guardian explaining the absence. Failure to submit a note will be considered truancy.
2. Make up all missed assignments. It is the student's responsibility to contact teachers about assignments. The number of days given to make up work is equal to the number of days absent. Example: 3 days absent equals 3 school days to make up work. The teacher may grant additional make up days if warranted.

TRUANCY

Absence of students from school or classes without the permission of a parent/guardian or school authorities is considered truancy. **Please refer to Page 32 for new Truancy policies instituted in the 2017-2018 school year.**

A " *habitual truant* " is any child of compulsory school age who is absent without a legitimate excuse for:

- 30 or more consecutive school hours
- 42 or more school hours in one month
- 72 or more school hours in a school year.

A " *chronic truant* " is any child of compulsory school age who is absent without legitimate excuse for:

- 42 or more consecutive school hours
- 60 or more school hours in one month
- 90 or more school hours in a school year.

TARDIES

A child is considered tardy if he/she is not in his/her classroom at the time school is scheduled to begin for the day. In the event the child has been delayed in the building at a location other than his/her classroom (e.g. the office for purchase of a lunch ticket) the classroom teacher will be notified of the delay. Upon receipt of such notification the classroom teacher shall forego recording the tardy.

Parents are expected to contact the school if a child is going to be tardy. A note should accompany the child when he/she reports to school. If a child is going to be tardy due to a scheduled health-related appointment, the parent/guardian should contact the school prior to the appointment. The child should bring a note signed by medical personnel when he/she reports to school following an appointment.

Continued tardiness may result in referral to the Juvenile Court Attendance Officer.

CAMPUS WEAR POLICY FOR STUDENTS IN GRADES K-6

GOAL -The goal of the Campus Wear Policy is to provide a professional dress environment aligning to the District's goals to assure high achievement for all learners, promote a safe and orderly learning environment, support the character development of each student to become a responsible citizen, and develop a high performing organization that is efficient.

PANTS: Colors: Tan or Navy; Fabric: Cotton or Twill; NO Jeans, Denim, Corduroy, Sweat, or Wind Pants; No side zippers; No leg (cargo) pockets; Standard front pockets sewn inside the pants; MUST have belt loops and belt MUST be worn in Grades 4-6. *Elastic waist (with or without belt loops) in Grades K-3.
Length: Cannot drag on floor and cannot be higher than the top of heel. Must be worn at waist and may not be more than one size too large or small. No banding or tucking pants into footwear.

SHORTS/CAPRIS:
Colors: Tan or Navy Blue; Fabric: Cotton or Twill; No Jeans, Denim, Corduroy, or Athletic Shorts; No side zippers; No leg (cargo) pockets; Standard front pockets sewn inside the pants; MUST have belt loops and belt MUST be worn;
Capri Length: At or below the knee; must be worn at waist and may not be more than one size too large or small. In addition, all pants, shorts will be fitted and hemmed, properly fitted at the waist and may not be altered in any way except to fit properly.
Jumpers: K-3 ONLY: Colors: Tan or Navy Blue; Fabric: Cotton or Twill; Length: At or below knee; Appropriate shirt/sweater to be worn underneath jumpers.

SHIRTS:
Colors: White, Navy Blue or Medium Gray (solid) collared shirts, short or long sleeved polos, short or long sleeved Oxfords (no layering of shirts). Shirts must be tucked in. No more than top two buttons unbuttoned. All shirts must have buttons. Athletic or School Organization sponsored shirts are permitted if within the guidelines.

UNDERNEATH SHIRTS:
If an undershirt is worn, it must be PLAIN white, gray, or black (solid). Crew neck or turtle neck only. Shirts must be tucked in.

SWEATERS/ SWEATER VESTS/ SWEATSHIRTS:
Colors: White, Navy Blue, or Medium Gray (solid)

- Sweater Vests: V-Neck, Crew Neck and Cardigan (no hoods) - Campus Wear shirts (listed above) must be worn under all sweaters. Shirts must be tucked in.
- Sweatshirts: Colors: White, Navy Blue, or Medium Gray, Crew Neck ONLY (no hoods). Solid colors only. No logos. Campus Wear shirts (listed above) must be worn under all sweatshirts. Shirts must be tucked in.

Continued…

SHOES:
No open-toed shoes. No "flip-flops." No slippers. Shoes with closures must be worn as intended. Tied shoes must be tied, buckled shoes must be buckled.

SOCKS:
Must wear solid color socks, tights, or hosiery. (No leggings).

BELTS:
Standard dress belt in black/brown, or solid color belt in same color as pants, must be worn with clothing with belt loops. Belts must fit (no excessive length) and have a standard buckle.

TIES: Neckties/Bowties- optional; must be school appropriate.

HEAD GEAR**:**
No Head Gear is to be worn inside the school building during school hours.
No heavy metal or heavy chains allowed. (no spiked accessories, dog collars, or hardware not considered apparel).

BLUESTREAK T-SHIRTS/SWEATSHIRTS:
Special days (limited), as designated by school or district. Sweatshirts may NOT be T-shirts/ hooded. No pockets or logos sweatshirts

SCHOOL GROUPS & ORGANIZATIONS:
School curricular and extracurricular organizations may wear their designated Organization's SHS apparel on meeting or performance days.

NOT ACCEPTABLE:
Gloves, mittens, scarves, hats, headbands, sweatbands, headgear, etc. oversized jewelry, barrettes, patches, badges, or decorations, non-prescription glasses, or sunglasses, pins, stickers, puff paint, monograms, anything pinned, sewn, or campus wear shirt or sponsored shirt, fringed, frayed, gathered, or split hems, pants may not drag; must be at the waist, pants hem may not be tucked into footwear, long & short sleeved shirts may not be layered, obvious holes, tears, rips, slashes or slits, any added item that personalizes clothing or sweatshirts (unless on designated days), any accessory that is distracting due to its size, shape, color, or design. No embellishments may be added to clothing (i.e. paint, embroidery, pins, buttons, or tags). Sales tags must be removed from all clothing.

For all clothing, excluding shoes, no logos permitted. No oversized, tattered, dirty, torn clothing permitted. Solid colors only. Undergarments (excluding t-shirt collars) shall not be exposed or be seen through clothing. No see-through clothing permitted. No outerwear shall be worn inside. Campus Wear applies to all students in the building. Any religious or special needs variation to the Campus Wear requirements must be approved by administration, medical, or IEP authorization. Variations may include skirts for religious reasons but skirts must be floor length and must fit the color, fabric, and size requirements of all other apparel.

FAILURE TO COMPLY WITH CAMPUS WEAR DRESS CODE

- Failure to comply with Campus Wear policy will result in a call home immediately. Parents will have the option of bringing the appropriate clothes to school; or students will be sent home to change.
- Failure to return with proper attire will result in unauthorized/unexcused absences (UA) from classes. Any missed class time because of Campus Wear issues will result in UA-consequences and will follow attendance policy. Refer to attendance policy.

SAFETY PRACTICES AND REGULATIONS

EMERGENCY FIRE EQUIPMENT
Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment is in working condition in the event of an emergency and any student caught disturbing fire equipment will be disciplined accordingly.

FIRE DRILLS
Every room in the building shall have a directional sign conspicuously posted so as to give proper directions to the students in the respective classroom at the time of any emergency.

Any student causing or contributing to a false fire alarm shall have established cause for suspension, expulsion, and/or the filing of a criminal charge. The following procedures shall be adhered to:

1. Move swiftly - do not run.
2. Follow signs and directions.
3. Move out of the door and away from the building.
4. Return to the building only upon directions from school personnel.

EMERGENCY PROCEDURES (TORNADO WARNING, ETC.)
If an emergency of this nature should be announced, each teacher will direct his/her respective class to the assigned area. Students will follow all safety procedures and remain in the assigned area until dismissed.

SCHOOL SECURITY

Video cameras may be placed in buildings to assist in providing a safe, secure environment for all staff, students, and community. They may be used to monitor student behavior and may be used in student discipline proceedings. Video recordings are student records subject to District confidentiality, Board policy, and administrative regulations.

WEATHER GUIDELINES GRADES K-6

Students in grades K-6 will be expected to participate in outdoor recess activities unless weather conditions are such that it would be harmful for students to be outdoors. Students will remain indoors when temperatures fall below 20 degrees or when the wind chill factors come within that temperature range. In addition, all schools have teacher supervisors on the playground at all times to determine if it becomes too cold or too windy to be outdoors.

Outdoor recess is a part of a child's daily activities. There may be circumstances which require a child to remain indoors during recess. In these cases a note from the parent/guardian is required explaining the reasons a child is to remain indoors. Such a note may cover a period of three (3) days. If the period of time a child is to remain indoors is longer than three (3) days, a doctor's statement is required.

