

# **Green Elementary School**

**“Learn Like a Dragon Today!”**



## **Parent/Student Handbook**

**2021-2022**



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## **GALLIPOLIS CITY SCHOOL DISTRICT CODE OF CONDUCT**

### **INTRODUCTION**

School districts and officials are charged by the State of Ohio with the responsibility of providing and maintaining a safe and positive educational environment. The educational system realizes there can be a great diversity among individuals as to what is perceived as being right or wrong. Therefore, the school system and its officials are delegated by law with the authority and responsibility to make decisions and determinations as to the overall policies, rules, and regulations for the safe and effective operation of the school's overall educational program. A positive educational environment is one in which the student is protected physically, mentally, and emotionally. The student must be free from fear, intimidation, and disruptions from any source, and provided with the best educational facilities, materials, and services the school system can provide with the resources available.

### **PURPOSE OF THE CODE OF CONDUCT**

The purpose of the school system's Code of Conduct is to serve as a guide for student behavior. Knowledge of the Code and its content will help students contribute to the establishment of a positive learning climate within the school system. The system strives to provide every student with the opportunity for a successful classroom experience, free from disruption, where he or she can succeed according to his or her inherent strengths and potential. In the final analysis, the Code of Conduct should enhance student self-control and serve to prevent student discipline problems. All three participants (students, parents or guardians, and school personnel) must meet their responsibilities and obligations regarding the positive educational environment and the process required for the system to produce the maximum degree of success.

### **SCOPE OF THE CODE OF CONDUCT**

The provisions of the Code of Conduct apply to all students whenever the students are on school premises or are present at a school activity, function, or event, whether or not on school premises, and at any other time when the students are subject to the authority of the Gallipolis City School Board or of school personnel. Additionally, the provisions of this Code of Conduct apply while students are en route to and from school, including while waiting for school bus or other transportation, and while they are on any form of transportation provided or arranged by the school. This Code also applies to student behavior off school premises insofar as the behavior disrupts or has the potential to disrupt the educational process in the schools or deprives or has the potential to deprive other students of their right to an education within the curricular program or privilege of participation in the extracurricular program; including behavior that occurs off school property but is connected to activities or incidents that have occurred or will occur on school property or at school events, or behavior, regardless of where it occurs, that is directed at a Gallipolis City school official or employee, or the property of such school official or employee.

### **ZERO TOLERANCE**

The Gallipolis City School District Board of Education has zero tolerance for violent, disruptive, or inappropriate behavior and such behavior is prohibited as set forth in the code of conduct. The Board also has zero tolerance for habitual truancy from school and will result in appropriate disciplinary action.

### **SERIOUS MISCONDUCT CODE**

A VIOLATION OF ANY OF THE FOLLOWING RULES IS GROUNDS FOR DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO, EVENING SCHOOL, SATURDAY SCHOOL, ALTERNATIVE SCHOOL, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND/OR PERMANENT EXCLUSION. IF, IN THE JUDGMENT OF SCHOOL PERSONNEL, THERE EXIST EXTENUATING CIRCUMSTANCES, A VIOLATION OF THESE RULES MAY BE TREATED AS A VIOLATION OF THE MINOR MISCONDUCT CODE. ANY STUDENT WHO ASSISTS OR IN ANY WAY PARTICIPATES IN THE VIOLATION OF THESE RULES MAY BE SUBJECT TO DISCIPLINE.

### **Unauthorized Publication and/or Distribution of Materials:**

Materials published by students and/or non-school sponsored groups shall not be distributed in school buildings, on school grounds, or on school buses without the prior written approval of the school Administration.

**Fighting and/or Assault:**

A student shall not intentionally cause or attempt to cause physical injury or intentionally or recklessly behave in such a way that could cause physical injury to a school employee or other individual at any time. Pursuant to ORC 2903.13, assault on a teacher, administrator, or school bus operator could be considered a felony.

**Leaving School Without Permission/Cutting Class:**

A student shall not be absent from class or classes without permission. A student shall not leave school before the school day is completed without the consent of the Principal, Assistant Principal, or school nurse.

**Truancy:**

Any student who is absent from school without the consent of his parents or guardian, or any student who "cuts" class will be classified as truant. Ohio law provides that parents may be required to attend truancy education programs and may be subject to court action for such truancy. In addition to being subjected to disciplinary action under this Code, students who are habitual truants may be referred to Juvenile Court and to the Registrar of Motor Vehicles for suspension of driving privileges.

**Damage to Property:**

A student shall not intentionally cause or attempt to cause damage or defacement (including graffiti) of any kind to the school, school property, or private property. In addition to the imposition of any other appropriate disciplinary action, a student who violates this rule and/or the student's parent will be expected to repair, replace, or pay for the damaged property, or otherwise make full restitution as determined by the Board.

**Disruption of School:**

A student shall not by use of profanity, violence, force, noise, hazing, coercion, threat, harassment, extortion, intimidation, bullying, fear, or other conduct cause or attempt to cause a substantial and material disruption or obstruction of any lawful function of the school, including extra-curricular activities. A student shall not be disrespectful in his or her actions or words.

**Harassment:**

Harassment of students or school staff on the basis of race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age, or sex is prohibited. Such harassment may include but is not limited to verbal, non-verbal, or physical conduct when such conduct has the purpose or the effect of: (1) unreasonably interfering with an employee's work performance or a student's curricular, co-curricular, or extra-curricular performance; (2) creating an intimidating, hostile, or offensive working or educational environment; or (3) otherwise unreasonably impacting upon an individual's employment, or a student's educational, opportunities. Information regarding procedures for reporting incidents of suspected harassment is available from the school office.

**Insubordination:**

A student shall not fail to comply with school rules, including those at any school sponsored activity, or to comply with any reasonable request of a school employee exercising his/her assigned duties.

**False Alarms:**

A student shall not initiate or circulate any false threat to student safety, including but not limited to a false fire alarm, bomb threat or false report of any other type of emergency. Any such false threat may be reported to the police and may constitute the felony of inducing panic in a school under ORC 2917.31.

**Alcoholic Beverages, Drugs, Look-alike Drugs and Drug Paraphernalia:**

A student shall not knowingly possess (including, but not limited to, retention on the student's person or possession in a purse, wallet, locker, desk, or vehicle), use, conceal, transmit or offer to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, steroid, prescription drug, alcoholic beverage, intoxicant, or mood altering chemical of any kind, or other illegal drugs or counterfeit (look-alike) drugs, nor shall any student use, possess, conceal or transmit drug paraphernalia. Use of a drug authorized by medical prescription from a licensed physician shall not be considered a violation of this rule if the school medication policy is followed. Such medication shall be handled only as determined by school personnel and Board policy, and may be kept under secure conditions if deemed appropriate.

**Under the influence** is defined as manifesting signs of drug, chemical or alcohol misuse including, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or other behavior reasonably consistent with substance abuse.

**Alcoholic beverage** means intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term "alcoholic beverages" also means any liquid substance, such as "near beer," intended for use as a beverage, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription by the manufacturer and in accordance with school district policy and rules related to the use of prescription and nonprescription drugs provided that the substance is (1) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for use or (2) an over-the-counter medicine, kept in the original container, which container shall state directions for use. The use and possession of such medications are subject to control by school authorities as indicated above.

**Tobacco and/or Any Other Smoking Material:**

Possession, smoking, or other use of tobacco or of any product containing tobacco by students is against state law. Students shall not bring, possess, distribute, or offer to distribute, smoke, burn, or use tobacco or look-alike tobacco products in any form. Prohibited products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, clove cigarettes, and snuff. Smoking materials such as lighters and/or matches are also prohibited. This rule prohibiting tobacco or other smoking materials also applies when students are on school property, on school transportation, at school sponsored events, or whenever under the authority of school personnel.

**Electronic Devices:**

A student shall not use or possess electronic communication or other devices that have the potential to interrupt or disrupt the academic process. Such prohibited devices include but are not limited to pocket pagers, cellular phones, and laser pointers. "Pocket pager" means any device that can be carried by a person that is capable of receiving a radio signal or other telecommunications signal, and that emits a signal upon receipt of a radio or other telecommunications signal. "Electronic communications device" means any device that is powered by batteries or electricity and that is capable of receiving, transmitting, or receiving and transmitting communications in any form. The school assumes no responsibility for the security of such items. A first-time violation of this rule may result in discipline up to and including a three-day suspension and/or forfeiture of the device. Subsequent violations of this rule may result in greater discipline up to and including suspension.

