

# South Central Elementary Handbook

2023-2024

- \* Enhanced Learning
- \* Increased Opportunities
- \* Better Prepared for College & Career
- \* Continued Individual Attention
- \* Continued Quest for Excellence

TOGETHER, WE CAN!

**Building Strong Foundations  
from the ground up!**

# *Building a Strong Foundation for Our Future!*

## *Together, We Can!*

Welcome to the 2023-2024 school year! I hope you all have enjoyed your summer break. I look forward to an amazing school year filled with learning, field trips, student rewards and most of all fun! There are several field trips and student reward sessions already planned and I hope to continue to add throughout the school year.

The information in this handbook is designed to provide details regarding our school procedures at South Central Elementary. Please take some time to review this with your child so everyone is aware of what to expect.

The success of our school greatly depends on positive collaboration and communication between home and school. We will make every effort to communicate with you through newsletters, notes, emails and phone calls. Please do not hesitate to contact us if you have any questions, concerns or compliments at 419-752-5021.

We look forward to working with you and your child so that we may have a great year. We wish you and your children happiness and success!

Nathan Richards  
Elementary Principal

### **A Strong foundation begins with a Strong Character**

Show respect to people who don't even deserve it. Not as a reflection of their **character**, but as a reflection of yours.

A **strong character** has the will to do what is right regardless of the cost.

Being a strong character is having the **wisdom** to do what is right and the **courage** to do what is right even when it is **hard**.

Don't **compare** your life with others. There is no comparison between the sun and the moon. They

shine when it is their time. You will shine in your time!

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## **SECTION 1 PARENT INFORMATION AND RESOURCES**

### **100.0 – Parental Involvement**

Education succeeds best when there is a strong partnership between home and school. This partnership thrives on communication. As a parent, you are encouraged to:

- Read and discuss the student handbook with your child before signing and returning to the school the written statement affirming that you understand and consent to the responsibilities outlined in the *Student Code of Conduct*.
- Emphasize the importance of education and encourage your child to participate in a variety of activities.
- Learn about the curriculum, student support services, and activities offered by the district.
- Attend board meetings to learn more about the ongoing operations of the district.
- Become familiar with the academic program offered by the district and ask the principal any questions, including concerns about placement and assignment.
- Review teaching materials, textbooks, other instructional aids, and tests that have been administered to your child, as well as the local and state testing and promotion requirements.
- Make sure your child completes assignments and projects and comes to school each day prepared, rested, and ready to learn.
- Contact teachers as needed. If you have concerns, talk to the appropriate teacher, counselor, or principal. If you would like to schedule a conference, call the school office for an appointment during the teacher's conference period.
- Learn about and participate in school parent organizations on your child's school.
- Stay informed of your child's activities by attending parent conferences and other parent meetings.
- Volunteer at your child's school.

### **100.1 – Counseling**

The school counselor is available to assist students and their families with a wide range of academic and personal concerns, including such areas as academic, social, family, or emotional issues. The school counselor participates in planning, implementing, and evaluating a comprehensive developmental guidance program to serve the needs of all students as well as address special needs of students. The program consists of the following:

- Presenting classroom guidance lessons to help students develop their full educational potential
- Counseling and referral services for any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk
- Guiding students as they plan, monitor, and manage their own academic, career personal, and social development
- Supporting the efforts of teachers, staff, parents, and other members of the community in promoting students' educational, career, personal, and social development.

The counseling relationship is a professional relationship and counselors have a professional code of ethics. There are times when it is necessary for counselors to confer with other school professionals regarding a particular student's problem to best serve that student. To the extent possible under legal and ethical guidelines, the counselor protects the privacy rights of students and their families. Counselors are required by state law and their professional code of ethics to report any form of child abuse or endangerment whether to self or others.

### **100.2 – Parent Information Request**

Information regarding the professional qualifications of a student's Title I classroom teacher and information about Title I services can be accessed at Parent Information and Resource Center (<http://www.ohiopirc.org>).

### 100.3 – School Fees

The school fees charged each year cover needed supplies and workbooks. Fees may be paid in quarterly installments. Report cards are not given to a student who owes the school money.

### 100.4 – Daily Illness

In the event your child becomes ill at school, efforts will be made to contact the parent/guardian according to their emergency medical form. We must have on file an emergency medical form for each child.

If the file is not on file by the second Friday of the school year, **the student will not be permitted to attend** school until the form is completed and on file in the school office.

### 100.5 – Fundraisers

South Central School, along with the South Central PTO, conducts fundraisers. Proceeds from the sale of these items are used to provide additional materials for the students' use, such as equipment, assemblies, field trips, etc. The school pictures are also considered fundraisers.

Participating in school fundraisers is voluntary. It is expected that all money will be brought to school in a timely manner. Accounts, which are not paid in full, will be added to the child's school fees and will accumulate in the remaining years at South Central. Students will not be able to participate in any further fundraisers (including pictures) and events, which are paid for from those funds.