Parents/Guardians are reminded of their responsibility of ensuring appropriate dress based on the dress code and weather conditions.

STUDENT SERVICES

Every student has available many services other than those pertaining to academic education:

SCHOOL COUNSELOR

Any time a student feels the need for assistance in matters of a personal or academic nature, the student needs only to make an appointment with our counselor.

PSYCHOLOGIST

The services of a school psychologist are available to any student if the situation warrants.

SPEECH THERAPY

Therapy from a school speech therapist is available to any student if the need is warranted.

STUDENT INSURANCE

Every student will have an opportunity during the first two weeks of school to purchase insurance coverage. A student may buy either the day coverage or the twenty-four hour year-long coverage. All insurance is an "excess" type. Students participating in interscholastic athletics or intramurals must have insurance or the parents/guardians must sign a "waiver" before they are permitted to practice or play.

If a student has an injury which is covered by the policy, the claim should be completed and turned in to the principal's office within 30 days of the date of injury.

HEALTH SERVICES

The services of school nurses are available to assist students with health related issues. The schools' health service program is not intended to replace regular medical supervision by the family physician (M.D. or D.O). Parents are urged to have their children examined as recommended by their family physician (M.D., or D.O., or their Nurse Practitioner).

STUDENT ILLNESS

Please inform us if your child has a history of a serious medical condition. This will enable us to keep the health records up-to-date and be prepared to care for your child should an emergency arise. Please check your child for signs of illness before sending him/her to school. To avoid exposing other children, your child should remain at home if any signs of illness, such as fever, vomiting, etc., are present.

IMMUNIZATIONS

The immunization of children is the parent's/guardian's responsibility. Parents/Guardians of students transferring from other districts will be given 30 days to present written evidence that the immunization requirements have been met. If evidence is not provided within 30 days, the student shall be excluded from school until the immunization series is initiated or written evidence of immunization is obtained.

REQUIRED IMMUNIZATIONS

In accordance with Ohio law, students in grades 1-12 must have the following immunizations before being admitted to school: See chart on next page.

Tuberculin Testing - All students entering from a Foreign Country must also show evidence of having a Mantoux Test within the past twelve months.

Continued…

Immunization Summary for School Attendance
Ohio

VACCINES	*FALL 2017* IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT **Tdap/Td** Diphtheria, Tetanus, Pertussis	**K** Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. * **1-12** Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. **Grades 7-12** One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	**K-7** Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** **Grades 8-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	**K-12** Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	**K-12** Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	**K-7** Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. **Grades 8-11** One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	**Grade 7-8** One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. **Grade 12** Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at http://www.cdc.gov/vaccines/recs/schedules/default.htm.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

FIRST AID AND EMERGENCY CARE

First aid and emergency care for accidents or illness is provided during school hours. The student and his/her parents/guardians must assume responsibility for treatment beyond first aid. Parents/Guardians will be notified in all questionable cases.

EMERGENCY MEDICAL AUTHORIZATION FORM

Parents/Guardians are to complete the Emergency Medical Authorization Form neatly and completely and return it to their child's school on the next school day. **In case of an emergency, if the school is unable to contact the parent/guardian, the emergency contact will be used. Please make certain a LOCAL phone number is used for the emergency contact.**

Please notify the school immediately when any emergency information changes.

ABSENCE FROM SCHOOL

Students returning from school following an illness must bring a note signed by the parent/guardian upon his/her return to school. This note should include the dates of absence, cause of the absence, and any special instructions. If the advisability of admitting the student is in question, the school nurse may check the child prior to admittance. (If the child returns to school with instructions for administration of medication, a Physician's Request for the Administration of Medication in School form must accompany the medication in the original bottle and note.)

Following a severe illness, a parent/guardian may request that a child remain indoors during recess. This request requires a note signed by the parent/guardian stating the number of days and reason for the request. If the request is for longer than 3 days, a note from the family physician is required.

RESTRICTED OR NON-PARTICIPATION IN PHYSICAL EDUCATION CLASSES/ ACTIVITIES

Students with restrictions or who are unable to participate in physical education classes and/or activities are required to have a letter from a physician (MD or DO). The note must include the projected period of time, the reason for the restriction(s) or non-participation, and any limitations.

PHYSICAL EXAMS

A. New Students - Students entering the Sandusky City Schools for the first time are required to have a physical examination. Parents/Guardians are required to complete a School Health History form.

B. Athletic Participants - Students involved in competitive athletics are required to have a physical examination. This physical must be completed by an M.D., D.O., or their Nurse Practitioner, prior to the first practice. Athletic participants with suspected medical or mental problems may be referred for further medical examination prior to participating in a sport. Failure to comply with physical examination requirements will result in non-participation.

VISION, HEARING, AND SCOLIOSIS SCREENINGS

Vision, hearing, and scoliosis screenings are conducted at various grade levels. Parents will be contacted concerning any abnormal results and assisted in planning further examination. Any parent may present the district with a written statement indicating that he/she does not wish to have his/her child screened.

ADMINISTRATION OF PRESCRIPTION/NON-PRESCRIPTION MEDICATION

The general policy of the Sandusky Board of Education is that no medication is to be taken by students or administered to students by school employees and students are not to be in possession of medication in school. The management of medication in specific situations is arranged cooperatively by the parent/guardian, physician, principal, school nurse, teacher, and student. In those specific situations where a student regularly needs medication at school, the parents/guardians shall be given a *"Prescriber's Request for the Administration of Medication in School***"** form to be completed and signed by both the physician and the parents/guardians before the medication can be administered. All medication must be received in the original container and given to school personnel for storage in a locked area.

GUIDELINES SUMMARY

- School personnel are not authorized to administer medication without the appropriate completed form on file. The completed form is required to protect each student, limit the liability of employees of the Sandusky Board of Education, and to comply with the new state law.
- All medication shall be in its original container appropriately labeled and dispensed by a pharmacist or physician (M.D. or D.O.).
- The medication will be administered by the principal, school nurse, or other designated personnel.
- The person designated to administer the medicine shall be provided a copy of the form requesting administration of medication by school personnel.
- If medicine is to be given over a long period of time, the parent/guardian should send in a one school week supply each Monday. More than one week's supply of medicine will not be accepted.

Continued…

- Please note: One copy of the Prescriber's Request for the Administration of Medication in School form is included at the back of the handbook for your convenience and use. Additional forms are available at your child's school and on-line at www.scs-k12.net.

COMMUNICABLE DISEASE CONTROLS

Please check your child for signs of illness before sending him/her to school and notify the school if there is a contagious disease in your family.

- Chicken Pox: Children may return to school after seven days if Chicken Pox are crusted and dry.
- Scarlet Fever (Scarlatina): Children may return upon recovery, but no sooner than one week from onset.
- Streptococci Sore Throat: Children may return after 24 hours if they are under treatment of a physician (M.D., or D.O., or their Nurse Practitioner) and have no fever.
- Eyes: Any child with a reddened or inflamed eye may be excluded until the eye is completely clear or a doctor's statement is submitted allowing his/her return.
- Skin: Any child with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or a doctor's statement is submitted allowing his/her return.
- Head Lice: Children with head lice will be excluded from school and may return only after dis-infestation is complete and the hair is "nit free." Directions on the *Confirmation of Notice and treatment of Head Lice*, form #077 is available from the school.

TRANSPORTATION

Appropriate conduct in or around school buses is vital to the safety of all concerned. The following information serves to inform students and parents/guardians of the guidelines, rules, and regulations regarding the transportation of Sandusky City School students.

BUS CONDUCT

Students shall conduct themselves properly when riding the bus. Reasonable conversation is permitted. In the event a student does not conduct him/herself properly, the driver shall inform the transportation supervisor and complete a bus report that will be forwarded to the appropriate administrator. Upon receipt of a bus conduct report, the administrator shall take such action as he/she deems appropriate to correct the problem. Continued disorderly conduct may result in refusing transportation to a student.

Any behavior on a bus that may be detrimental to the safe operation of a bus shall cause immediate emergency removal of the offender or offenders. This act may be cause for a suspension and/or recommended expulsion for the offender(s) from school.

WAITING FOR STUDENTS

A bus driver is not required to wait for late students. Students are to be ready to board the bus five minutes before the scheduled time of the stop.

BOARDING OR LOADING THE BUS

Upon entering the bus, students are to walk directly to their seats, be seated, and remain in their seats until the bus arrives at their designated stop. Students shall exit the bus in an orderly manner. If it is necessary for a student to cross a highway after leaving the bus, he/she shall stop, look in both directions, listen for oncoming vehicles, and wait for the driver's signal before crossing. Upon crossing, the student must remain 10 feet in front of the bus, clearly in view of the driver at all times.