**Hazing:**

A student shall not subject other students to pranks, abuse, or humiliation that may cause mental or physical harm. A student shall not coerce or attempt to coerce another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a risk of causing mental or physical harm to any person.

**Bullying:**

Bullying, Intimidation and Harassment of students is prohibited. Harassment, intimidation or bullying (hereinafter "bullying") is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Bullying also includes violence within a date relationship. This prohibition applies to all activities in the District, including activities on school property or while en route to or from school and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity. The Board of Education's policy prohibiting bullying (JFCF) may be found at the end of this Student Handbook.

**Firearms, Knives and Dangerous Instruments:**

A student shall not possess, handle, conceal, transmit, or use any object or a facsimile of any object which might be considered to be a weapon or instrument of violence, including but not limited to any type of firearm, knife, chain, club, explosive, dangerous chemical, firework, tear gas, or pepper gas, or other dangerous materials, nor shall a student claim to possess any of the foregoing or incite another to possess any of the foregoing. Devices which are not normally considered weapons may under certain circumstances be used as and considered for purposes of this prohibition to be dangerous instruments. Any device used or intended to be used as a dangerous instrument shall be considered to violate this rule. As

further explained elsewhere in this Code, an expulsion may be imposed for an increased period of time when it is firearm or knife-related.

**Theft/Unauthorized Possession:**

A student shall not steal, attempt to steal, or encourage others to steal public or private property, nor shall a student be in possession of stolen property. This rule shall include, but is not limited to intellectual property such as tests, test scores, and test answers.

**Repeated Violations:**

A student shall not repeatedly fail to comply with school procedures or directions of school employees, including any of the provisions of this Code of Conduct. Repeated violations of the Minor Misconduct Code may be considered a violation of the Serious Misconduct Code and may subject the student to any of the disciplinary actions imposed for violations of the Serious Misconduct Code.

**Trespassing and/or Unauthorized Entry:**

No individual shall trespass or enter any area of the school grounds and/or building outside of normal hours, or enter any area closed to students without the approval of the principal. Students are not to possess, handle, or transmit school keys without permission.

**Sexual Conduct:**

Students are not to engage in sexual acts, nor are they to possess, conceal or transmit pornographic matter on school property, at school sponsored activities or when under the authority of school personnel.

**Plagiarism/Forgery/Impersonation:**

Students shall be honest and not take ideas from another and pass them on as their own. Students shall not imitate or counterfeit documents, signatures, or work nor impersonate parents or teachers for the purpose of deceiving school officials or employees. Students who violate this rule may at the least lose credit for the affected assignment and/or be disciplined. Forgery of certain documents is a criminal act in Ohio.

**Test Security-Behavior:**

Misbehavior, including any violation of test security for any test, including standardized or proficiency testing, may result in one or more parts of a student's test being invalidated and/or other discipline deemed appropriate.

**Endangerment:**

Students shall not engage in any conduct that in any way endangers any person or property.

**Violation of Law:**

A student shall not violate any law or ordinance.

**Violation of the Network Acceptable Use Policy:**

Students must have signed an Acceptable Use Agreement before gaining access to the Network. Students shall abide by the Network Acceptable Use Policy and any school or classroom rules for Network access, which include, but are not limited to the following: students shall not:

- share passwords
- abuse District hardware or software
- create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials
- use the Network for any commercial activities
- transmit, download or copy any materials in violation of any Board Policies or any federal, state or local laws:
  - ◆ materials that include the design or detailed information for the purposes of creating an explosive device
  - ◆ materials in furtherance of criminal activities or terrorist acts
  - ◆ threatening materials, or pornographic, sexually explicit or obscene material
- vandalize the District's Network or use the District's Network to vandalize other computers, networks or web sites.

### **MINOR MISCONDUCT CODE:**

A VIOLATION OF ANY OF THE FOLLOWING MINOR MISCONDUCT RULES WILL RESULT IN DISCIPLINARY ACTION WHICH, IN MOST INSTANCES, WILL BE LESS SEVERE THAN THAT RESULTING FROM VIOLATIONS OF THE SERIOUS MISCONDUCT CODE. HOWEVER, REPEATED VIOLATIONS OF THESE MINOR MISCONDUCT RULES, OR VIOLATIONS WHICH IN THE JUDGMENT OF SCHOOL PERSONNEL ARE PARTICULARLY DISRUPTIVE OR DANGEROUS, WILL BE TREATED AS VIOLATIONS OF THE SERIOUS MISCONDUCT CODE AND WILL SUBJECT THE STUDENT TO THE MORE SERIOUS DISCIPLINARY ACTIONS PROVIDED BY THAT CODE. THUS, WHEN CIRCUMSTANCES WARRANT, VIOLATIONS OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION, EXPULSION, REMOVAL, AND PERMANENT EXCLUSION. ANY STUDENT WHO ASSISTS OR IN ANY WAY PARTICIPATES IN THE VIOLATION OF THESE RULES MAY BE SUBJECT TO DISCIPLINE.

Students shall not engage in conduct that in any way interferes with the good order, discipline, or educational purpose of the school, or that endangers any person or property. It is impossible to list all the minor disruptions of the educational process that could occur. The following list of prohibited conduct is intended to serve as an example of those violations that will result in disciplinary action and is not all-inclusive:

- Throwing or kicking objects which might result in injury to another person.
- Failure to follow instructions of school authorities.
- Possession and/or use of squirt guns, water balloons and other objects of nuisance.
- Gambling.
- Dishonesty or misrepresentation of facts.
- Disrespect by word, or deed, or action.
- Classroom misbehaviors such as inappropriate noises, sleeping, not sitting in assigned seat, non-attentiveness, failure to bring required materials to class, etc.
- Open and inappropriate display of affection.
- Running, pushing, shoving, or acting in any way which might cause injury to another individual.
- Remaining in the building without permission after the designated time of dismissal.
- Littering the school building and/or grounds.
- Not properly completing required school forms.
- Misuse of school equipment, materials, or property.

### **DISCIPLINARY ACTIONS: GUIDELINES FOR RESPONDING TO STUDENT CONDUCT PROBLEMS**

In determining the appropriate response to student misconduct, school personnel may consider the seriousness of the offense, the student's attitude, the number of previous offenses, and the willingness of the student to mend his/her ways. The Administration may use sanctions including the following in responding to incidents of misconduct.

#### **Noon Detention:**

Detention(s) may be given for minor offenses that disrupt the school atmosphere. The number may vary with the seriousness of the problem. Detention must be served each day starting the day it is assigned. Failure to do so may result in additional disciplinary action.

#### **Loss of Privilege:**

As a result of misconduct, a student may be denied certain privileges which are granted to other students. Elementary school students may lose the privilege of participating in field trips, field days, class parties, or other special activities. Students additionally may lose the privilege of participating in extracurricular activities.

#### **Removal From Class/Time Out:**

A student may be temporarily or permanently removed from a class.

#### **Guidance Services:**

A student may be referred to guidance services for counseling at the discretion of the principal.

### **Conferences:**

Conferences may be held with students, parents or guardian, teachers, administration and/or juvenile court authorities to resolve problems or misconduct.

### **Evening School/Saturday School:**

Evening School and Saturday School may be used for offenses at the discretion of the school Administrators. The following rules apply to students who are required to attend Evening School/Saturday School.

1. Evening School takes place after school hours on designated days from 3:00 p.m. to 4:30 p.m.
2. Saturday School takes place on designated Saturdays from 9:00 a.m. to 12:00 noon.
3. Parents or guardians will be responsible for the student's transportation to and/or from the assigned Evening/Saturday School.
4. Evening/Saturday School will be scheduled as needed by the high school administration. Parents or guardians will be notified by letter in advance of the Evening/Saturday School to which the student has been assigned.
5. Students will report to Evening/Saturday School with the appropriate materials, which are to include school books, paper, pencils, and other school related materials needed for the period.
6. Students may not converse with other students.
7. Sleeping is not permitted.
8. Students are prohibited from participating in extracurricular events on any day for which they have been assigned to Evening/Saturday School until the Evening/Saturday School is over for the day.
9. A student's unexcused failure to attend Evening/Saturday School as assigned is cause for further discipline as deemed necessary by the school administration.
10. Excuses such as employment, family or household obligations, trips out of town, school activities, and lack of transportation are not automatically acceptable reasons for missing Evening/Saturday School. The Administration will determine whether or not an absence will be excused.