### 100.6 – Non-school Materials...from students

Students must obtain prior approval from the principal or designee before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organizations. The principal or superintendent will make the decision regarding approval. Any student

who posts non-school material without prior approval will be subject to disciplinary action.

### 100.7 – Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated, school-supported organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district. Contact the principal for specific guidelines.

### 100.8 – Release of Students From School

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the school sign-out procedures before leaving the school. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

To protect student safety, the following guidelines should be adhered to when parents are not able or willing to pick up students being removed from the school for disciplinary reasons:

- Parents should be contacted to pick up the student
- Students should be placed in in-school restriction or other appropriate areas of isolation if parents are not able to pick them up.
- Administrators should not transport students in their own vehicles to their home or parents' workplace, as they would be liable for any accident or injury that occurs.
- Police should be called to pick up students whose behavior continues to compromise the safety and security of the school and creates a public nuisance.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school office. The office personnel will decide whether or not the student

should be sent home and will notify the principal and the student's parent.

### **100.9 – Emergency School-Closing Information**

If the schools are to be closed, parents will be notified via the school's calling system. Local radio stations as well will be notified of any closings or delays.

### **100.10 – Notice for Directory Information**

Throughout the year, the South Central Local School District shares information with the public through news releases, slide presentations, videotaping, etc., or through publications such as the *Norwalk Reflector*, *The Willard Times* and *The Shopper's Helper*. We like to include photographs of our children in educational settings. This puts the emphasis where it should be – the involvement of students in educational activities. It is also exciting when children see their pictures representing the school district. Parents can help us simplify the procedure of using such photographs by considering their value. Please contact your child's school for a form to complete to deny permission for your child's photo to appear in publications of various news media.

### **100.11 – Parties**

Activities are planned and set up by the homeroom teacher and the selected parents. Parents may bring in birthday treats for their child's class if they receive permission from their child's teacher and have enough treats for each student in the class.

### **100.12 - Textbooks and Lost Books**

Students are asked to cover textbooks regardless of the condition of the text. Covers should identify the owner of the text as well as the subject area. Students will be given additional textbooks only after they have returned a slip signed by their parent acknowledging the fact that their son/daughter has lost a textbook, and accepting the responsibility for the cost of the replacement of that lost book.

### **100.13 - Student Meals**

Breakfast: K-8- Free

Lunch: Elementary/Jr. High \$3.00

Reduced \$.40

To establish a consistent policy regarding meal charges and the collection of those charges, we have implemented a meal charging policy. The policy is as follows:

South Central Local School district student's grades K-12 may charge up to and including 3 meals, after 3 charges are accumulated letters will be sent home to the parent/guardian, after 5 charges are accumulated a phone call will be made to the parent/guardian to let them know the child has reached the maximum charge limit and that these charges are to be paid in full before another charge can be accumulated. Students will be told by the cashier if they have a Low or Negative balance daily so they can inform parents/guardian.

There is no charging of ala carte items. There will be no charging the last two weeks of the school year.

Prepayment of meals is strongly encouraged to avoid the need to charge. Payments may be made in the form of check or cash in the school cafeteria. Parents may also register their students

at [payschoolscentral.com](http://payschoolscentral.com) using their students school ID#. This number can be found on the students' schedule, grade card, or by calling the school. This number stays with them every year and balances will carryover. Parents may view current balances, student transactions, request email notification of low balances, and deposit money into student's accounts. If you deposit money on your student's account, there will be a convenience fee charged. You may split your deposit into more than one account, at the same or different buildings. Please allow 24 hours for your transaction to process.

Our goal is to encourage parents and students to share the responsibility of meal payments. Students may request their account balance at any time.

Parents may also phone the food service department at 419-752-0011 in addition to the [payschoolscentral.com](http://payschoolscentral.com) site.

Please help us keep meal costs down by paying all charges promptly.

## **SECTION 2 ACADEMICS**

### **200.0 – Day-to-Day Operations**

7:05 Students are allowed in the building and must go to their classroom.

7:30 Students who are not in their classroom will be tardy.

2:30 End of Day

### **200.1 – Promotion for Grades K-4**

Passing a course: In order to pass a course, a student must pass two (2) of the nine week grading periods and earn a grade point average of .68 or above.

Failing: The parents of a student who is in danger of failing will be notified after the second grading period. Students will be retained or placed if any of the following occur:

- Failure of Reading
- Failure of Math
- Failure of any two (2) of the other core subject areas

### **200.2 – Homework**

Since homework is assigned, it is important to pay attention to directions, organize your work, and utilize class study time wisely. It is also important to keep up with your work on a daily basis.

It should be remembered that a major purpose of homework is not only to provide needed practice for newly acquired skills, but also to build good study habits. If you, the parent, feel there is a problem concerning your child's homework, please contact your child's teacher.