BUS STOPS

Students will be released from the bus only at their designated bus stop. If extenuating circumstances require a student to be released at a place other than his/her designated bus stop, a note from the parent/guardian must be submitted to the building administrator or his/her designee for approval. The note must include the name of the student, requested drop-off point, the reason for the request, and the parent/guardian signature. If approval is granted, the note containing the building administrator's or his/her designee's signature shall be presented to the driver upon entering the bus. In the event the school administrator or his/her designee is unable to grant permission, parents will be contacted to allow for alternate arrangements. Verbal approval may be granted by the school administrator in emergency circumstances only.

SEATING ASSIGNMENTS

Students may be assigned seats according to physical size, stop location, and ease of loading and unloading.

DEFACING OR DESTROYING SCHOOL PROPERTY

Ohio Law (Ohio Revised Code Section 3109.09) provides that a parent/guardian is liable up to $10,000 plus court costs for the willful damage, theft, or destruction of property by a minor in their custody or control. Parents/Guardians will be required to pay for all damages done by a student who is apprehended for writing on, defacing, or destroying school buses.

TRANSPORTATION OF STUDENTS

Only assigned bus students will be transported to and from school. All other students will be prohibited from riding the bus. Riding or attempting to ride a school bus by non-assigned students shall be considered an act of insubordination.

TRANSPORTATION OF PERSONS OTHER THAN STUDENTS

It is unlawful to transport a parent, smaller brother or sister, or any visitor on a school bus (Ohio Revised Code Section 3327.01). The only exception shall be for persons serving as volunteer chaperones.

STUDENT'S EQUIPMENT

Band instruments, athletic satchels, books, lunch pails, briefcases, and all other articles carried by students are to be put in a safe place. Objects shall not be placed in the aisles, in front of the emergency door, at the entrance of the bus, or anywhere that might endanger students or hinder the safe operation of the vehicle. If equipment is too large to be carried safely, it will be refused.

FORBIDDEN CARGO

The bus driver shall not transport animals, weapons, ammunition, explosives, glass bottles, or other dangerous materials or objects. Students being transported shall comply with the bus driver's decisions regarding questionable items. Toy guns are also excluded from transportation.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

To ensure the health, welfare, and safety of all students riding in school transportation vehicles, the District shall utilize video cameras and recorders on all school vehicles transporting students to and from curricular and extra-curricular activities. The video cameras and recordings will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings.

The video recordings are student records subject to District confidentiality, Board policy, and administrative regulations. The Superintendent or his designee is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.

PHYSICAL EDUCATION PROGRAM

PARTICIPATION GUIDELINES GRADES K-3

Parents/Guardians will receive a calendar showing the days their child will be participating in physical education classes.

In an effort to keep you informed of your child's participation, the following procedure has been established and will be in effect for each 9 week grading period:

1.	Reminder Notice Sent to Parents	No Consequence	
2.	1st NP (non-participation):	Parent Notification	No Consequence
3.	2nd NP (non-participation):	Parent Notification	Consequence: No grade above "B"
4.	3rd NP (non-participation):	Parent Conference	Consequence: No grade above "C"
5.	4th NP (non-participation):	Consequence:	No grade above "F"

The preceding guidelines do not apply in the following circumstances:

- A student is absent from school.
- A student has an identified injury which prohibits active participation.
- A student has an acceptable excuse.

Students may be excused from Physical Education for one day if the parent/guardian sends a note giving a valid reason for the student's non-participation. In the event a child must be excused from physical education activities for a prolonged period of time, a doctor's statement giving the nature of the child's problem and the projected period of time the child will be unable to participate is required.

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Please proceed to the Conduct and Disciplinary Information Section.

Conduct and Disciplinary Information

District Mission Statement

To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.

District Goals

Academics

We will achieve and maintain the highest standards of academic excellence while providing an environment in which students are encouraged to reach their maximum potential.

Financial Resources

We will maintain and enhance the financial condition of the district so as to provide sufficient resources for our programs and facilities.

Facilities

We will strive to provide an optimal learning, safe and healthy environment for our students, staff and community so that there will be no physical barriers to learning.

Community

We will continue to improve communications with our students, families and community members, as well as our staff. We will encourage collaboration with these stakeholders on all fronts, including the recruitment and retention of students.

Staff

The entire staff of SCS will be held accountable for the success of our students. We will provide and facilitate professional development for our staff so that they will have the ability to challenge every student. We will recruit and retain highly qualified staff members who will be strongly encouraged to participate in all aspects of the SCS community.

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STUDENT CODE OF CONDUCT

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
3. The right to due process of law with respect to suspension and expulsion
4. The right to free inquiry and expression and the responsibility to observe rules regarding these rights and the right to privacy, which includes privacy with respect to the student's school records

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office. (Ref: Policy JF)

DISCIPLINARY RULES AND REGULATIONS

The following code sets forth rules prohibiting certain types of conduct of students of the Sandusky City School District. This code specifies the activities which may subject a student to various disciplinary penalties and the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

This code shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school sponsored or endorsed activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

STUDENT BEHAVIOR AND DISCIPLINE

When considering discipline of a student for violation of one or more of the offenses listed in the Student Code of Conduct, all procedures for suspension and expulsion must be followed. Students shall also be informed that the specific offense may result in these forms of discipline.

This section identifies four levels of offense and the most severe disciplinary actions that may be taken in response to each level of offense. The most severe disciplinary action permissible may not necessarily be used in all instances. Persistent violation of offenses under any level may result in movement to the next level of corrective action. Any offense may be moved to a higher level, depending on the severity of the offense.

Some behavior prohibited by the District's Student Code of Conduct is also prohibited by Ohio Criminal Law. Consequently, violation of the District's policy may result in the student being referred to the appropriate court of law. This reporting may be taken in addition to the discipline imposed by local school authorities.

LEVEL I OFFENSES: Offenses may include but not limited to:

- Tardiness
- Littering
- Violation of school dress code policy (includes purses, book bags, lotions, etc.)
- Inappropriate use of cell phone and/or electronic device
- Use of Headphones
- Horseplay (rough or boisterous conduct or pranks)
- Computer/Technology misconduct

CORRECTIVE ACTION

- Disciplinary measures other than suspension may be used by the teacher/administrator to correct Level I offenses providing it's a first-time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.
- Level I offenses will result in disciplinary responses that may include:
  - Teacher Conference [with student alone or with parent(s) and/or guardian(s)]
  - Principal Conference [with student alone or with parent(s) and/or guardian(s)]
  - Right of removal
  - Parent contact by phone

Continued…

- Detention
- Extended Detention
- Referral

LEVEL II OFFENSES: Offenses may include but not limited to:

- Cheating and plagiarism
- Falsifying information or signatures
- Insubordination
- Disruption of school programs(s) in/out of class, (assemblies, hallways) student learning
- Persistent disregard of the student campus wear policy
- Being truant from school and/or leaving school grounds without permission
- Continuous usage of profane language either verbal or written
- Non-approved postings and poster exhibits
- Usage of tobacco in any area under control of the District or at any activity supervised by district personnel
- Continued disregard of Level I offenses

CORRECTIVE ACTION

- Any disciplinary options suggested under Level I may be applied for offenses under Level II
- The principal may utilize a school based agency or mediation programs for conflicts between student as appropriate

LEVEL III OFFENSES: Offenses may include but not limited to:

- Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm (snowballs)
- Bullying, Hazing, Harassment, Intimidation, Dating Violence
- Threat or physical assault on another pupil to obtain valuables or property
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxication liquors, look-alike or any mind altering substances, etc., or improper use of glue or other chemicals (May rise to a Level 4 Offense)
- False alarms and inducing panic in the school setting/failure to report
- Damage of property
- Arson or attempted arson
- Theft or stealing
- Sexual, racial, ethnic and religious harassment
- Computer Hacking
- Gambling on school grounds or events
- Indecent exposure, sexual misconduct
- Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
- Profanity directed toward a school employee
- Gang related activity
- Continuous disregard for Level II offenses

CORRECTIVE ACTION

- The principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66
- The student may be recommended by the proper administrator for expulsion
- Parents will be notified immediately of any possible Level III offense
- Students receiving special education services require a manifestation team review for this type of behavior

LEVEL IV OFFENSES

Commissions of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy of student discipline. Matters which might lead to a reduction of the expulsion period include: The student's mental and or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator. Offenses may include but not limited to:

- Possession of firearms, weapons or weapon look-alike
- Selling and/or delivery of drugs or carrying controlled substance (ORC 2425.01) at school functions
- Improper selling of any kind is prohibited (unless noted as school a fundraiser sponsored by school district)
- Assault of any kind on student or school personnel off school property will be reviewed to determine if conduct will disrupt student learning and function in the school. (per administrator and Superintendent)
- Rape and gross sexual imposition on or at a school function
- Threat or physical assault on school employees

Continued…

CORRECTIVE ACTION

- The principal and Superintendent shall suspend a student for a period not to exceed ten (10) days, following appropriate due process as specified in ORC 3316.66
- The student will be recommended by the proper administrator for the expulsion
- Parents will be informed of any level IV offense immediately by the administrator of the school
- Students receiving special education services require a manifestation team review for this type of behavior
- Students are required due process as specified in ORC 3313.16; found to have violated this section shall be expelled by the Superintendent. However, the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy on School Discipline
- The Superintendent shall initiate expulsion proceedings for any student who has committed an act warranting expulsion under the districts policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision.