### **Suspension:**

The suspension of a student from school is a very serious matter. The Superintendent, principal, assistant principal or other school administrator may suspend a student from school for a period of time not to exceed ten (10) school days. If there are fewer than ten school days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. Except in the case of an in-school suspension, written notice of the intention to suspend the student and the reasons(s) for the suspension will be given prior to the student's suspension. Upon notice of the intended suspension, the student will have an opportunity for an informal hearing to discuss the suspension. Repeated suspensions may result in expulsion.

### **Alternative School:**

Alternative School may be assigned at the discretion of the high school administration. Alternative School is located in the old Clay Elementary School building. Students will ride the appropriate bus to and from the Alternative School (transportation will be provided by the school). ATTENDANCE IS MANDATORY! Missed days will result in makeup days or appropriate action by the school and/or Alternative School. If the absence is due to illness, a doctor's excuse will be required.

### **Emergency Removal:**

A student may be sent home if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. If the period of removal is longer than one school day, or if the student also is subject to suspension or expulsion, written notice of a hearing and of the reason for the removal will be given, and a hearing will be provided.

### **Expulsion:**

The expulsion of a student from school is a very serious matter. The Superintendent of the District may expel a student for a period of up to eighty school days or for the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, unless a greater period of expulsion is authorized by law. If there are fewer than eighty school days remaining in the year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Expulsions may exceed eighty days when imposed for a violation involving a



firearm, knife, bomb threat, or a violent act that causes serious physical harm to persons or property, or when otherwise authorized by the Ohio Revised Code.

Written notice will be given to the student and his or her parents or guardian of the intention to expel the student and the reason(s) for the intended expulsion. An opportunity for an informal hearing with the Superintendent or his designee will be provided the student and his or her parents or guardian.

The Superintendent may, after offering an opportunity for a hearing before the Superintendent or Superintendent's designee, temporarily deny admittance to the Gallipolis City Schools to any student if the student has been expelled from the schools of another District, and the period of the expulsion has not expired.

Any student who is temporarily denied admittance to the Gallipolis City Schools, or the student's parent, guardian, or custodian may appeal that denial to the Board of Education or Board's designee, which may affirm or reverse the denial on the basis of the record so made. The student or parent/guardian may be represented at the hearing, and a verbatim record shall be made of all proceedings.

The Superintendent will initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the district's policies and code of conduct even if the student has withdrawn from school for any reason after the incident that gives rise to expulsion but prior to the hearing or decision to impose the expulsion. The expulsion shall be imposed for the same length of time as for a student who has not withdrawn from school.

#### **Permanent Exclusion:**

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for, committing, when 16 years of age or older, one of the offenses specified in the Ohio Revised Code as grounds for permanent exclusion. Generally, these are serious offenses which involve weapons, drugs, and/or violent conduct.

### **PROCEDURES FOR IMPOSING SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND PERMANENT EXCLUSION**

#### **Suspension:**

The Superintendent, principal, assistant principal or other administrator may suspend a student for not more than ten school days. If there are fewer than ten school days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The Superintendent or principal will give written notice of intention to suspend, and the reasons, to the student. If the student may be subject to permanent exclusion, the written notice will also be provided to the parent or guardian, and will include a statement that the Superintendent may seek to permanently exclude the student; however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the suspension procedure or the validity of a permanent exclusion. The student will have an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee, and will have the right to challenge the reasons for the intended suspension or otherwise explain his actions. This hearing may take place immediately.

Within one school day of the suspension, the parent, guardian, or custodian of the student and the Treasurer of the Board will be notified in writing of the suspension. This notice will include the reasons for the suspension and, where applicable, notification that the Superintendent may seek the student's permanent exclusion; however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the suspension or the validity of a permanent exclusion. The notice also will describe the right to appeal the suspension and be granted a hearing on the appeal before the Board of Education or the Board's designee, the right to be represented at the appeal, and the right to request that the Board hear the appeal in executive session (although any action on the appeal will be taken in a public session of the Board).

#### **Procedure for Appealing Suspension:**

1. In order to appeal a suspension, the student or the student's parent, guardian, or custodian must, within five days of the mailing date of the letter informing them of the suspension, submit to the Superintendent a written request for an appeal. The request must include the name of the person, if any, who will represent the student at the hearing on the appeal.
2. Notification of the day, time, and place of the hearing (including a list of all persons who will be in attendance) will be sent to all persons who will be involved in the hearing.

3. The hearing will proceed as follows:
  - a. The reason for the suspension will be presented by the building administrator and/or Superintendent or Superintendent's designee.
  - b. The reasons for the appeal of the suspension will be presented by the student, parent, guardian, custodian, or representative.
  - c. The Board or Board's designee may question either or both parties concerning the suspension.
  - d. A verbatim recording of the proceedings will be made.
4. After the hearing, notification of the Board or Board designee's action will be sent to the person making the appeal.

During the appeal process, the suspension of the student shall be enforced, except that the Superintendent shall have the discretion to hold a suspension in abeyance pending the appeal.

**Emergency Removal:**

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the Superintendent, principal, or assistant principal may remove the student from the school premises. If the emergency removal exceeds one school day, then a hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The hearing will be conducted as provided in this Code for proposed suspensions, unless it is probable that the student may be subject to expulsion in which case the hearing will comply with the procedures for hearings in connection with proposed expulsions. In the case of an emergency removal, the person who ordered, caused, or requested the removal shall be present at the hearing.

In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

**Expulsion:**

Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 school days. Generally, expulsion will not exceed eighty school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If there are fewer than eighty days remaining in the school year, the Superintendent may apply any remaining part of all of the period of the expulsion to the following school year. Expulsions may exceed eighty days when imposed for a violation of the District's policies concerning firearms, knives, bomb threats, violent acts, or when otherwise authorized by the Ohio Revised Code.

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion. The notice will include the reasons for the intended expulsion, notification of the right of the student and the student's parent, guardian, or custodian to appear before the Superintendent or designee to challenge the action or to otherwise explain the student's actions, and notification of the time and place to appear, which will be no earlier than three and not later than five school days after the notice is given. If the student may be subject to permanent exclusion, the written notice will include a statement that the Superintendent may seek to permanently exclude the student; however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the expulsion procedure or the validity of a permanent exclusion.

Within one school day of the expulsion, the Superintendent or principal will notify the parent, guardian or custodian of the student, and the Treasurer of the Board. The notice will include the reasons for the expulsion, and, where applicable, notification that the expulsion may be subject to extension pursuant to Ohio Revised Code Section 3313.66(F) and/or that the Superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in the Ohio Revised Code Section 3313.662(A); however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the expulsion procedure or the validity of a permanent exclusion. The notice also will describe the rights of the student, parent, guardian, or custodian to appeal to the Board of Education or Board's designee, the right to be represented at the appeal, the right to appear in a hearing before the Board or Board's designee in order to be heard against the expulsion, and the right to request that the hearing before the Board be held in executive session (although any action on the appeal will be taken in a public session of the Board).

If an expulsion is for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year, the notice sent to the student and to the student's parent, guardian or custodian, additionally shall include information regarding services or programs offered by public or private agencies that work toward improving those

aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include names, addresses and phone numbers of the appropriate public and private agencies.

**Procedure for Appealing Expulsion:**

1. In order to appeal an expulsion, the student or the student's parent, guardian, or custodian must, within fourteen (14) calendar days of the mailing date of the letter informing them of the expulsion, submit to the Superintendent a written request for an appeal. The request must include the name of the person, if any, who will represent the student at the hearing on the appeal.
2. Notification of the day, time, and place of the hearing (including a list of all persons who will be in attendance) will be sent to all persons who will be involved in the hearing.
3. The hearing will proceed as follows:
  - a. The reason for the expulsion will be presented by the building administrator and/or Superintendent or Superintendent's designee.
  - b. The reasons for the appeal of the expulsion will be presented by the student, parent, guardian, custodian, or representative.
  - c. The Board or Board's designee may question either or both parties concerning the expulsion.
  - d. A verbatim recording of the proceedings will be made.
4. After the hearing, notification of the Board or Board designee's action will be sent to the person making the appeal.

During the appeal process, the expulsion of the student shall be enforced, except that the Superintendent shall have the discretion to hold an expulsion in abeyance pending the appeal.

The Superintendent may deny high school credit for any school work completed or any postsecondary courses, any portion of which were taken or completed during a period of expulsion.

**Increased Duration of Expulsion Related to Conduct Involving a Firearm, Knife, Bomb Threat, or Serious Physical Harm to Persons or Property:**

A student may be expelled as outlined above for an increased period of time when the conduct giving rise to the expulsion involves a firearm, knife, bomb threat or an act that causes serious physical harm to persons or property.