## 200.3 – Grading Scale

93 –100	A
90–92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 and below	F

## 200.4 - Makeup Work

Students are permitted to make up assignments and testes after an absence. Students receive credit without penalty for satisfactory makeup work after an absence, including absences as a result of In- School Restriction. Students who are suspended Out-of-School do not have to be given an opportunity to make up work. This is at the discretion of the student's individual teacher.

*Visitors are welcome, but they must report to the office to register and to receive a pass prior to visiting the rest of the school. No one is allowed in the building unless they have reported to the office first. Advance notice would be appreciated.*

## 200.5

Intervention, Reinforcement, & Enrichment Time Intervention is not a punishment! It is an opportunity to revisit subject matter and ensure proficiency in the core subjects. In order to ensure that all students have the level of support needed to become proficient we offer different opportunities for intervention. Many of those opportunities are during the day and some take place outside the normal school hours.

We believe this period allows us to provide personalized student support, more effective intervention and increased monitoring of student academics. We believe intervention allows us to be more pro-active and effective in our efforts to educate each student.

## SECTION 3 STUDENT SAFETY AND HEALTH

### 300.0 – Fingerprinting

We care about the safety of our children. In this day and age, we cannot afford to take chances with our children. All adults who are placed in a situation where they may be in contact with our children without direct staff supervision will be required to be fingerprinted. The person who wishes to volunteer/chaperone will be financially responsible for the cost of the fingerprinting.

### 300.1 – School Insurance

Parents are provided with the opportunity of having school insurance for their children. Insurance forms will be sent home with the children.

### 300.2 – Emergency Medical Forms

The Emergency Medical Form is extremely important if your son/daughter has been injured or is ill. The forms must be on file in the school office. It is imperative that you keep this information up- to-date throughout the school year.

If the file is not on file by the second Friday of the school year, the student will not be permitted to attend school until the form is completed and on file in the school office.

### 300.3 – Child Abuse

A mandatory obligation is imposed by law (RC 2151.421) on all school officers and employees to report cases of suspected child abuse or neglect. The law requires the report be made “immediately” to the County Children Services Board (or the County Human Services Department exercising a similar function) or a municipal or county peace office of the county in which the abuse or neglect is occurring or has occurred.

### 300.4 – Health Concerns

Records – The State of Ohio requires that each student have certain immunizations. The Huron County Health Department provides these for a small fee. If you do not have the required immunizations, you will not be permitted to attend school. The Huron County Health Department is located at 180 Milan Avenue, Norwalk, Ohio. If your child has a health problem; please notify the school secretary so she can note the problem on your child's record.

### 300.5 – Recess

Weather and health permitting, we expect all children to go outside for recess. Please make sure your child is dressed accordingly. Children recovering from an illness will be permitted to remain inside at recess time upon written request from parents. Students remaining inside will be supervised.

### 300.6 – Administration of Medication(s) in school

Medication (prescription and non-prescription) will be administered by school personnel only after the physician and parent/guardian have filled out the proper request form. The form is available in the school office and on the school's website. Please keep a copy of this form on hand so, if you must go to the doctor, he/she will be able to sign it.

The following: aspirin, cough drops, throat sprays, vitamins, etc. cannot be dispersed without proper paperwork completed. Parents are encouraged to call the school whenever there is a health-related problem.

The State of Ohio requires that each student have certain immunizations. The Huron County Health Department provides these for a nominal fee. If these required immunizations are not up-to-date, the child will not be permitted to attend school. The Huron County Health Department is located at 180 Milan Avenue in Norwalk. Their phone number is (419) 668-1652.

The current immunization regulations are as follows:

- A minimum of five doses – Diphtheria, Pertussis, Tetanus (DPT)
- Four doses – Polio Vaccine
- Two doses – MMR
- Three doses – Hepatitis B
- Two doses - Varicella

### 300.7 – Head Lice

During the course of the school year, it is often necessary for your child or children to be screened for head lice. Unfortunately, head lice are a common problem in schools much like a cold or flu. Every effort is given in the prevention of the spread of head lice. If head lice are detected during this screening process, the condition should be treated at once.

The procedure, which will be followed when a student has been identified with lice:

**FIRST OCCURENCE:** Parent will be notified. The office staff will check the student before being allowed to return to class. Students will be excluded from school until satisfactory proof of treatment is demonstrated to the Administration or his designee. Students may not ride the buses until cleared by a school official. This is an effort to prevent the spread of head lice.

The principal will re-admit the student if:

1. The student has been treated with shampoo effective in killing lice.
2. All nits have been removed from the hair.

**ANY FURTHER OCCURENCES:** Parents will be notified. The student must receive a slip from the Health Department or Family Physician in order to return to school. These days will be considered unexcused. Parents must follow the Homework, Assignments and Assessment Plan.

Parents should realize that the office staff are here to assist and to inform the administration when incidents occur. If continued non-compliance to this regulation occurs, legal action may be initiated or court support services requested.