TYPES AND PROCEDURES OF DISCIPLINARY PENALTIES:

AIDING AND ABETTING - students who aid or abet another student who violates any rules, guidelines, regulations, or policies of the Sandusky City Schools will be subject to the same disciplinary action as the student committing that violation.

ASSAULT OR THREAT ON A STUDENT OR AUTHORIZED VISITOR - Striking or assaulting another student or authorized visitor will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

ASSAULT OR THREAT ON A TEACHER OR SCHOOL EMPLOYEE – Students shall not strike or assault, or threaten to strike or assault any school employee on or off school property. Any violation of this section will cause an immediate ten (10) day suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

ASSEMBLY PROCEDURES AND CONDUCT - Students must sit in the assigned seats. All students must attend assembly programs unless designated otherwise by the Principal/Assistant Principal. Conduct in the assembly will be appropriate to the type of program being observed. Sandusky City Schools will be judged by your conduct.

BOOK BAGS – BOOK BAGS, BACKPACKS AND PURSES WILL NOT BE PERMITTED TO BE USED DURING THE SCHOOL DAY. UPON ARRIVING TO SCHOOL, STUDENTS SHALL STORE THESE ITEMS IN THEIR LOCKER. STUDENTS NEEDING TO CARRY SUCH AN ITEM FOR MEDICAL REASONS WILL BE ISSUED A PERMISSION SLIP BY HIS/HER PRINCIPAL/ASSISTANT PRINCIPAL. PURSES SHOULD BE LARGE ENOUGH TO CARRY STUDENT HANDBOOKS ONLY.

ACADEMIC DISHONESTY - All forms of academic dishonesty are considered serious offenses and a student who commits such an offense shall cause an "F" grade for the work being done on the first offense. Second offense within the same course shall cause an "F" grade for the immediate grading period. The third offense within the same course shall cause the students' removal from class with a grade of "W/F" (withdrawn failing) on the student's permanent transcript. Teachers will notify the student's parents, counselor, and assistant principal in all cases of academic dishonesty. Counseling shall be provided for students involved in a cheating incident.

Academic Dishonesty includes plagiarism, copyright infringement, stealing intellectual property, as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or uttering of false statements of academic work by a student. Plagiarism means presenting work done in whole or in part by someone else as if it were ones own.

The following list includes, but is not limited to actions classified as academic dishonesty:

- impersonating someone on an exam
- copying from another student, with or without that student's knowledge
- making information available to another student
- using direct quotations or large sections of paraphrased material without giving credit to the source.
- preparing an assignment for submission by another student
- buying or selling assignments
- computer assisted plagiarism

CLASSROOM/HALLWAY BEHAVIOR - Disruption of the classroom instruction due to yelling, loud noises, abusive language, etc. in the hallways or classroom will be subjected to discipline. Concern for oneself and others will be displayed by all students, when moving about the building, between classes and at lunch time. Students must walk and may not impede the normal flow of traffic in the halls or on the stairwells.

COERCION - OBTAINING PROPERTY OR THINGS OF VALUE BY USE OF COERCION AND RELATED MISCONDUCT – Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or other person. Failure to comply may be due cause for suspension.

DEMONSTRATIONS & DISSENT – Any actions by either an individual or group which in any way are disruptive to the educational processes or in any way infringes upon the rights of another individual or group by overt demonstration or dissent, shall not be tolerated and shall be due cause for suspension or, if of an extreme nature, civil intercession or expulsion from school. (Ref: Policy JFI)

DISRUPTION OF THE SCHOOL PROGRAM – No student has the right to infringe on the educational opportunity of any other student or the rights of a teacher to provide the educational opportunity to every student. The behaviors outlined should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. These acts of misconduct are not inclusive.

DRUGS AND ALCOHOL ABUSE POLICY - Students of the Sandusky City School District shall not knowingly possess, use, sell, give, or otherwise transmit, or be under the influence of any intoxicant or drug or counterfeit (look-alike) controlled substance or drug paraphernalia, the possession of which is prohibited by law:

- On property owned, leased by, or under the control of the Sandusky Board of Education, including vehicles used for the transportation of students.
- On any public or private property during normal school hours including lunch and class changes.
- At any school sponsored or sanctioned activity or event within or away from the school district.
- Drugs prohibited by this policy includes any stimulant, depressant, narcotic or hallucinogenic drugs or alcohol or intoxicants of any kind, but does not include medication as defined in this policy.
- Drug paraphernalia is prohibited under this policy. Drug paraphernalia will be subject to confiscation.
- In accordance with state law (O.R.C. 2925.0l), a counterfeit controlled substance is defined as follows:
    - Any drug that bears, or whose container or label bears a trade mark, trade name or other identifying mark used without authorization of the owner or rights to such trade mark, trade name, or identifying mark;
    - Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
    - Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
    - Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year, including summer school sessions.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- The student will be brought to the school official and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply.
- A student reasonably suspected of consuming or being under the influence of alcohol will be subject to a student sobriety test. This test will be administered by a school official in the presence of a witness.
- Test results indicating consumption of alcohol will serve as conclusive evidence for disciplinary action. Refusal to submit to the student sobriety test will be considered equivalent to an admission of guilt.

PERSONAL SEARCHES (DRUGS AND ALCOHOL) - When there is reasonable suspicion that a student is in possession of illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be on his/her person. If the student refuses, the school official may do any of the following:

1. Detain the student and call the student's parent for permission to search
2. Detain the student and call the police
3. If there is probable cause to believe that the student is in possession of items which constitute a danger to him/herself or other persons, or property, the student may be searched to the extent necessary under the circumstances to eliminate the danger.

In determining whether reasonable suspicion to search exists, the following factors are to be considered: the relative seriousness of the suspected violation, the potential danger to the health and safety of students and staff, the reliability of information used as justification for a search, the value of the items involved, the possible consequences of delaying the decision to search, and the prior experience with the student. In determining whether individualized probable cause to search exists, the above factors are considered, but to a greater degree of certainty than reasonable suspicion, and that evidence exists which tends to indicate that this particular student has possession of the item sought. The school official making the decision to search shall bear in mind that the more intrusive the proposed search, the clearer the individualized probable cause should be.

OFFENSES AND DISCIPLINARY ACTION (DRUGS AND ALCOHOL) - Possession and/or use of intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events will result in:

FIRST OFFENSE**:**

- Parents will be notified immediately and the student will be removed from school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad called, if necessary.
- The student shall be suspended five (5) days if the student seeks and receives within such five (5) day period an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Education Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- **OR**
- The student shall be suspended for ten (10) days.
- Student and parent(s) will have a readmission conference.
- Education plans and placement will be recommended.

SECOND AND SUBSEQUENT OFFENSE OR SELLING AND/OR DELIVERING INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES, COUNTERFEIT CONTROLLED SUBSTANCES, DRUG PARAPHERNALIA AND OR/INSTRUMENTS ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENTS will result in**:**

- Parents will be notified immediately and the student will be removed from the school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and, at their discretion may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad may be called, if necessary.
- The student shall be suspended for ten (10) days and recommended for expulsion.
- If brought back on an expulsion contract, students will go through an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Evaluation Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- Student and parent(s) will have a readmission conference.
- Student will attend in-school student support group sessions or attend an equivalent out-of-school program of assistance.
- Parent(s) will be recommended to attend parent support group meetings.

ELECTRONIC DEVICES - The possession of cell phones, walkmans, radios, TVs, CD players, electronic games, laser pointers, MP3 players, ipods, Palm Pilots, messaging devices, ear buds, headphones, and other hand-held electronics are not permitted during school hours. Students may be contacted in an emergency situation through the school's office.

CONSEQUENCES**:**

A. First and Second Offense: Electronics confiscated until the end of the day
B. Third and Subsequent Offense: Parent pick up of confiscated electronics

Refusal to turn electronics in results in office referral and other consequences

- The possession or use of laser pointers is prohibited at anytime while on school property. Students are never to bring personal laptop computers into the building because of district systems security and protection concerns.
- Possession may result in the confiscation of the device in its entirety, disciplinary action and parent retrieval of the item at the sole discretion of the administration. The use of electronic devices for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly.