**Firearm:**

A student who brings a firearm to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year.

The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student.

**Definition of "Firearm":**

As used herein, "firearm" shall be defined as in Federal law at 18 U.S.C. Section 921 and shall include, but not be limited to; any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 U.S.C. section 921 et seq. The definition of destructive device includes, but is not limited to (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein, (2) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter or (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

**Knife:**

A student who brings a knife to school or onto property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, may be expelled from school for a period up to one calendar year.

The Superintendent may reduce, on a case by case basis, the one year expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student.

**Definition of "Knife":**

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharpened blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing: this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

**Possession of a Firearm or Knife:**

A student also may be expelled for a period not to exceed one (1) calendar year if the student possesses a firearm or knife on school property, in a school vehicle, or at any school-sponsored activity, where the firearm or knife initially was brought onto District property by another person. Such expulsions also may extend into the following school year.

In compliance with federal law, the Superintendent also shall refer any student expelled for bringing a firearm on to Board of Education property or possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling, or removing a student for possessing, transmitting, or concealing a weapon, explosive ordnance, or other dangerous instrument that is not within the scope of this particular provision.

**Serious Physical Harm to Persons or Property:**

The Superintendent may expel a student from school for a period not to exceed one (1) calendar year if the student commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in ORC 2901.01(A)(5) or serious physical harm to property, as defined in ORC 2901.01(A)(6) while the student is at school, on any property owned or controlled by the school, at an extracurricular event, or any other school program or activity.

The Superintendent may reduce, on a case-by-case basis, the one year expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

**Bomb Threats:**

A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one calendar year.

The Superintendent may reduce, on a case-by-case basis, the one year expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

**Permanent Exclusion:**

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for, committing, when 16 years of age or older any of the following offenses in violation of the cited sections of the Ohio Revised Code:

1. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises, in violation of Section 2923.122.
2. Carrying or being in possession of a concealed weapon on property owned or controlled by a school or at a school activity in violation of Section 2923.12 or of a substantially similar municipal ordinance.
3. Aggravated possession of drugs or marijuana in violation of Section 2925.11, other than a violation of that section that would be a minor drug possession offense within the meaning of Section 2925.01, on property owned or controlled by a school or at a school activity.
4. Selling or offering to sell or possessing a controlled substance in violation of Section 2925.03 on property owned or controlled by a school or at a school activity.
5. Committing one of the following against a school employee on property owned or controlled by a school or at a school function: aggravated murder in violation of Section 2903.01; murder in violation of Section 2903.02; voluntary manslaughter in violation of Section 2903.03; involuntary manslaughter in violation of Section 2903.04; felonious assault in violation of Section 2903.11; aggravated assault in violation of section 2903.12; felonious sexual penetration in violation of former Section 2907.12; rape in violation of Section 2907.02; or gross sexual imposition in violation of Section 2907.05.
6. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity.

The Superintendent may issue to the Board of Education a request that a student be permanently excluded from school as follows:

1. If the Superintendent obtains or receives proof that a student has been convicted of committing or adjudicated a delinquent child for committing, when sixteen years of age or older, a violation listed as grounds for permanent exclusion in Section 3313.662(A) of the Ohio Revised Code, and if the Superintendent or the Superintendent's designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees, the Superintendent shall give written notice to the student and to the student's parent, guardian, or custodian that the Superintendent intends to recommend to the Board of Education that the Board adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance.
2. The Superintendent's written recommendation that the Board of Education permanently exclude the student shall include:
  - a. The determination that the student's continued attendance in school may endanger the health and safety of other students or school employees.
  - b. A copy of the proof showing that the student has been convicted of or adjudicated a delinquent child for a violation listed as grounds for permanent exclusion in Section 33 13.662(A) of the Ohio Revised Code that was committed when the student was sixteen years of age or older.
  - c. A copy of the written notice sent to the student and the student's parent of the intent to recommend the student's permanent exclusion to the Board of Education.
3. Within fourteen calendar days after receipt of a recommendation for permanent exclusion from the Superintendent, the Board of Education, after review and consideration of all of the following available information, may adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance:
  - a. The academic and extracurricular record of the student.
  - b. The disciplinary record of the student and records of any other prior behavioral problems.
  - c. The social history of the student.
  - d. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems.
  - e. Evidence regarding the seriousness of, and any aggravating factors related to the offense that is the basis of the request seeking permanent exclusion.
  - f. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion.
  - g. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in the school.
  - h. Evidence regarding the probable disruption of the teaching of any graded course of study by the continued presence of the student in the school.
  - i. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that could enable the student to remain in a public school setting without posing a significant danger to the health and safety of other student or of school employees and without posing a threat of the disruption of the teaching of any graded course of study.
4. If the Board of Education does not adopt a resolution requesting the superintendent of public instruction to permanently exclude the student, it immediately shall send written notice of the decision to the Superintendent, the student, and the

- student's parent, guardian or custodian.
5. If the Board of Education does adopt a resolution requesting the superintendent of public instruction to permanently exclude the student, the Board shall immediately forward to the superintendent of public instruction the written resolution, proof of the conviction or adjudication that is the basis of the resolution, a copy of the student's entire school record, and any other relevant information. The Board shall forward a copy of the resolution to the student and to the student's parent, guardian, or custodian.
  6. After adopting a resolution requesting the superintendent of public instruction to permanently exclude the student, the Board shall promptly designate a representative of the school district, who may be an attorney, to present the case for permanent exclusion to the superintendent of public instruction or to the referee appointed by the superintendent.
  7. The superintendent of public instruction promptly shall issue an adjudication order that either permanently excludes the pupil from attending any of the public schools of this state or that rejects the resolution of the Board of Education.
  8. If, in the opinion of the Superintendent, a permanently excluded student no longer represents a danger to the health and safety of other students or staff, the Superintendent may, but is not required to, seek the re-admission of the student. On the recommendation of the Superintendent, the Board of Education will consider a resolution requesting that the superintendent of public instruction revoke the permanent exclusion. If the Board of Education adopts the resolution, it will be forwarded to the superintendent of public instruction, along with the reasons for the resolution and all relevant information. If any violation which in whole or in part gave rise to the permanent exclusion of any student involved the student's bringing a firearm to school or on to property owned or controlled by the Board of Education, the Superintendent shall not recommend an effective date for the revocation of the student's permanent exclusion that is less than one calendar year after the date on which the last such firearm incident occurred. The Superintendent may recommend an earlier revocation, on a case-by-case basis, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction.
  9. Under state law, a student permanently excluded from school may request probationary re-admission for 90 days. Upon such request, the Superintendent may in his/her discretion, but is not required to, enter into discussions with the student and with the student's parent, guardian, or custodian (or designee of any of these persons) to develop a probationary admission plan. If any violation that in whole or in part gave rise to the permanent exclusion of any student involved the student's bringing a firearm to school or on to property owned or controlled by the Board of Education, such request will not be considered or granted for an effective date of probationary re-admission that is less than one calendar year after the date on which the last such firearm incident occurred. On a case-by-case basis, the Superintendent may develop a plan with an earlier effective date when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction.
  10. If the Superintendent, the student and the student's parent, guardian, custodian, or designee all agree on a "Probationary Admission Plan," the Superintendent shall issue a recommendation to the Board that the student be admitted on a probationary basis. The recommendation should include a copy of the "Probationary Admission Plan" and the reasons for the recommendation. The Plan may include a treatment program, a behavioral modification program, or any other program reasonably designed to meet the educational needs of the student and the disciplinary requirements of the school.
  11. The Board may adopt, by a majority vote, the Superintendent's recommendation for a probationary admission within fourteen (14) days after the Board receives the Superintendent's recommendation.
  12. If a student fails to comply with the "Probationary Admission Plan", the Superintendent may remove the student immediately after a conference with him and issue a recommendation to the Board requesting that the probationary admission be revoked. The Board may adopt the resolution by a majority vote. If the Board does not adopt the Superintendent's recommendation, the student shall continue to attend school under the "Probationary Admission Plan."