### **300.8 – Safety**

Student safety on school and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on school or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers and other district employees who are overseeing the welfare of students.

### **300.9 – Safety Drills: Fire, Tornado, Lockdown and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **300.10 - Emergency Medical Treatment and Information**

In case of a serious student accident at school, the student's parent is immediately notified using contact information. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school needs to have student specific health related information, as well as written parental consent to obtain emergency medical treatment. Therefore, parents need to keep emergency care information up-to-date, such as name of doctor, emergency phone numbers, allergies, current health history, etc.

Please contact the school to update any information that the school or teacher needs to know.

### **300.11 - Pets in School**

Pets and other animals are **NOT** to be brought to school.

## **SECTION 4 CELL PHONES/'ELECTRONIC DEVICES**

### **400.0 - Cellular Phones**

Cell phones may be brought to school since some students may need to secure a ride home after an extra-curricular event. However, all cell phones are to be turned off once the student arrives on school property (or enters a bus). Cell phones must remain turned off and stored in the student's locker throughout the day. Cell phones that are not in the locker during the school day will be confiscated.

The following are the procedures for cell phone violations:

1<sup>st</sup> offense - cell phone will be returned to student at the end of the school day

2<sup>nd</sup> offense - cell phone will be returned only after a parent picks up the cell phone

3<sup>rd</sup> offense – Disciplinary measures will be taken and a parent meeting must take place before cell phone can be returned

### **400.1 – Electronic Games, MP3 players, Ipods etc.**

The administration encourages student not to bring in electronic games etc. on buses or to school without permission. These items are expensive and they are the sole responsibility of the individual bringing the item. School administration does not have the time or resources to investigate problems concerning these items. Trading cards fall into this category as well.

If these devices are brought into school and are used inappropriately or contain inappropriate

material, disciplinary action may be taken. It is the responsibility of the owner of the equipment. It is also important to remember that if an adult asks a student to refrain from using the equipment, the student is to abide by the request.

#### **400.2 - Granting Permission to Video or Audio Record a Student**

You may grant or deny any written request from the district to make a video or voice recording of your child. Should you decide that you **do not** wish for your child to be recorded in any manner, please make a written request to the school.

#### **400.3 – Acceptable Use Policy and Internet Safety Agreement**

South Central Local Schools is pleased to offer our student's access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

*In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the South Central Acceptable Use Policy and Internet Safety Agreement.*

### **SECTION 5 STUDENT ATTENDANCE**

#### **500.0 – To and From School**

The school is not responsible for a student prior to the time they step onto the bus in the morning and the school's responsibility will end when the student is dropped off at their bus stop at the conclusion of the school day.

Students will not be permitted in the school building prior to 7:05 each morning unless they are in a supervised school program, and the school will not be responsible for those students that are dropped off prior to 7:05.

In addition, students remaining after school beyond 2:30 will not be the responsibility of the school

unless they are in a supervised school program. Once a student leaves the school grounds, they will no longer be the responsibility of the school.

#### **500.1 - Student Drop off/Pickup**

Students cannot be dropped off or picked up in the bus zone. The safety of our children is a vital concern during the unloading and loading of our children into vehicles. Please drop-off and pick-up in the designated areas. When parking out front, please do not block the driveway. If you are leaving your car, it must be in a designated parking place.

#### **500.2 – Leaving School Early**

If a student must leave school early, a note from the parent/guardian must be presented to the school. At no time is a student to leave school property without securing permission from the office.

#### **500.3 – Vacations**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parent/guardian should discuss the matter with the Principal to make necessary arrangements to make up work. Any days missed for vacation will be considered an **UNEXCUSED ABSENCE**.

#### **500.4 – Attendance**

Good attendance is an essential component to a student's academic success and a building block for their future career. Benefits of good attendance include positive self-esteem, increased opportunities, positive regard for others, better paying jobs in the future, as well as numerous other benefits.

The South Central School Board in conjunction with Ohio Law has adopted policies concerning attendance. Ohio Law assigns the student's parent(s)/guardian the primary responsibility for requiring school attendance (RC 3321.04, 3321.07). Failure to do so could result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent/guardian. Truancy is defined in the following two manners.

Once a student has missed 10 **UNEXCUSED** days, the school will notify the Huron County Court so they may work with your child in order to prevent them from becoming truant. If attendance does not improve at this point, the school will consider your child truant and file a formal complaint with the Huron County Courts.

If a student is absent from school, the parent/guardian should notify the school prior to 7:30 a.m. It is very important to call the school if your child is going to be absent. This phone call does not automatically excuse your child as described above, but it does make the school aware that your child will not be in attendance on that particular day. If the school has not been notified by phone or personal contact, the principal or designee will call the parent/guardian.