FIGHTING (in or near school building or at school sponsored functions) - Any student involved in a fight will cause an immediate ten (10) day suspension from school with a recommendation for expulsion or manifest determination. Parents shall be contacted by phone (when possible) and by letter. The Police and/or juvenile court may be notified of the incident and Criminal charges may also be filed.

FIRE EQUIPMENT - Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students caught disturbing any fire equipment will be subject to disciplinary action.

FOREIGN SUBSTANCES - Students shall not cause a disruption or obstruction to the school's operation by threat or the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Parents will be notified immediately and the student will be subject to suspension, expulsion, or manifest determination.

FORGERY, FALSIFICATION, OR MISSTATEMENT OF FACTS OR OTHER INFORMATION - Students shall not forge the writing of another or falsely use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

FRATERNITIES AND SORORITIES - The words fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to the Ohio law no pupil in the public schools shall organize, join, or belong to a fraternity or sorority composed or made up of pupils in the public schools.

GAMBLING - Students shall not engage in or promote games of chance, placing of bets, or risk of anything of value.

GANGS - Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student, staff member, or other individual will be due cause for suspension, expulsion or manifest determination.
(Ref: Policy JFCEA)

HARASSING, HAZING, INTIMIDATING, VIOLENCE WITHIN A DATING RELATIONSHIP, AND/OR BULLYING BEHAVIOR – Harassing, hazing, intimidating, violence within a dating relationship, and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, violence within a dating relationship, and/or bullying means any intentional written, verbal, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and or computers on school provided transportation or at any official bus stop.

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

1. Occupying any school building or grounds
2. Blocking the entrance or exit of any school building or corridor or room
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Threats or menacing actions by phone, letter, e-mail, electronic messaging, or other means
5. Damaging or destroying any school property
6. Disrupting any school-sponsored or related activity, function, or event, on or off school grounds
7. Activating or attempting to activate an emergency alarm system in the absence of an emergency
8. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school class, or activity or any lawful meeting or assembly on or off the school property
9. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity
10. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
11. Disrupting a teacher's ability to conduct a class or an extra-curricular or co-curricular by any means
12. Use of any electronic device such as: cell phones or similar device. Similar devices may include but not be limited to CD players, MP3 players, laser pointers, radios, DVD players, tape players, electronic games or any device that can interrupt the educational process or that is deemed inappropriate

INAPPROPRIATE PHYSICAL AND/OR VERBAL CONDUCT - Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student, staff member, or other individual.

INSUBORDINATION - Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel. This includes refusing to leave a class when directed by a teacher, refusal to accept discipline, refusal to give their name when requested by teachers or appropriate school personnel.

LINE OF SIGHT - A student's behavior on or off school property will be covered by the Code of Conduct as long as the line of sight starts on school property or at a school-sponsored or endorsed event.

LITTERING - Any student observed disposing of waste materials of any nature not in appropriate receptacles shall be assigned two (2) hours detention by school officials. This includes gum wrappers, candy wrappers, gum while on school property

LOCKERS – Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building. (Ref; Policy JFG)

MISCONDUCT AWAY FROM SCHOOL - Students who engage in a physical or verbal assault upon a school employee or other student off school property, including any e-media, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others. Violations will be due cause for disciplinary actions.

PROFANE, VULGAR OR IMPROPER LANGUAGE OR GESTURES - Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate gestures or signs. Inappropriate language or gestures directed toward a teacher, other school personnel, or a visitor at any time school related activity will be due cause for disciplinary actions.

PUBLIC DISPLAY OF AFFECTION - Students shall not engage in kissing, embracing or any sexual acts not appropriate to the educational environment. Failure to comply will be due cause for disciplinary action.

REMOVAL FROM CLASS - A student removed from class and referred to the Principal's Office for disciplinary reasons shall receive appropriate disciplinary consequences as determined by the building Principal. Class removal is viewed as a serious disciplinary problem.

REPEATED VIOLATIONS - Students who acquire three (3) suspensions for serious breaches of school policy may have their names submitted to the Superintendent of Schools with the recommendation for review of the case for expulsion. If a severe violation of the school policy occurs, a student may be referred for expulsion following the first or second suspension.

SCHOOL BUS CONDUCT - Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus, including, but not limited to:

- Failing to remain seated
- Throwing objects out of the windows
- Shouting
- Any disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- Any behavior that may be detrimental to the safe operation of the bus shall cause immediate removal of the offender.
- Police and/or juvenile court may be notified of any serious incidents and at their discretion, may conduct an investigation.
- Any incidents will be subject to discipline and could include being denied bus riding privileges.
- Student identification cards must be presented upon request for admission to the school bus.

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. (Ref. policy JFCC)

SEXUAL HARASSMENT - Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.
- Making or threatening reprisal after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or ones own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

SMOKING OR USE OF TOBACCO PRODUCTS - The use or possession of tobacco or tobacco products, lighters, matches, or other forms of ignition devices in the school building, on the school campus, or at a school-sponsored event is prohibited. Any student who aides or abets smokers, or who withholds information relative to smokers will also be due cause for disciplinary action. Parents will be notified and a parent conference arranged if so desired. Police and/or juvenile court may be notified of the incident, and the student may be charged with use or possession of tobacco products.

SNOWBALLS - Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property. Failure to observe this regulation shall be due cause for disciplinary action.

TARDINESS - A student is recognized as tardy to class (CT) if he/she is not in his/her classroom seat when the tardy buzzer sounds. The teacher will note this on the daily attendance slip which will then be submitted to the attendance office at the end of each school day. The teacher will notify the student when a T or CT has been assigned and note this in Progress Book.
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PENALTIES FOR SCHOOL & CLASS TARDIES:

1-4 Tardies No penalty – (These may be given to cover those cases of power failure, car trouble, etc.)
5 Tardies Administrative Detention

Continued school tardiness will be cause for administrative review and further action on an individual basis. Tardies to school could include further court contact and possible filing of criminal charges. (Ohio Revised Code Sections 3321.19, 3321.30)

Continued class tardiness will be cause for administrative review and further action on an individual basis. If a student is significantly late with no pass, he/she will be given a UA for the period and penalized accordingly.

COMPUTER ACCESS – Computer use is encouraged and made available to students for educational purposes. Computer labs plus the Library Media Center are equipped with computers and printers for school assignments, projects and homework. Students are provided with internet access by completing a 'Computer Use Agreement Contract'. This contract is a binding agreement between the student, parent, and school district that describes the fair use and privileges of computer usage. Student accounts are necessary for assignments and grades. Student accounts are password protected. It is the student's responsibility to create and maintain their password. Individual student accounts are created and maintained by the school district. All accounts are the property of the school district and follow the signed, one-year, limited contract between the parent/guardian, students, and school. The school retains the ownership of all hardware and software. The school reserves the right to inspect, monitor, copy, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. A student's account may be disabled as a disciplinary measure.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. All students must complete a "User Agreement Form" prior to using any technology on the district's network.
6. No student shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
7. School computers are restricted to school assignments. Computer privileges may be revoked for misconduct.

Penalty for infractions will be applied as determined by the principal, teacher, and/or network administrator. Penalties may include suspension or expulsion. Students receiving the loss of privileges penalty will have their account/computer privileges revoked during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made for any penalty

THEFT, UNAUTHORIZED REMOVAL, DAMAGE, OR DESTRUCTION OF SCHOOL PROPERTY OR PRIVATE PROPERTY - Students shall not cause or attempt to cause damage to school property or private property of students, teachers, school personnel or other persons. Students shall not steal or attempt to steal school property or private property or engage or attempt to engage in or participate in the unauthorized removal of school property or private property. Failure to comply will be due cause for discipline and criminal charges may also be filed.

TRESPASSING - Students shall not enter upon school grounds or premise of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate. Students already under suspension, expulsion, or emergency removal shall not enter the grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal. Violation will be due cause for suspension or expulsion. Criminal charges may also be filed.

TRUANCY - Truancy shall be considered any unauthorized absence from school, homeroom, class, or lunch period. Any unauthorized absence (UA) shall be due cause for discipline. **Please refer to Page 32 for new Truancy policies instituted in the 2017-2018 school year.**

WEAPONS, LOOK-ALIKE WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES - Students shall not use, possess, handle, transmit, purchase, attempt to purchase, sell, attempt to sell, or conceal any object that can be classified as a weapon, look-alike weapon, or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. Any violation of this section will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

CORRECTIVE ACTIONS

DETENTION - Detention assigned by the Principal, or Assistant Principals for any infraction of school policy will be served at the rate of one detention per day. Failure to appear for an assigned detention will be cause for parental notification. On the second failure to report to detention, a student shall receive a B.I.A. (Behavior Intervention Assignment), Saturday School or extended detention. Detention assigned by a teacher will be served in the teacher's respective classroom or study hall with the amount of time to be determined by the teacher. Detention not served with the teacher will be sent to the assistant principal and doubled.