Prior to permanent exclusion, a student may be suspended or expelled in accordance with the procedures described above for suspension or expulsion. Additionally, if a student is expelled for committing, when sixteen years of age or older, a violation that could subject the student to permanent exclusion, and if juvenile court or criminal proceedings based upon that violation are pending at the time that the expulsion terminates, the Superintendent may file a motion with the court seeking an extension of the expulsion for the lesser of an additional eighty days or the remainder of the school year. If a student has been convicted of or adjudicated a delinquent child for committing, when sixteen years of age or older, a violation that could result in permanent expulsion and for which he or she has been expelled, and if the Board of Education has adopted a resolution seeking permanent exclusion, the Superintendent may file a motion with the court seeking to extend the expulsion until the superintendent of public instruction acts upon the request for permanent exclusion.

### **Loss of Driving Privileges:**

Where the Superintendent receives information that a student of compulsory school age has withdrawn from school for a reason other than a change of residence, or has been suspended, expelled, removed, or permanently excluded for a violation of the Code of Conduct that involves a firearm, knife, or other weapon, the Superintendent must, within two weeks of the withdrawal or discipline, notify the Registrar of Motor Vehicles and the county juvenile judge. In addition, the Superintendent may notify the Registrar of Motor Vehicles and juvenile judge if a student has been excessively absent from school without legitimate excuse or has been suspended, expelled, removed, or permanently excluded for a violation of the Code of Conduct that involves drugs or alcohol. Such notification is not necessary if its only basis is that a student has withdrawn because of a change of residence or if the withdrawn student is enrolled in and attending an approved program to obtain a diploma or its equivalent.

### **Suspension/Expulsion of Disabled Students:**

Disabled students shall be disciplined in accordance with all federal and state laws and regulations.

### **RULES OF EXTRA-CURRICULAR PARTICIPATION:**

A student participates in extra-curricular activities by choice. In so doing, the student must choose between the rules of extracurricular activities and non-participation.

The following is a list of regulations and penalties that apply to all extra-curricular activities at the Gallipolis City Schools. In addition to these rules, each activity advisor may develop regulations and penalties that apply to the activity in question. Students also may be suspended from an activity for a violation of general school rules, as set forth in this Code.

**Rule One:** The sale of any illegal drug is prohibited.

#### **Penalty:**

a. Permanent exclusion from all Gallipolis City Schools extra-curricular activities.

**Rule Two:** Use or possession of tobacco products (including snuff or clove cigarettes), alcoholic beverages, and illegal drugs is prohibited.

#### **Penalty:**

- a. First Offense - Removal from the extra-curricular activity for the remainder of the duration of the activity and ineligibility for any related award or recognition.
- b. Second Offense - Forfeiture of privilege to participate in all Gallipolis City Schools extracurricular activities for the remainder of the school year.
- c. A third violation will result in permanent suspension from all Gallipolis City Schools extra-curricular activities.

**Rule Three:** A participant in a play, concert, student council, or other extra-curricular event must be in attendance all day on the day of the event unless the student has a doctor's appointment that accounts for the time missed.

#### **Penalty:**

The student is not permitted to participate in that day's event.

**Rule Four:** A student must be in attendance all day on the day of a game, practice, rehearsal, or other extra-curricular event unless he/she has a doctor's appointment excusing the student for the time missed. Extenuating circumstances are taken into consideration (i.e.: death in family, college visit, court appearance).

#### **Penalty:**

The student will not be permitted to participate in that day's extra-curricular event.

**Rule Five:** Each student is responsible for taking care of uniforms, costumes, instruments, or other equipment issued to the student. Unauthorized wearing of school uniforms, costumes, or other equipment, failure to return issued or stolen equipment, failure to pay for damaged or lost equipment, and stealing of school-supplied equipment is prohibited.

**Penalty:**

The student cannot participate in any extra-curricular activity until the equipment is returned or paid for.

**Rule Six:** Participants are required to ride school transportation to away activities. Participants may ride home with their parents/guardians, provided that the parent/guardian signs the sign-out sheet releasing the participant to the parent/guardian. If the parent/guardian wishes the participant to ride home with an adult other than themselves, the parent/guardian must personally notify the advisor prior to departure from Gallia Academy and send a note with the participant expressing their wishes. The adult to whom the participant is to be released must personally sign the sign-out sheet and may be asked to provide identification. Under no circumstances will a participant be released to anyone other than an adult.

**Rule Seven:** Students assigned to the Alternative School are not permitted to participate in any extra-curricular activity on the days they are assigned to the Alternative School. Students may be prohibited from participating in extra-curricular activities by the advisor of the activity for such period of time as determined appropriate by the advisor.

**Additional Provisions:**

An advisor shall have the right to remove any student from immediate participation in any extra-curricular activity under that advisor's supervision if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting school, travel on any school-provided transportation, or any school sponsored activity held on or off school property. This applies to all athletic teams/groups, including scorekeepers, statisticians, etc. Cheerleading, History Day, Model U. N., Mock Trial, Pep Band, National Honor Society, Madrigals, PRIDE, Science Olympiad, DARE, Key Club, SADD, Knowledge Master Open, and other extra-curricular activities.

**INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

Effective July 1, 1998, the Board prohibits students in grades 7 through 12 from participating in extra-curricular activities if they have less than a 2.0 grade point average on a 4.0 grading scale, for the previous grading period. High school students must be enrolled in a minimum of five credits.

Summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year to gain eligibility.

A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.

**ATTENDANCE**

The attendance philosophy of the Gallipolis City School District is that regular school attendance is the primary responsibility of the student and the student's parent(s) or guardian. If the student is to reach his/her maximum educational potential and is to function successfully as an adult, he/she must develop habits of punctuality and good attendance.

A student who participates in any extra-curricular activity (including athletics) must be in attendance for 6 hours on the day of a contest, rehearsal, or show in order to be eligible to participate. The building administrator will make all final decisions as to the disposition of all attendance problems.

**Attendance Procedures:**

1. Notification of the school: The parent or guardian is expected to telephone the school in the event a student is absent. This call is to be made as soon as possible, but not later than 10:00 A.M. on the day of absence. This call does not guarantee that an absence will be classified as excused. Calls made by the student will not be acceptable for an excused absence. Calls not received by 10:00 A.M. will prompt a phone call or letter from the building principal or attendance secretary.
2. In the case of an absence that is due to a medical appointment, the student has three days after his or her return to bring a written note from the medical practitioner stating the reason for the absence. If a note is not received within the three days, the absence will be classified as unexcused.
3. If at any time during the school day a student must leave school, a parent or guardian will need to sign them out in the school's office and take the student with them.
4. If, during the school day, a student becomes ill, the school nurse or other school personnel will contact the student's parent, as necessary. The ill student should not initiate a direct phone call to his or her parent.



**Late Arrival:** Students who arrive at school between 9:00 a.m. and 10:00 a.m. will be counted tardy. A student who arrives after 10:00 a.m. and before 12:00 p.m. will be charged 3 hours of absence. Any student who arrives after 12:00 p.m. will be counted as 6 hours absence.

**Early Release:** A student who leaves school early but not before 3:00 p.m., will be counted as early dismissal (please see tardy policy below). If a student is checked out between 12:00 p.m. and 3:00 p.m. they will be counted as 3 hours absence. Any student who leaves before 12:00 p.m. will be counted as 6 hours absence.

### **Categories of Absences:**

**Excused:** An excused absence is that condition or situation over which the student, parent, or guardian has no control, and is listed in the excused classifications of absences. An excused absence will allow the student to make-up class work that he/she has missed. The student will have the same number of days to complete make-up class work as the number of days he/she has missed. Failure to make-up required class work will result in a grade of zero for that work. The following absences are considered excused:

1. Personal illness (30 or more consecutive hours of absence due to illness require a doctor's note to be considered excused).
2. Death or funeral of immediate family member.
3. Illness in the immediate family which demand student aid.
4. Doctor or dentist appointments which cannot be scheduled at any other time.
5. Religious holidays.

**Unexcused:** An unexcused absence is that situation when the student is absent from school with or without the knowledge or consent of his/her parent for any reason other than the ones listed above. . In such cases the parent will be notified, and appropriate action will be taken. An unexcused absence could eliminate the privilege of make-up-work, resulting in a grade of zero for that work. Unexcused absences include, but are not limited to, the following:

1. Truancy.
2. Shopping trips.
3. Non-urgent work at home or elsewhere.
4. Unconfirmed illness (30 consecutive school hours require a doctor's note).
5. For haircuts, errands, bill paying, etc.
6. Suspension and/or expulsion.