A student is HABITUALLY TRUANT, if he or she is absent without legitimate excuse for **30+ consecutive hours or 42+ hours in one school month or 72+ hours in one school year.**

A student is Excessively Absent, if he or she is absent without legitimate excuse for **38+ hours in one month or 65+ hours in one school year.**

Absences are considered EXCUSED for the following reasons (validity may be determined by the Principal). The student/parent must provide the proper documentation to the building secretary.

2. Doctor/Dentist Note
3. Court Documentation
4. Death in the family
5. Observance of a religious holiday
6. Signed waiver by the building principal

\* Parents are encouraged to schedule doctor/dentist appointments during non- school hours. If schedules have to be made during the school day, varying times is helpful so the same class is not missed all the time.

### **500.5 – Tardiness**

We understand that there are situations beyond the student and/or parent's control that result in a student being late to school. The student who is tardy to school must report to the attendance office to sign in and obtain a pass to class. A signed note from the parent/guardian should be provided when signing in. A student who arrives after 10:00 a.m. will be marked as absent for a half day.

**In order to achieve academic success now and to prepare students for careers later in life, it is important that students arrive to school on time.**

## **POLICY**

Students arriving after the late bell at 7:30 a.m. must sign in at the Main Office. Please report all absences and late arrivals.

### **What is excused late arrival?**

- Personal Illness or Injury (doctor's note required)
- Verified Automobile Accident
- Death in the Immediate Family
- Verified Court Appearances
- Late arrival of school transportation

## 500.6 - Bus Transfers

South Central does not want to put children in harm's way, but bus transfers cause confusion, delays and possible overcrowding. We request that you use the guidelines below when there is a need for a bus transfer.

In order for a child to get off the bus at a location other than his/her home residence, a note from the child's parent/guardian is required and must be given to the child's teacher or secretary. The child must have a bus pass in order for a bus driver to allow a student to get off the bus at an alternative location. This note should include date, specific destination, bus number and the first and last name of the child. There are times when it is necessary to call. **We ask you notify the office of a bus transfer prior to 9:00am the day of the transfer. Bus transfer requests will not be honored after 2:00 pm each day.** The school cannot assure late transfers will take place because of the end of the day activity.

South Central understands there may be a need to transfer students because of an emergency. We ask that you keep the transfers to a minimum. Records will be kept for bus transfer requests. If there is an excessive amount of bus transfers, the school administration may contact the parent/guardian to discuss the situation and future transfer requests may be denied.

## SECTION 6 STUDENT DRESS CODE

### 600.0 - Dress Code

South Central students are expected to be well groomed and dressed appropriately for school. Any attire that is found to be distracting to the educational process or in poor taste is prohibited. A principal reserves the right to be flexible should circumstances dictate the need to alter this code (i.e., extremes in weather/spirit week, or other dressing activities).

The following clothing is prohibited or restricted from being worn in the classroom/building:

- Tube tops, halter tops, tank tops
- Sleeveless shirts (shirts must be snug fitting along the armhole area and vests must have a blouse or shirt worn underneath)
- Undergarments may not be visible anytime
- Any apparel showing sexual or sexually suggestive language or pictures, wording, wrongdoing, showing tobacco, alcohol or drug-related wording or pictures; or showing any item that defames The United States of America, state, community, or any individual, or group will not be permitted.
- Clothing with inappropriate holes or tears determined by administration.
- Hats and other forms of decorative headgear such as scarves, headbands, etc.
- All head clothing must be removed upon arrival at school placed in an assigned locker and remain there until the end of the day with the exception of a student going to recess.
- Sunglasses and non-prescriptive eyewear
- Pajama pants
- Flip flops
- Any apparel, haircut, tattoo, jewelry or facial painting which depicts gang or cult activities
- Wallet chains, dog chains or any type of jewelry/clothing decoration that could result in harm to someone if used as a weapon

The waistline of all pants must be worn at the waistline of the individual. All pants must be hemmed with no fraying and are not permitted to be touching the floor.

The top garment must always touch the bottom garment at all times. The following will be prohibited from being visible: midriff, cleavage, buttocks and undergarments.

Shorts and skirts must be at least as long on the leg as mid-thigh when the student is standing in a relaxed position with arms hanging down. Elementary students will not be permitted to wear shorts to school after October 1<sup>st</sup>. Students may resume wearing shorts after April 1<sup>st</sup>. Administration may deviate from these dates as weather dictates.

At all grade levels, hair styles, length, color and facial make-up that attracts undue attention and distracts from the educational setting. Body piercing other than the ear, will not be permitted.

If a student has a question about whether or not something is appropriate to be worn to school or involves a hair color, please contact the administration prior to wearing or changing such things.