DISCIPLINARY REMOVAL - A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations. A student may be removed from an extra-curricular or co-curricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra-curricular or co-curricular activity or where the student violates the rules or regulations which govern participation in the extra-curricular or co-curricular activity.
This action is less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular or co-curricular activity. No disciplinary removal may extend beyond five (5) school days

EMERGENCY REMOVAL - This is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding twenty-four (24) hours, of permission to attend school and to take part in any school function.

When circumstances are such that a student's continuing presence in school pending completion of the procedures set forth under Suspensions and Expulsions is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classrooms or elsewhere, on the school premises or at school-sponsored or related activities or events, the superintendent or principal or assistant principal may remove a student from curricular, extra-curricular or co-curricular activities or from the school premises, without complying with the notice and hearing requirements of Suspensions and Expulsions. In like circumstances, a teacher may remove a pupil from curricular, extra-curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements of Suspensions and Expulsions. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

If a student is removed under Emergency Removals, written notice of the reasons for the removal shall be given to the student in a timely manner. The hearing must be held within twenty-four (24) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedures set forth under Suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under Expulsions, except that the hearing shall be held within twenty-four (24) hours of the initial removal. The school official, who ordered, caused or requested the student's removal under this article shall be present at the hearing. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension, expulsion, or for removal from extra-curricular or co-curricular activities.

HOME REFERRAL - A student may be sent home as a result of a breach of school policy. The home will be contacted and the student will remain in the home until the parent(s) confer with the school and the problem is satisfactorily resolved.

SUSPENSION - A suspension is defined as the denial to a student for a school period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. A suspension will be the temporary assignment of a student to his/her home for disciplinary purposes. While on suspension the student may not be on any school property without prior permission. Participation in any regular, extra-curricular or co-curricular school activity before, during, or after school is prohibited. Inclement weather/calamity days do not count as days of suspension.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the suspension and the reasons. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within 10 calendar days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that such hearing be held in executive session. This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. Students may be assigned a suspension for directing profanity at visitors or school personnel, fighting, theft, intoxication, possession of alcohol or drugs, sale of drugs, possession of a weapon, extreme acts of vandalism, some forms of insubordination, and any act which threatens the well being of students or staff.

Continued…

To receive credit for assignments given during suspension, students will be given a time frame not to exceed 3 days upon return to complete make-up work. This includes all tests and quizzes. Students are obligated to contact their teachers and/or guidance office to obtain assignments to complete during out-of-school-suspension (OSS.)

EXPULSION - Expulsion is defined as the denial to the student to attend school and school-sponsored activities, for a period exceeding ten (10) school days. Permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period. The Superintendent of Schools may expel a pupil from school for a period up to 80 days or one semester (Senate Bill 51, October 29, 1991). If, at the time an expulsion is imposed, there are fewer than 80 days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Prior to any expulsion, the superintendent or his designee shall give the student and his/her parent, guardian, or custodian written notice of intention to expel and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, notification of the time and place to appear. The time to appear should not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the pupil, or his/her parent, guardian, or custodian to appeal expulsion to the Board of Education or its designee within 10 calendar days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session. *Continued…*

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

CONDUCT RULES FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

If extra-curricular and co-curricular activities are to be a valuable part of the educational process, then as in the operation of the school, there must be rules and regulations to govern the conduct of the students participating in these activities. The Sandusky City Schools regard extra-curricular and co-curricular activities as a **privilege**, not a right; therefore certain rules must be followed. The students who represent Sandusky City Schools have chosen to make a commitment to their respective programs and they have a responsibility to meet these commitments. In order to aid our students in maintaining an optimum performance level and so that there can be consistency throughout the many programs; the following policies have been developed. These rules are to be in effect and enforced the entire year (12 months).

- USE OF DRUGS OR ALCOHOL - No student will possess, transmit or use drugs or alcohol, in any form, or have them in his/her possession. This shall include "look-a-like drugs" and drug paraphernalia.
  - The first violation will result in a denial of participation from 20% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 20% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.
  - The second violation will result in a complete denial of participation for a period of 90 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she completes a certified drug and alcohol assessment and follows the assessment recommendations. Failure to follow the assessment recommendations will result in further denial of participation until the recommendations are followed.
  - The third violation will result in a complete denial of participation through graduation.

- USE OF TOBACCO PRODUCTS - No student will possess, transmit or use tobacco, in any form, or have it in his/her possession.
  - The first violation will result in a denial of participation from 10% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 10% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.
  - The second violation will result in a complete denial of participation for a period of 45 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she attends meetings (minimum of four hours total time) dealing with the dangers of the use of tobacco. The principal shall determine the acceptability of the program.

Continued…

- The third violation will result in a complete denial of participation for one full calendar year.

All other behavior unbecoming of a Sandusky student such as insubordination toward the coach(s), director(s), advisor(s), and official(s), unsportsmanlike conduct, profane/inappropriate language, obscene gestures, etc., may result in a denial of participation in all activities or a specific activity for a portion of the year/season, as determined by the building principal.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

1. The Sandusky Schools provide students with the opportunity to broaden their learning through co-curricular (curricular related) activities. A co-curricular activity may be for credit, required for a particular course, and/or contain school subject matter.
2. The school has many authorized student groups. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.
3. Participation in extra-curricular activities is a privilege, not a right. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.
4. All students are permitted to participate in the activities of their choosing, as long as they meet the academic eligibility requirements. These requirements are not less than the requirements for student athletes as passed by the Ohio High School Athletic Association and are adopted by the Sandusky Board of Education.

ATHLETIC EQUIPMENT - All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school-sponsored activity until the equipment is returned or paid in full.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES - Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and the non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Youth gangs are not permitted. Gangs are characterized by secret or exclusive membership and unlawful or anti-social behavior that threatens the welfare of others. If a student is suspected of being a member of a gang, his/her parents will be contacted, proper authorities will be notified, parents will be held liable for any damages or vandalism and disciplinary measures including suspension and expulsion may be applied.

Non-district-sponsored organizations may not use the name of the school or school mascot.

NON-SCHOOL-SPONSORED PUBLICATIONS – The distribution of such publications as to when and where, does come under the jurisdiction of the principal and must have his prior approval. It is appropriate to mention that slanderous articles or statements could be due cause for legal and/or school disciplinary action against the authors or editors.

CONDUCT OF STUDENTS REPRESENTING THE SCHOOL - The Sandusky Board of Education recognizes the value of extra-curricular and co-curricular activities in the education process and the values that young people develop when they have an opportunity to participate in an organized activity outside of the traditional classroom. The Board of Education regards the participation in any extra-curricular or co-curricular activity as a privilege. Students involved in board approved activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The board further expects each student who chooses to participate in extra-curricular or co-curricular activities to demonstrate a high level of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of their involvement in the community.

Therefore, as provided for in Ohio Revised Code Section 3313.664, the Board of Education authorizes the building principal to deny a student from participating in all extra-curricular or co-curricular activities for the following:

- Violations of the Student Code of Conduct.
- Violations of established athletic training rules or rules of the school organization that the student is a member.
- Failure to meet academic standards as established by the Board of Education.
- For conduct that demonstrates lack of character, integrity, or ethics and/or conduct that may bring discredit to the school or its programs. (i.e. criminal charges for any felony or serious misdemeanor)
- For behavior which indicates that a student's further participation in any activity that may represent a threat to the safety and/or well being of other students and/or staff.

A denial of participation may be invoked for student conduct that occurs at school and/or a school related activity and/or for conduct outside the school day and/or off school property during the entire year (**12** months). The length of denial of participation from extra-curricular or co-curricular activities may be from (1) one day to a full calendar year. The exact length of the denial of participation shall be determined by the building principal. This determination shall be based upon such factors as the severity of the misconduct, the frequency of a student's involvement in other situations involving misconduct, concern for the safety of other students and/or staff members, concern for the reputation of the school and or the extra-curricular or co-curricular program(s) the student is associated with, and/or other factors that may be deemed relevant by the principal. A denial of participation, as used in this policy, relates only to extra-curricular or co-curricular activities and does not relate to the removal of a student from the school district's educational program.

SERVICES TO CHILDREN WHO ARE GIFTED

Assessments for gifted identification and corresponding gifted service options are made available at all grade levels from K-12 in accordance with Ohio's Gifted Operating Standards for Identifying and Serving Students Who are Gifted (2017). Sandusky City Schools is proud to be the premier provider of gifted services to students in our community and greater regional area.