**Accumulated Hours of Absence:** After a student has accrued a total of 36 hours (6 days) of absences (excused or unexcused) in a given semester or 72 hours (12 days) of absences (excused or unexcused) in a given year, all further absences during that semester/year will be unexcused. **A medically necessary absence, verified by a written doctor's statement, will not count toward the 36 and 72 hour limits, provided that the doctor's statement is received by the school within three days of the student's return to school; a chronically ill student must have a doctor's statement on file in the office.** The principal may excuse other absences in excess of the 36 and 72 hour limits if there are extenuating circumstances.

### **Statements for Excessive Absence and Habitual Truancy**

#### **Excessive Absences (Excused and Unexcused)**

1. Absent 38 or more hours in one month with non-medical excuse or without a legitimate excuse.
2. Absent 65 or more hours in one year with non-medical excuse or without a legitimate excuse.

Once a student meets the criteria of excessive absences, the parents will be notified in writing within 7 days of the triggering absence.

#### **Habitual Truant (Unexcused Absences)**

1. Absent 30 or more consecutive hours without a legitimate excuse.
2. Absent 42 or more hours in one month without a legitimate excuse.
3. Absent 72 or more hours in one year without a legitimate excuse.

When a student is considered a habitual truant, the parents will be notified in writing within 7 days of the triggering absence. Within 10 days of the triggering absence, the student will be assigned to an Absence Intervention Team (AIT). The Absence Intervention Team will consist of a principal, representative from the school district (that knows the child) and parent/guardian. Within 14 days after the AIT placement, a diversion meeting will be held and an Absence Intervention Plan (AIP) will be put in

place. On the 61<sup>st</sup> day after implementation of the AIP, charges may be filed for the following:

1. The student was absent without legitimate excuse from the school the student is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.
2. The district/school has made meaningful attempts to reengage the student through the AIP and offered alternatives to adjudication.
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the AIT, or any offered alternative to adjudication. **NOTE:** If, at any time during the implementation phase of the AIP, the student is absent without legitimate excuse for 30 or more consecutive hours, or 42 or more hours in one school month, then the attendance officer can file charges, unless the AIT determined that the student made substantial progress on the AIP.

### **Truancy:**

Truancy is a serious offense which is contrary to state attendance laws and will be dealt with in the following manner:

1. All truancy offenders will be disciplined as deemed appropriate by the administration. The type of discipline will depend upon the number and/or frequency of offenses.
2. If at any time, in the judgment of the principal, a student's absences are excessive, an AIT may be scheduled with the following participants: principal, representative from the school district (that knows the child) and parent/guardian.
3. Habitually truant students shall be reported to the appropriate juvenile authorities in accordance with the Ohio revised code.

### **Vacations:**

Vacation while school is in session is discouraged, particularly during semester and final exam periods. Should such a vacation become necessary, a parent's or guardian's request that the absence be excused will take into consideration the following: past student attendance, grades, and willingness and opportunity to make up the work. Vacations granted during the school year shall not exceed 24 school hours. Students are responsible for obtaining class assignments during vacation days.

In all cases, advance notice of five school days prior to the vacation is expected in order to allow the teacher preparation time. Vacations that are approved by the administration will count toward the 36 and 72 hour limits on accumulated hours of absent per semester and per year, as described above.

### **Tardiness:**

Any student that enters the school or classroom after the tardy bell will be considered tardy. An early sign out of a student will also count against the student's accumulated tardies. All tardies to school at the beginning of the school day will fall under the consequences noted below:

1. A maximum of two tardies to school per nine weeks will be excused with a phone call (from a parent/guardian) on the day of the tardy.
2. All tardies beyond two parent contacts will be considered unexcused
3. A doctor's excuse will excuse a tardy if the child's return to school or early dismissal is within a reasonable amount of time from the appointment

Consequences for unexcused tardiness at the elementary level will be determined by the building administrator.

### **Faithful and Perfect Attendance:**

Every three tardies and/or early sign-outs without a Doctor's excuse will constitute 3 hours of absence when calculating Faithful and Perfect Attendance. Faithful and Perfect Attendance will be based on the following criteria:

1. Perfect Attendance: Zero hours of absence with 3 or less tardies.
2. Faithful Attendance: No more than 18 hours of absence with 3 or less tardies.

### **STUDENT TRANSPORTATION MANAGEMENT POLICIES**

Students who ride school buses must comply with all of the following rules:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to an assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.

8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco on the bus, nor may a student possess tobacco or other smoking related materials on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus windows.
15. Students must not engage in conduct that may distract the driver or that otherwise endangers any person or property.
16. While waiting for the bus and while on the bus, students must conform their behavior to all of the provisions of the Student Code of Conduct.

## **TRANSPORTATION DISCIPLINE**

### **Discipline Other Than Suspension or Emergency Removal**

Discipline on District vehicles shall be the responsibility of the driver on regular bus runs. When District vehicles are used for field trips and other District activities, however, the teacher, coach, or advisor shall be responsible for student discipline.

### **Suspension From Transportation Services**

A student who has been disorderly on a school bus may be suspended from transportation services for any period of time deemed appropriate by the Gallipolis City School District. Suspensions from transportation services may be imposed by the Superintendent or other designated administrative personnel. A student who has been suspended from transportation service shall be given oral or written notice of the suspension, and shall be afforded an opportunity to appear before the Superintendent or other designated administrative personnel to contest the suspension before it is imposed. This provision supersedes any general policy relating to student discipline due process, and no further appeal beyond the Superintendent or designee is permitted.

A student may be suspended from transportation services for conduct not considered a danger to persons or property or a threat to the safe operation of the school. The length of the suspension will be based upon the seriousness of the conduct upon which the suspension is based, the disciplinary record of the student, and other factors considered relevant by the administration.

School bus drivers shall not administer any transportation suspensions or emergency removals, bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies either a suspension or emergency removal from transportation services.

### **Emergency Removal From Transportation Services**

Immediate removal of a student from transportation services is authorized where the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. An emergency removal from transportation services may be imposed by the Superintendent or other administrative personnel. As soon as practicable, but at least within 72 hours, the student shall receive a hearing regarding the removal.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rights of an individual are preserved in society with equal respect for the protection and preservation of the rights of others. Students are responsible for the way in which they exercise their rights, and each student must recognize the boundaries of those rights and accept the consequences of his or her actions.

Every exercise of an individual's rights must demonstrate respect for the rights of others. These statements set forth the rights of students in the Gallipolis City School District and the responsibilities that are inseparable from these rights:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination; 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 as provided by this Code of Conduct with respect to suspension and expulsion; the responsibility to observe the rules stated in that Code at all times.
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding the time, place, and

manner of exercising those rights.

5. The right to privacy, which includes privacy in respect to the student's school records; the responsibility to respect the privacy of others.

As part of the educational process, students must recognize the legal authority of the Board to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents or guardians through handbooks distributed annually.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Those rights are:

- A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents, guardians, or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent, guardian, or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent, guardian, or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights. To request amendment, parents, guardians, or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the District decides not to amend the record as requested by the parent, guardian, or eligible student, the District will notify the parent, guardian, or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian, or eligible student when notified of the right to a hearing.
- C. The right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (including, but not limited to, emergency, subpoena/judicial order, authorized state or federal education authorities, financial aid, etc.). Disclosure without consent is authorized when such disclosure is to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

The District has designated, in Policy JO, the following personally identifiable information in a student's education record as "directory information," and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity:

1. The student's name;
2. The student's address;
3. The student's date of birth;
4. The student's extra-curricular participation;
5. The student's achievement awards or honors;
6. The student's weight and height, if a member of an athletic team; and
7. The student's photograph.

Parent(s), guardian(s), or eligible students will have two weeks from the date of this notice to advise the District, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 00202-4605

### **Notification of Rights Under the PPRA**

The Protection of Pupil Rights Amendment (PPRA) affords parents, guardians, and students who are 18 or emancipated minors ("eligible students") certain rights regarding the administration of surveys, the collection and use of information for marketing purposes, and certain physical exams. Those rights are:

- A. The right to consent before students are required to submit to a protected information survey funded in whole or in part by a program of the U.S. Department of Education. A protected information survey is one that concerns one or more of the following areas:
1. Political affiliations or beliefs of the student or student's parent or guardian;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of - Any other protected information survey, regardless of funding;

1. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

### **Title IX Administrators**

Title IX Coordinator:

Suzanne Eachus

61 State Street

Gallipolis, OH 45631

[suzanne.eachus@gc-k12.org](mailto:suzanne.eachus@gc-k12.org)

740-446-3211

The following administrators have received the Level 2: K-12 Title IX Coordinator/Administrator Training through Bricker & Ekler on August 14, 2020.