***Other items as ruled by the administration to be disruptive to the educational process may not be permitted.***

In cases where the principal needs an additional opinion on dress code or hair enforcement, the “Rule of 3” will be used. The rule of 3 will consist of one administrator and two staff members. When the rule of 3 and/or the principal determines a dress code violation, the following order of discipline will occur:

1. Verbal warning documented by principal
2. Written warning mailed to parent, indicating future consequences. After School detention
3. SESSION 120
4. SESSION 120 may be repeated
5. O.S.S.
6. Recommendation for expulsion

All dress code violations will be documented, whether the rule of 3 determines a violation or not. Depending on the severity of the violation and/or inability to obtain a change of clothing for the student, the principal may require the student to remain in the office or report to ISR for the remainder of the day.

## **SECTION 7 EXPECTATIONS/ BEHAVIOR**

### **700.0 - Promoting Positive Behavior**

South Central encourages positive behavior from the students. Various activities will be geared toward promoting positive behaviors. A student may lose the privilege of attending these events according to their choices.

#### **T.E.A.M. Expectations**

At South Central Elementary we believe it is the right of every student to have a safe environment which focuses on learning. S.C. Elementary has four expectations for the students.

We expect students to:

T – Talk using proper and appropriate language and words  
E – Encourage others by making positive comments and actions  
A – Act in a way which makes South Central a safe place to learn  
M – Make choices which help everyone learn  
including me learn.

### **700.1 – Standards of Student Conduct**

The district is committed to the rights of students as recognized and protected under state and federal laws. In addition, the district has enumerated certain expectations (responsibilities) regarding student behavior that, when adopted by students, effect a positive influence on the school and community. A proper balance between rights and responsibilities is essential if the district is to provide the kinds of educational experiences that promote self-responsibility and enhance educational opportunities for all students.

**We encourage, teach, expect and model attitudes and behavior which promote a healthy learning environment. Students should:**

- Exercise self-control
  - Use courteous language
  - Resolve conflict in a mature manner
  - Be appropriately dressed and groomed
  - Demonstrate a positive attitude
  - Take a leadership role
  - Be polite
  - Be cooperative
- Respect the rights and feelings of others
  - Behave in a manner that does not disrupt others
  - Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent/guardian, community person, administrator, lunchroom or custodial worker, or any other person on school)
  - Take responsibility for school property
  - Respect the building, ground, and property
  - Keep the school free from trash and graffiti
- Support the learning process
  - Attend all classes regularly and on time
  - Be prepared for class (i.e., bring assignments, books and supplies)
  - Listen carefully to instructions
  - Participate in class activities

The district-wide plan to promote positive student conduct in conjunction with the school/classroom rules is designed to maintain order in the school, foster a climate of mutual respect for the rights of others, and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

**700.2 - Cafeteria Conduct**

Because of the large number of students that will be eating in the cafeteria at any given time, it is important that everyone talk in a normal voice. Shouting or yelling across tables will not be tolerated. Unless the weather is very cold or inclement, students may be asked to go outside after having the opportunity to eat their lunch. Coats, if needed, should be brought to the cafeteria with the student as they report to lunch. All food and drink purchased in the cafeteria must be consumed in the cafeteria and may not be taken to recess or put in one's locker. At all times, students must follow the reasonable directives of the supervisors in the cafeteria or on the playground. Failure to do so will result in disciplinary action.

**700.3 - Bus Behavior**



School buses are a part of the school system. The conduct of students while on a school bus is to be the same as in the regular classroom. School bus drivers are to be given the same respect and cooperation as a classroom teacher. Violation of bus rules or safety requirements will cause the student to lose the privilege of riding the bus and/or subject the student to disciplinary measures such as a lunch detention, after-school detention, SESSION 120 in-school restriction or out-of-school suspension.

#### **700.4 – Transportation**

Students who participate in school-sponsored activities trips, excursions, or tours shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made only if the student presents a written request signed by the parent or guardian to the principal the day before the scheduled event that the student is allowed to ride with a person designated by the parent or guardian. The district shall not be liable or responsible for any action, injuries, or damages that occur to student riding in vehicles that are not provided by the school.

#### **700.5 – Bullying and Intimidation**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment. Bullying also includes sending or posting harmful materials, including those of a sexually suggestive or explicit nature, or engaging in other forms of social aggression using electronic devices. Such behavior is prohibited and is subject to the consequences described in the *Student Code of Conduct*.

Students are expected to behave in ways that are respectful and considerate of others. Bullying and intimidation of students will not be tolerated and a student who creates a hostile educational environment for another student will be subject to disciplinary action.

Bullying and intimidation are defined as physically harming a student or damaging his/her property, knowingly placing the student in reasonable fear of such harm, and creating a hostile educational environment. This includes cyber bullying, which is bullying through the use of the Internet or other telecommunications technologies, such as telephones, cell phones and text messaging.

##### **Bullying and Intimidation Is Prohibited ...**

- On school grounds
- At any school-sponsored activity
- On school-provided transportation
- At any official school bus stop immediately before boarding or after de-boarding
- While traveling to or from school, a school activity, or a school-related function
- In Cyber Space – Cyber bullying that begins off school can be considered

school-related if it interferes with school activities, causes a disruption at school or interferes with the rights of students.