In the State of Ohio, districts are required to identify students who are gifted with tools listed on the state's Chart of Approved Assessments. Whole grade assessments are administered to all students in specific grade levels and/or grade bands. If students earn scores at a gifted level parents will be notified of their identification and potential gifted service offerings. Students who earn scores in the retest range will be offered follow up assessments.

Gifted services include instruction that is differentiated from the standard curriculum for that course in depth, breadth, complexity, pace, and/or where content is above-grade level. Services occur during the typical instructional day with flexibility allowed for the scheduling of district-approved internships or mentorships and higher education coursework, including credit flexibility.

Sandusky City Schools offers a differentiated continuum of services consistent with students' area(s) of identification. Gifted Services are offered in all of Sandusky City Schools' school buildings and may include but are not limited to such options as the following:

(a) A full-time self-contained classroom where the gifted intervention specialist is the teacher of record and all students are identified as gifted. A maximum of 20 students at one time is permitted in this setting. The department of education, office for exceptional children, shall establish policies and procedures for granting temporary waivers related to this setting;

(b) Cluster grouping where a small group of students who are gifted is deliberately placed together in a classroom. Each student served in this setting shall be provided instruction for no less than one core content class period a day or an average of fifteen percent of the school week;

(c) An Honors course;

(d) An Advanced Placement course;

(e) Services through a trained Arts instructor;

(f) Grade acceleration, early entrance to kindergarten or first grade, subject acceleration, or early graduation from high school per district acceleration policy approved under section 3324.10 of the Revised Code;

(i) Dual enrollment opportunities including but not limited to College Credit Plus;

(j) In internships and mentorships; and/or

(k) Educational options including credit flexibility, advanced online courses and programs and other options as defined in rules 3301-35-01 and 3301-35-06 of the Administrative Code.

Sandusky City Schools' Gifted Service Offerings by Grade Level

Grade Level(s)	Gifted Service Setting	Criteria for Receiving Services
Kindergarten, 1st & 2nd Grade	Cluster Grouping at Elementary Building	Student Identified as Gifted in Reading, Math, and/or Superior Cognitive Ability
3rd - 6th Grade	Full-Time Self-Contained Gifted Class at the Regional Center for Advanced Academic Studies (RCAAS)	Student Identified as Gifted in Reading, Math, and/or Superior Cognitive Ability
7th & 8th Grade	Honors Courses, Grade Acceleration (high school credit offerings) at Sandusky Middle School	Student identified as Gifted in Specific Academic Area of the course and/or Superior Cognitive Ability
9th - 12th Grade	Honors Courses, Grade Acceleration (college credit offerings), Advanced Placement, Services Through Trained Arts Instructor at Sandusky High School	Student identified as Gifted in Specific Academic Area of the course and/or Superior Cognitive Ability

Questions, please call your Building Principal or Coordinator of Gifted Services at 419-984-1340.

NOTICE OF NON-DISCRIMINATION

Title VI, Title IX, Section 504, Ohio Department of Education

The Sandusky City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies:

Mr. Dan Poggiali, Chief of Staff/District Transformation Officer
Sandusky City School Schools
407 Decatur Street, Sandusky, OH 44870-2442
419-626-6940 or dpoggiali@scs-k12.net

Mr. Poggiali may refer some matters related to students with disabilities to the Director of Student Services, 407 Decatur Street, Sandusky, Ohio 44870, who can also provide information concerning placement and services for students with disabilities under Ohio Department of Education, Section 504.

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - **FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent (or Eligible Student) if you do not want your child's (your) directory information shared, please complete "Form 020 Family Educational Rights and Privacy Act," available at offices or on our website, and return to the school your child attends (you attend).

Please complete the Parent/Guardian Acknowledgement Form on page 35 after reading and reviewing the handbook and return to your child's school as soon as possible.

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;

2. providing counseling for a habitual truant;

3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;

4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;

5. notification to the registrar of motor vehicles or

6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Continued…

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;

2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and

3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

For calendar information, forms, and building events, and much more… please visit our website at www.scs-k12.net!

NOTICE TO: Parent/Guardian

Please complete the section below and return to your child's school as soon as possible.

✂----------

Parent/Guardian Acknowledgement Form

We have read and understand the guidelines, rules, and regulations presented in the Sandusky City Schools Student Handbook and Conduct and Disciplinary Information.

[Please Print] _____ _____

Parent/Guardian Name | Parent/Guardian Name

Signatures _____ _____

Parent/Guardian Signature | Parent/Guardian Signature

[Please Print] _____ _____

Student Name (Please Print) | Date

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Sandusky City Schools
STUDENT AUTHORIZATION FORMS COMBINED

ACCEPTABLE USE POLICY and INTERNET SAFETY AGREEMENT

Statement of Purpose

Sandusky City Schools provides a rich information technology environment to support its educational activities. In order to provide for the most effective access to computers, network and messaging systems and to protect the rights of students and staff, the following rules have been defined. Access is a privilege, not a right, and carries with it responsibilities for all involved.

Terms of Agreement

In order for users to be allowed access to a school computer network and the Internet, parents and staff must sign and return the attached consent form by the end of the first week of school.

User Responsibilities

The Sandusky City School district is providing access to its school computer network and the Internet for **educational purposes only**. To protect the rights of students and staff, the following rules have been defined:

Users must:

1. Respect and practice the principles of good citizenship.
   - Prior to the start of class and again at the end, inspect equipment, including keyboards and mice, and report missing or damaged equipment to the teacher.
   - Use care and respect when using equipment. No food, gum, drink or liquids of any kind are allowed near computers or in any computer lab. Willful damage or vandalism to equipment or the data of any user is not permitted.
   - Use only **teacher-managed** educational networking sites (e.g. Moodle, Pals) and other forms of direct electronic communications (e.g. email). Teacher management shall include enrolling and monitor[illegible]rticipation of students in online, interactive assignments.
   - Use technology resources for educational purposes only. The[illegible]work for profit-making (buying, selling, advertising), political, religious illegal activities is prohibited. Ille[illegible]s tampering with computer hardware or software, unauthorized entry into computers and files (hacking)[illegible]les. Such activity is considered a crime under state and federal law.
   - Communicate only in ways that are kind[illegible]earing or suggestive, obscene, belligerent, bullying, harassing, threatening language is permitted.
   - Use language and/or graphic represe[illegible]offensive to other users. The distribution, or redistribution of messages, jokes, or pictures, which are based on s[illegible]es relating to race, age, gender, ethnicity, nationality, military status, religion, economic status, political belief or sexua[illegible]on is not permitted.
   - Do not send, forward or participate in chain letters or excessive use of email distribution (spam).
   - Report threatening or inappropriate communications to a teacher or network administrator immediately.
   - Access district supported email and if available, district supported voicemail daily (staff members only).
2. Respect and protect the privacy of self and others.
   - Keep username and passwords private. Do not disclose or share your password with others.
   - Do not post personal addresses, phone numbers, last names or photographs.
   - Do not use another student's username or password. Do not impersonate another user.
3. Respect and protect the integrity, availability, and security of all electronic resources.
   - Lock or log off computer before leaving the computer station. Power down computer at the end of the day.
   - Maintain your document folder and remove outdated information.
   - Use of anonymous proxies to bypass content filtering is strictly prohibited and is a direct violation of this agreement.
   - Do not attempt to gain unauthorized access to another computer system (hacking) or to impair the operation of another computer system (For example, the transmission of computer viruses, worms, etc.)
   - Do not store or install executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), zip/compressed files or network files.
   - Obtain approval before retrieving information from a flash drive, CD, Internet location, or any other electronic media (students).
   - Do not use personally owned computers or other personal equipment on the network.
   - Do not install computer software or hardware. Only the IT department may install software or hardware.
   - Report security risks or violations to school or network administrator.
4. Respect and protect the intellectual property of others.
   - Adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not infringe copyrights or plagiarize.

SAMPLE

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. It is the responsibility of the user to report misuse or violation of the network or Acceptable Use Policy to the school or building administrator. The above rules and regulations of network usage are subject to change at any time. Consequences for violations of the above policy will follow the District discipline policy and could result in the loss of a user's privilege to use the school's information technology resources.

Internet Safety and Training

- Despite every effort for supervision and filtering, all users and the students' parents/guardians are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the network and Internet and report inappropriate sites to a school or network administrator.
- In using the network and Internet, users should not reveal personal information such as home address or telephone number. Never arrange a face-to-face meeting with someone "met" on the Internet.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet. Users should never give out private or confidential information about themselves or others.
- The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic, or harmful to minors. Teachers may request to have educational sites reviewed and made available for classroom use through application to the District Technology Department.
- The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of users, through direct observation and technological means.
- Internet Safety Training will be provided to students and staff in accordance with state guidelines.