Craig Wright: Appeals Officer/ Decision-Maker

Suzanne Eachus: Title IX Coordinator

Jeremy Hout: Decision-Maker

Troy Johnson: Investigator

Josh Donley: Decision-Maker

Robert Neal: Informal Resolution

Lisa Jo Blakeman: Report Writer

Chuck Calvert: Investigator

Kim Cochrane: Informal Resolution

Corey Luce: Informal Resolution

Julie Bays: Informal Resolution

# **GREEN ELEMENTARY STUDENT HANDBOOK**

## **HOURS OF SUPERVISION**

Teacher supervision begins at 8:30 a.m. For safety reasons parents or guardians are asked not to bring children to school before this time. Teacher supervision ends at 3:30 p.m. Students remaining after school for any reason must have written permission. Any student who does not have a written note will be sent home according to their normal dismissal routine.

## **SCHOOL HOURS**

Students arriving to class after 9:00 a.m. will be considered tardy, unless they are late because of buses or breakfast running behind schedule.

8:30	Buses arrive – teacher supervision begins.
8:30	Homeroom begins
9:00	Tardy Bell
12:00-1:00	Lunch / recess (grades K, 1, and 2)
12:00-1:00	Recess / lunch (grades 3, 4, and 5)
3:15	Private vehicle pick-up
3:25	Dismissal for bus riders

## **WRITTEN PERMIT NECESSARY**

For the safety of your child, it is school policy that when a child is to do anything unusual, such as going home on a different bus, going home with another child, being picked up by a friend or relative, staying after school for a scheduled activity, leaving school for a medical appointment or leaving school early for any reason, he or she must have written permission from a parent or guardian. This will help ensure that the teacher knows the child has permission for this unusual action. Requests by telephone should only be made when there is an emergency. School personnel may be occupied with other school business and cannot guarantee the delivery of a telephone message. Additionally, school personnel may not be able to identify the caller. A regular routine for dismissal for each child is preferred. Also, parents or guardians are asked not to take students from school before the end of the classes at 3:15 p.m., unless there is an important reason such as a medical appointment or family emergency. We do not want students to miss instruction or interrupt the class.

## **STUDENT ARRIVAL AND DEPARTURE PROCEDURES**

Students who are picked up on a regular basis, or students for which an advance notice is on file, will be dismissed at 3:15 p.m. If the parent, guardian, or designee has not planned in advance to pick up their child, then the parent or guardian must report to the office and school personnel will send for the student(s). Please do not send a friend or a relative for a child(ren) without letting school officials know in advance. Parents and guardians are welcome to our school. Most teachers have conference time available in the mornings and other times during the week. Teachers are many times busy during the dismissal period, therefore the principal requests that parents or guardians not go to the rooms during this time unless absolutely necessary.

## **SCHOOL CLOSING/ EARLY DISMISSAL**

In the event school is closed for bad weather or other reasons, the information will be announced through the district e-Communication notification system, through various local radio stations, and television stations. We urge parents to sign up for e-Communication notifications on the district website, listen to the radio/TV and refrain from calling Green Elementary concerning school closings. Please talk with your child and make tentative plans ahead of time, in the event that students have to be sent home early from school.

## **CELL PHONE USAGE**

Cell phones are permitted to be brought to school, but must be kept in the off position and be kept in student's backpack or locker during the entire school day. Any device found to be on, that makes a noise, or otherwise calls attention to itself will be deemed to be creating a disruption. Items in violation will be confiscated and turned in to the appropriate administrator. Discipline in addition to confiscation may be applied pursuant to the Student Code of Conduct.

## SCHOOL VISITORS

To help ensure the safety of the students at school, all visitors must report to the office. This will help ensure that the person visiting a child at school or taking a child from the premises has the legitimate right to do so. Visitors must follow these guidelines:

1. Visitors must always report to the office and sign in when entering the building during school hours. Visitors traveling to other parts of the building must take an office pass with them.
2. Parents or guardians taking their child(ren) from the school during school hours must sign a sheet at the office. Parents who regularly pick up their child(ren) after school do not have to come into the building to sign them out. If a parent or guardian wants to pick up a child and it is not the normal practice, then the parent or guardian should send a note to the teacher.
3. If someone other than the parent or guardian is to pick up the child, the parent or guardian must send a permission note to the school with the child. This dated note should include the name of the person picking up the child and his or her relationship to the family.
4. If the legal guardian is concerned about unauthorized person(s) coming to the school, we need to have such information on file at the office and any legal documents that may be applicable.
5. Parents are welcome to visit their child's classroom and see the ongoing educational program. For a true picture of the classroom procedure, it is suggested that parents not visit just before a holiday or the last few minutes of the school day. The parent must check with the classroom teacher to find out the best time to visit according to the daily schedule of classes and activities. Normally, these visits will be granted for a period of 45 minutes to an hour. Please do not expect the teacher to spend time during your school visit or hold a conference with you. This takes the teacher away from their classroom responsibilities. A conference may be scheduled with the teacher at a mutually agreed upon time.

\* We ask students not to bring younger brothers or sisters, relatives, or other students to visit the school. Classrooms are full and when a student brings a visitor it can become a learning distraction for the student bringing the visitor. Exceptions, such as a former student coming back to visit Green Elementary School, will be given consideration by the principal.

## PROHIBITED ITEMS

To best promote the school's safe and orderly school environment, any item that causes an interruption to the academic atmosphere or proves to be a safety hazard will not be allowed at school. The school does not assume responsibility for personal property.

Prohibited items include, but are not limited to: toys, electronic games/devices, music players (CD, mp3, etc.), trading cards, knives (real or toy), guns (real or toy), or glass containers. Students are not permitted to bring items to school to sell or trade.

Students are not permitted to lend money or borrow money from anyone except their immediate family.

Students are asked not to bring private party invitations from home unless they are invitations for an entire class. Delivery of flowers, gifts, etc. to students at school is prohibited, in order to protect teaching/learning time. This rule does not apply to the Christmas gift exchange. Other exceptions to this rule must be approved by the principal.

## CAFETERIA SERVICES

A free breakfast program is provided at school for children who wish to participate. A half-pint of milk, fruit juice and other suitable items are served in the breakfast program. Breakfast is served between 8:30 and 8:50 A.M. A well-balanced hot lunch is served each day at noon in the school cafeteria. Children bringing their lunch from home eat there also.

Computers are used for lunch money. Lunch money should be brought for a full five-day week, one month, or a year. Paying one day at a time is not acceptable. For the 2015-2016 school year money can be assigned to the students accounts through e-funds. Go to [www.gallipoliscityschools.k12.oh.us](http://www.gallipoliscityschools.k12.oh.us), select Green Elementary School, then select "LunchBox Account Access" to sign-up. Students' lunch money can be used anytime. There will be "NO" refunds at the end of the school year. All money will be carried over to the following year. Children are permitted to charge up to five (5) charges. Once exceeding the (5) charges a letter will be sent home to that student's parents/guardians explaining that the child will be given an alternate lunch consisting of a peanut butter and jelly sandwich and a container of milk until the outstanding balance is paid. When paying for lunches by a personal check, please make the check payable to GALLIPOLIS CITY SCHOOLS.

## **SPECIAL ACADEMIC AWARDS**

Students in grades 1-5 may earn academic excellence awards for all “A” yearly average and attendance awards (attendance K-5). The Academic Booster’s Club provides medals for all students in grades 1 through 5 who had at least a “B” average in all subjects.

## **SCHOOL NURSE**

The school nurse will administer first aid treatment when necessary, act as a consultant when parents have questions concerning their child’s health, give classroom lectures on health related topics, coordinate vision and hearing screening, and keep health records current, among other duties. Students are asked not to go to the nurse’s office unless it is absolutely necessary. The school nurse and other school personnel want to use their time to help only those students who require assistance.

## **PARENT-TEACHER ORGANIZATION**

Programs are arranged by the executive committee and meeting dates are announced to the membership as soon as possible. The membership drive is held at the beginning of the year. We urge all parents, teachers, and friends of the school to join the P.T.O. and become active members. Parents will be recruited from each room to serve as homeroom parents. The duties of homeroom parents are as follows: to furnish refreshments for three parties per year (Halloween, Christmas, and Valentine’s Day - Any foods offered for such parties are encouraged to be healthful and follow food standards guidelines in district policy), and take leadership roles in other P.T.O. sponsored events such as the school carnival and P.T.O. dinners.