#### **700.6 – Reporting Bullying and Intimidation**

Victims of bullying/intimidation shall report incidents immediately to a teacher, counselor or principal. Teachers and counselors who receive reports of bullying/intimidation are responsible for reporting them to the principal, who shall ensure that allegations are reported, investigated, and referred to the appropriate district level staff when necessary. The privacy and anonymity of all parties and witnesses to complaints will be respected and there will be no retaliation against any person who reports bullying/intimidation or participates

in an investigation.

#### **700.7 – Anti-hazing**

It is the policy of the South Central Board of Education that hazing activities are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

Hazing is defined as any act that coerces another person, including the victim, to commit an act of initiation to any student or organization that creates a substantial risk of mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing activities shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

#### **700.8 – Sexual Harassment**

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is an activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

#### **700.9 - Public Display of Affection**

All students are expected to conduct themselves in a socially acceptable manner. This dictates that no student shall show a lack of respect for their boyfriend or girlfriend by kissing them, hugging them, holding hands with them.... while in a public place such as school. There is a time and place for everything, and school does not qualify for this type of behavior.

#### **700.10 - Assemblies/Fieldtrips/Fun Nights**

Assemblies and field trips are provided on occasion as a means of supplementing classroom and extracurricular activities. Appropriate behavior is expected at all times. A student will be denied the privilege of attending an assembly, field trip, dance, or fun night if, in the Principal's opinion, the student has not demonstrated appropriate behavior at previous school functions, in the classroom, or has been assigned five days or more of either in- school restriction and/or out-of-school suspension.

#### **700.11 - Sportsmanship**

South Central students and team members are important representatives of their school at home or away. Visiting schools or officials should be treated with courtesy and respect. Cheering and supporting our teams show school spirit. Let us be known as a school that wins graciously and takes defeat in stride.

## **700.12 - Extra Curricular Activities and Events**

Students who attend any extracurricular activity or event sponsored by the school or school district are subject to the same rules, regulations, and disciplinary measures, which are established for the regular school day.

## **700.13 - Drugs/Counterfeit/Look-Alike Drugs**

There have been certain changes made in the law that students need to understand. These laws pertain to “Counterfeit-controlled substances” known by their more common name as “Look-Alike Drugs”.

A controlled substance is defined as a drug, compound, or mixture of substances such as amphetamines, depressants, and hallucinogens, as well as many other types of drugs. A counterfeit controlled drug is anything that is made to look like, feel like or said to cause reactions of the real drug.

The provisions of the bill that must be explained to students deal with O.R.C. sections regarding the making, selling, and possessing of counterfeit drugs and related tools, and the respective penalties involved with each infraction. “Counterfeit controlled substance” is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark’s authorization;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The following penalties relate to the making, selling, or possession of counterfeit drugs:

...possession of a counterfeit substance - misdemeanor of the first degree; if second offense, a felony of the fourth degree ....making, selling, offering to sell or delivering any known counterfeit controlled substance ....making, possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substance) - a felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses ...selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) - a felony of the third degree, and a felony of the second degree for subsequent offenses representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a counterfeit controlled substance (promoting and encouraging drug abuse) - a felony of the third degree and a felony of the second degree for subsequent offenses falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) - a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

## **700.14 - Disciplinary Action**

Disciplinary action is not just to correct bad behavior. It is also to help students become responsible members of the school community and the larger community in which they live.

The district tries to prevent bad behavior before it starts and will intervene to stop bad behavior from getting worse before taking disciplinary action. To keep from having to take disciplinary action, the district uses special programs and trained personnel to help prevent and intervene and uses community resources that are

available to students and their families. These services include using guidance personnel here on school.

#### **700.15 - Offensive Language**

It is the position of the Board of Education of the South Central Local School District that the use of offensive language in the school environment is unacceptable and tends to create a hostile work and educational environment. Such language includes, but is not limited to, the use of slurs or offensive language related to race, ethnicity, gender and/or gender orientation, disability and religious beliefs. In order to maintain a safe and appropriate educational environment for students and employees, all district employees are required to report such violations of the Student Code of Conduct to the appropriate school administrator.

#### **700.16 - False Accusations**

Be advised that teachers, administrators, or any district employee, falsely accused may file a criminal complaint against any person making a false police report. If any district employee is harmed by a student's false accusation, the victim may seek civil damages from the student/parent/guardian. These are individual rights and do not belong to the school district. Employees shall consult their own attorney for legal advice and counsel in these situations.

#### **700.17 - Reporting a Crime**

A school administrator will report crimes as required by law, including child abuse. A school administrator who suspects that a crime has been committed on school will call local law enforcement.

#### **700.18 - Classroom Rules**

In order to establish a positive school climate in which every student can achieve his or her potential, each school is required to develop school classroom rules that address the kinds of minor misbehaviors that impede the educational process in the classroom or school.