Use of Web Tools

Online communication is critical to our students' learning of 21st Century Skills. T uch as discussion forums, wikis, and podcasting offer an authentic, real-world vehicle for student expression. The District's primary resp ib students is their safety. Hence, student participation in these types of classroom activities must follow all established Internet safet s:

- The use of discussion forums, podcasts or other Web 2.0 too of the classroom. Only web tools initiated, managed and monitored by teachers are permitted for use by stude viti
- When using discussion forums, podcasts or oth ed to act safely by keeping ALL personal information (including, but not limited to, last names, personal details i g numbers or photographs) out of their posts and account profiles.
- Any speech that is considered inappropriate in the s also inappropriate in all uses of discussion forums, podcasts, or other Web 2.0 tools. This includes, but is not limited to profanity, exist or discriminatory remarks.
- Users who do not abide by these terms and conditions of the Acceptable Use Policy may lose their opportunity to take part in the project and/or be subject to consequences in accordance to the school discipline policy.

SAMPLE

Teacher Responsibilities with Use of Computer Labs or Mobile Labs

- Provide appropriate opportunities to students using network and electronic information resources in support of the district curriculum **for educational purposes only**.
- Inform students of their rights and responsibilities as users of the district network prior to gaining access to that network.
- Circulate, supervise and monitor student activities and report student infractions of the Acceptable Use Policy to the school administrator.
- Provide alternate activities for students who do not have permission to use the Internet.
- Check parental AUP permission forms before submitting photos or artwork for publications (newsletter, websites, etc.). Do not publish student name with photos.

Principal Responsibilities

- Distribute the Acceptable Use Policy to all students.
- Keep **signed** Acceptable Use Policy forms on file.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide a list of students who do not have permission to use the Internet to the teaching staff and IT Department.

District Responsibilities

The Network Administrator and other authorized administrators will:

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Review requests from teachers for access to currently filtered educational sites and open access to sites which are deemed safe.
- Review the board approved Acceptable Use Policy annually.
- Monitor system resources to ensure that uses are secure and in conform to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. This information can be used for disciplinary action and can be furnished as evidence of crime to law enforcement officials.

Sandusky City Schools
STUDENT AUTHORIZATION FORMS COMBINED

Please return this packet completed. (Sections require initials, additional information, and a signature at the end.)

Student Name _____ 20____ - 20_____
(Please print) (School Year)

Below are forms that have been combined for space and convenience. Please review and initial each section:

ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

I have read and understand the Acceptable Use Policy and I agree to the following:

Initial each to indicate acceptance:

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access use a school computer or network software provided by the Sandusky City Schools.

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Sandusky City Schools.

_____ As a parent or legal guardian or the student named above, I grant [illegible] for my son or daughter's school work to be published without identifying name or caption to appear on th[illegible]hool, or teacher website connected with the Sandusky City Schools.

SAMPLE

REPRODUCTION OF STUDENT PHOT[illegible], VIDEO, AND LIKENESS

At times Sandusky City Schools reproduce photos, a[illegible]sses, and names of students to acknowledge credit and for the benefit of the community. Some examples may be: a[illegible]ndar, newsletter, website, live or recorded audio/video, and video broadcasts, as well as athletic, music and theatre prese[illegible]s. This would include interactive and web based learning broadcasts sponsored by the district with sites outside the school district. Sandusky City Schools does not distribute the reproduction of student photos, audio, video, likenesses, or names to any other entity, unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

_____ I authorize the reproduction of my child's photo, audio, video, likenesses, and name for presentation by the Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.

_____ I do not authorize the reproduction of my child's photo, audio, video or likeness.

REPRODUCTION OF ORIGINAL STUDENT PRODUCED WORK

At times Sandusky City Schools reproduces original student work, photos, audio, video and names of students to acknowledge credit and for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live audio and recordings, and video broadcasts, as well as athletic, music and theatre presentations. Original Student Work is considered items that are physical, visual, and audio. Sandusky City Schools does not authorize reproduction of original student work to any outside entity for the benefit of fund raising or entities outside the school district's jurisdiction unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

_____ I authorize the reproduction of my child's original student work, photos, audio, video and name for the purpose of presentation by the Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.

_____ I do not authorize the reproduction of my child's original student work, photos, audio or video.

Please turn over and complete the back of this form.

Sandusky City Schools
STUDENT AUTHORIZATION FORMS COMBINED
(Continued)

EMERGENCY CLOSING AUTHORIZATION - KINDERGARTEN THROUGH SIXTH GRADE

In the event school is closed prior to the regular dismissal time, due to an unexpected emergency, I want my child to remain under the supervision of Sandusky City Schools until I can be contacted by school staff. I understand that my child may be moved to a safe location if necessary.

***Initial* ONE to indicate acceptance:**

____ I authorize my child to remain under Sandusky City Schools supervision until I can be contacted.

____I authorize my child to be dismissed without contacting me.

FIELD TRIP PERMISSION

My child has permission to participate in all field trips sponsored by Sandusky City Schools. I understand that I may withhold permission for any field trip in which I do not want my child to participate by notifying the school in "writing."

***Initial* ONE to indicate acceptance:**

____I authorize this Field Trip Permission.

____I do not authorize this Field Trip Permission. I unders[illegible]orize my child in writing as trips become available.

SAMPLE

CHILD PICK-UP AUTHORIZATION

*If my child needs to be picked up from school, the following names are the **only** people I authorize to pick up my child.*

Name_____ Phone _____-_____-_____ _____ Initial

Name_____ Phone _____-_____-_____ _____ Initial

Name_____ Phone _____-_____-_____ _____ Initial

Name_____ Phone _____-_____-_____ _____ Initial

Name_____ Phone _____-_____-_____ _____ Initial

Name_____ Phone _____-_____-_____ _____ Initial

Name_____ Phone _____-_____-_____ _____ Initial

PARENT/GUARDIAN SIGNATURE

As the parent or legal guardian of the above student, I have read, understand, and agree that my child shall comply with the terms of the Sandusky City Schools Acceptable Use and Internet Safety Agreement. In addition, I have initialed items in each of the above Student Authorization Forms.

_____ _____

Signature of Residential Parent/Guardian Date

Please sign and return this form the first week of school.

Sandusky City Schools

407 Decatur Street, Sandusky, Ohio 44870 ◆ 419-626-6940

Prescriber's Request for the Administration of Medication in School

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

Student's Name _____ Date _____

Student's Address _____ City _____ Zip ____-____ Phone ____-____-____

School Building _____ Grade _____

Medication	Route	Dose	Time of Administration

Starting date of this request _____ Termination date for medication _____

Special instructions (if any) _____

MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL (unless otherwise stated).

Adverse reactions that should be reported to the prescriber: _____

Adverse reactions school personnel should look for in an unauthorized user: _____

_____	_____	____-____-____	____-____-____
Prescriber Signature	Date	Emergency phone number(s) where prescriber can be reached	

FOR ASTHMATICS ONLY

STUDENT IS ALLOWED TO CARRY THEIR INHALER AND SELF ADMINISTER PER PRESCRIBER'S ORDER: YES [ ] NO [ ]

In the event the asthma medication does not produce the expected relief, please do the following: _____

If the inhaler malfunctions, please do the following: _____

Parent/Guardian Request for the Administration of Medication in School

I request the school staff to administer the medicine to my child as ordered above by the attending prescriber. I will submit to the school a revised "Request" form signed by the prescriber and myself if there is any change in the above orders. I understand that I am required by Ohio law to provide the school with the medication in the original container as dispensed by the prescriber or pharmacist.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Address _____

Home Phone # ____-____-____ Work Phone # ____-____-____ Cell Phone# ____-____-____

Reminder to Parents/Guardian:

Medication must be provided to school in original container dispensed by the prescriber or pharmacist. Please ask prescriber or pharmacist for one extra labeled container for school.

Form #029 1215 01/03/06 revised

Sandusky City Schools

Prescriber's Request for the Administration of Medication in School

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

MEDICATION LOG

Student	School	Date Started	School Year

Medication	Strength	Dose	Time

Special Instructions

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Initials/Signature:

KEY

Initials = Medication taken within 1 hour of designated time
O = No medication available
X = No school
AB = Absent
ER = Error

COMMENTS

Form #029 1215 01/03/06 revised/corrected 07-06

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Sandusky City Schools
407 Decatur Street
Sandusky, Ohio 44870
419-626-6940

Questions or Comments?

Email: ASKDRSANDERS@SCS-K12.NET