## **LOST AND FOUND**

Many times articles of clothing and money are turned in to the school office and are never claimed. If your child loses something, the first thing he/she should do is check at the office. It is a good idea to mark all personal items with the child’s name.

## **SCHOOL PICTURES**

Individual pictures are taken in all grades each year for school records. Group pictures are also taken in the latter part of the year. Information pertaining to cost of pictures, and dates pictures are taken will be sent home with the students each year.

## **REPORT CARDS**

Grades are reported to parents four times per year. Also, progress reports may be sent out to parents at the middle of the grading period if their child is doing unsatisfactory work or is working significantly below normal. Parent-teacher conferences will also be held during the year to discuss the students’ work. Special conferences may be arranged anytime a parent or teacher thinks it is necessary. We encourage parents to call teachers during the school hours.

## **MAKING UP HOMEWORK**

Students are responsible for initiating make-up work after an absence. The student is to ask the teacher for the assignments missed on the day the student returns to school. When a child is absent, parents may notify the school office in the a.m. and the work for that day may be picked up in the office after 3:15 p.m. A student, parent, or other adult may not go to the classroom after school hours to pick up books, homework, or personal items, unless the student’s teacher or principal is available to accompany the person making the request. Student responsibility in this matter is being encouraged. Therefore, excessive requests by students to return to the classroom will be denied.



## **SCHOOL RULES**

### Classroom:

- a. Show respect for all staff members.
- b. Follow directions.
- c. Come prepared for work.
- d. Display classroom courtesy.
- e. Help care for school property.
- f. Follow any other classroom rules developed in each room.

### Playground:

- a. Use all playground equipment properly.
- b. Play only on assigned equipment and in areas assigned to your grade.
- c. Play items brought to school must be kept in a specific area determined by the teacher.
- d. No fighting or other rough play that may cause injury.
- e. Do not interrupt the organized play of others.

### Cafeteria:

- a. Talk quietly.
- b. Sit at assigned tables.
- c. Don't misuse food or utensils.
- d. Students are not permitted to handle or move the cafeteria tables.
- e. Students are not permitted to use the microwave to warm their food and students may not store food in the refrigerator.

### Assemblies:

- a. Students will remain seated until they are dismissed.
- b. Be courteous.

### General Building Rules:

- a. Students will always walk in the building.
- b. Students are to be quiet in the hallways and restrooms at all times.
- c. Students must help take care of school property.
- d. Students will not take actions that are disruptive or harmful to others.
- e. Students are not permitted to chew gum at school.
- f. Keep hands, feet, and objects to yourself (No fighting).
- g. Students are expected to cooperate with all adults in the building.
- h. No unacceptable language.
- i. Students should practice good manners at all times.
- j. Students are not permitted to wear hats in the building except for when they are directly coming into or leaving the building.
- k. No loitering in the restrooms. Cleanliness of the restrooms is the responsibility of every student.
- l. No Bullying.

## **GOING OUT TO PLAY**

Students are encouraged to go outside on days the weather allows. Parents should send a note to the teacher if for some health reason their child should not go outside on a certain day. A doctor's excuse will be requested if a student needs to stay inside more than 3 days at a time. Students must come to school dressed for the expectant weather. The children may be going outside to play each day, except when the weather is extremely harsh. The only excuses that will be honored are those which state a particular health problem. Teachers will only be able to provide limited supervision when a child has an excuse to stay in at recess.

## **DISCIPLINARY ACTION**

When attempting to take disciplinary action for rule violations, every situation may be different. The staff will try to take everything into account such as the number of infractions, the age of the child, and the severity of the violation. Staff

members are encouraged to take positive measures to resolve problems, but may use one or more of the following (but not limited to) as consequences for rule violations (not in any special order):

- student conference
- parent telephoned or personal conference
- student developed plan to correct problem
- student time-out period
- detention
- loss of privileges
- referral to juvenile court authorities

### **THE EDUCATION CONNECTION**

The Education Connection is a telephone computer system designed to offer an additional communication tool for students, teachers, and parents. Parents may use The Education Connection to report children being absent from school, check lunch account balances, and review the lunch menu. School administration and individual teachers may record appropriate messages on the system. Students and parents may access and listen to those messages. The main number to call is 446-4320. Just follow the instructions after the computerized system answers the telephone.

### **DRESS AND APPEARANCE**

**Dress Code:** It is expected that students of Green Elementary will practice moderation in the areas of dress and grooming. Any dress and appearance that constitutes a threat to the health and safety of students or disrupts the educational process is prohibited. Students who violate the dress code will be removed from class to change inappropriate clothing.

#### **Specific Restrictions:**

1. Head coverings in any form (i.e., hats, scarves, bandannas, etc.) may not be worn in the building, unless they are worn for religious or medical purposes. Additionally, sunglasses may not be worn or carried in the building. These items must be removed upon entering the building and stored in the student's locker; otherwise, they will be confiscated and may be picked up at the end of the day in the office.
2. Undergarments worn as outerwear (boxer shorts, etc.) cannot be worn.
3. No chains (i.e. dog chains, wallet chains, studded bracelets, etc.) or dog collars will be allowed in school.
4. Clothing, book bags, patches, insignias, slogans, buttons or other belongings which are offensive in nature (i.e., containing slurs or other derogatory language), sexually suggestive, provocative, obscene, profane, vulgar, advertising or depicting drugs, alcohol, tobacco products or advertising or depicting the use of such products, gang activity, sexual preferences, rebel/confederate flags, or other denigrating symbols are not permitted.
5. Attempts by students to call undue attention to themselves and/or disrupt the teaching and learning process shall not be permitted. This includes, but is not limited to, inappropriate or bizarre dress, distracting hair style or color, etc.

#### **Reporting Student Progress**

Finding the most understandable method of reporting a child's progress in school to parents is one of the greatest problems faced by teachers. A report of a child's progress is one of the most important contacts between the school and the home. At the end of each nine-week grading period, parents will receive a report card which will provide an evaluation of their child's progress. An interim report will be sent home between the issuance of report cards if a student is exhibiting unsatisfactory progress. It is the parent's RESPONSIBILITY to examine, sign, and return the card immediately. If there is a question, please consult the child's teacher or principal at once. Twice during the school year, time is set aside for parent-teacher conferences. They are scheduled for each child's parents. Parents will be notified as to the exact time and date of their conference.

## **HOMEWORK**

The Gallipolis City Schools District believes that homework – that is properly designed, carefully planned, and geared to the development of the individual student meets a real need and has a definite place in the educational program. Homework should be assigned to help the student become more self-reliant, learn to work independently, reinforce skills previously taught, and complete assigned projects. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress. The amount and type of homework given is to be decided by the classroom teacher, dependent upon the AGE and GRADE of the child, within the framework of overall instructional plans. Therefore, homework, when assigned, is important and is expected to be completed by the child and returned to the teacher for checking.

## **DANCES**

All dances are closed school dances and can only be attended by a student of Green Elementary. Fifth grade dances may be attended by only 5<sup>th</sup> grade students. Students who violate school rules may be denied the privilege of participating in meetings and dances.

Students absent on the day of the dance will not be permitted to attend the dance unless a medical excuse is on file with the Principal.

## **GRADUATIONS**

Students being retained in both Kindergarten and fifth grade will not participate in the graduation/promotion ceremonies. Students in the fifth grade that do not successfully complete the fifth grade Course of Study will not receive a fifth grade diploma/certificate.

## **FAITHFUL AND PERFECT ATTENDANCE CERTIFICATE**

Every three tardies and/or early sign-outs **without a doctor's excuse** will constitute 3 hours of absence when calculating Faithful and Perfect Attendance. This will be cumulative.

Faithful and Perfect Attendance Certificates will be based on the following criteria:

- Perfect Attendance: Zero hours of absence with 3 or less tardies.
- Faithful Attendance: No more than 18 school hours of absence with 3 or less tardies.

## **CLASS PLACEMENTS**

When classes are structured, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- An even boy-girl balance
- A full range of aptitudes within each class
- An even proportion of abilities and learning styles across the classes at each grade level
- An equal number of pupils in each class on a grade level

Once these factors have been considered, we begin to build a class of children who show promise of working well together. At this point, attempts are made to match pupil and teacher personality and style. Quite understandably, these decisions are based upon observations made by teachers during the course of the year. While we welcome your input about your child's individual learning needs, we trust that you understand that your comments constitute just one of many factors that we consider in forming classes. The final decision on class placements resides with the school.