Classroom Expectations are introduced, modeled, practiced, reviewed and enforced. Many classroom infractions are handled in the classroom setting and consequences are dealt with on that level. Sometimes it is necessary to involve the office in enforcement of consequences for not following T.E.A.M. or classroom rules.

#### **700.19 – Parental Questions or Complaints**

When parents/guardians have questions or complaints regarding consequences, they should talk to the teacher or the school administrator. However, the consequence will not be delayed while waiting for the outcome of a complaint.

#### **700.20 – Consequences for Choices**

Reading the Student Code of Conduct is taking the first step toward making all schools a safe and enjoyable place to learn and grow. Consequences are progressive steps. It is the hope of the school that making poor choices will be reduced. Once sent to the office consequences become progressive with occurrences.

Step 1 Warning/ Lunch detention

Step 2 Lunch detention/ After-school detention

Step 3 After school detention

Step 4 Session 120

Step 5 Suspension

Step 6 Expulsion

Steps can be moved forward depending on the severity of the action.

#### **700.21 – The District’s Right to Search**

The district has a right to search:

1. A student’s outer clothing, pockets, or property by establishing reasonable suspicion or with the voluntary consent of the student.
2. A student’s locker/cubby is the property of the South Central Local School system. As such, they may be searched from time to time when there is reasonable suspicion to believe it contains items prohibited by the district. If your locker needs to be searched, any item found in your locker will be considered your property. This is a reason why you should not give your combination to others or have your locker jammed so that it will open without working the combination.

*A student may be searched by other noninvasive means.*

#### **700.22 - Electronic Surveillance**

Electronic surveillance may be used to monitor student behavior and school-owned property for purposes of safety, including maintenance of order and discipline in common areas of the school or on school buses. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

#### **700.23 – Book bags/Backpacks**

Book bags and backpacks are for carrying books to and from school. They are not to be used to carry books to class and are to be left in the student’s locker during the school day.

#### **700.24 - School Property**

The books, materials, equipment, and furniture of South Central Local Schools are the property of the Board of Education, but they are also your property. They have been purchased with tax monies. It is evident therefore, that any waste or misuse of these materials will result in a loss to your parent/guardian.

There will be no defacing of desks, chairs, whiteboards, chalkboards, or any other school property. Students will make restitution for damaged materials, including damaged textbooks or library books. If you lose a book, report it immediately to the teacher who issued the book to you. From the teacher’s record of numbered books, yours may be located and returned to you. If the book is not found, you will be charged for the purchase price of the book.

#### **700.25 – Disruption of the Educational Process**

The school reserves the right to ban materials that are deemed a disruption to the educational process. The determination will be made by the administrator.

### **SECTION 8 STUDENT REMOVALS**

#### **800.0 - Emergency Removal**

If a student’s presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, a staff member or advisor may be removed from the curricular or extracurricular activities. In an emergency removal, a student may be kept from class until the matter of his/her misconduct is disposed of

either by reinstatement or appropriate disciplinary action. This may include dismissing the student from school for the remainder of the school day under parental supervision.

## **SECTION 8 STUDENT REMOVALS**

### **800.1 - Removal by Teacher**

The principal shall respond by employing appropriate discipline management techniques consistent with the South Central Student Code of Conduct.

### **800.2 - In-School Restriction**

In-school restriction involves the assignment of a student to a specific room on school for a period of time to be determined by school administration. The school shall notify the parent/guardian when a student is assigned to ISR. A student assigned to ISR will receive assignments from each classroom teacher and will be expected to complete all work assigned.

Students that are part of an athletic team may attend regularly scheduled practices and games during the in-school-restriction dates. Students do receive credit for schoolwork completed during their time in ISR. Each student assigned to ISR will be given a list of rules and expectations that must be followed. Failure to follow these rules will result in a conversion to out-of-school suspension for all days not successfully completed. In the event that school is canceled for a day, credit for ISR attendance is not given and that time must be made up before returning to regular classes. If a student is sent home for not following the rules of ISR, that student may be denied the opportunity to serve ISR for the remainder of the year. In that case, they would be assigned out-of-school suspensions in place of ISR.

### **800.3 – Out of School Suspension**

A student may be suspended for a period when a student's behavior violates the district's standards of student conduct. Before suspending a student, other reasonable alternatives will be given consideration; however, it is not necessary that other disciplinary actions precede the use of suspension.

During a suspension, the student's absence will be considered unexcused in regard to make-up work. A student who is suspended out-of-school (O.S.S.) is WILL NOT be denied makeup privileges and WILL receive a 10% grade deduction for all work while on suspension.

An out-of-school suspension student may not be on school grounds during school hours, arrival time, or dismissal time. Students who are suspended are not permitted to attend school-related activities until they have successfully completed their suspension. In the event school is cancelled, the out-of-school suspension period will be extended by the number of regular school days missed.