

Tri-County North Elementary School
Principal, Mr. Joe Finkbine

District Vision:: "Preparing for Tomorrow by Expecting Excellence Today!"

Attendance

Definition of Habitual and Excessive Absences

Habitual Truant refers to a child of compulsory school age (6-18) who is absent from school without legitimate excuse for the following

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

Excessive Absences

1. Absent 38 or more hours in one school month with or without a legitimate excuse; or
2. Absent 65 or more hours in one school year with or without a legitimate excuse.

Excused absences – Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence. You can report your child's absences by calling the attendance secretary at 937-962-2631 to record the information. Each absence may or may not be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary stationed in the office or commons area. If a note has not been received within two days of returning from absence, the absence will stand as unexcused. If you must leave school during the school day, you must have permission from the principal's office to sign out. All students are expected to make up class work missed during an absence.

Attendance Notification – State law requires Tri-County North to notify the county attendance officer in the event the student is absent without legitimate excuse for 42 or more hours in 1 month or 72 or more hours in a school year. The county attendance officer will also notify a student's parent, guardian, or custodian regarding the absences. State law requires the school to make at least 3 meaningful, good faith attempts to secure participation of the student's parent within a specified time period and investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services. A complaint is required to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st day after the implementation of an absence intervention plan, provided that the school has made meaningful attempts to re engage the student and the student refused to participate or failed to make satisfactory progress.

Absence Intervention Team – Within 10 days after the absences of a student surpass the threshold for an habitual truant, an administrator is required to assign the student to an absence intervention team. Within 14 days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences.

Transportation:

Students who ride the bus must be transported FROM the same location each morning, and TO the same location each afternoon. These two locations may be different. For example, if your child is picked up at home in the morning, he/she may ONLY be picked up at home each day that he/she rides the bus. If he/she goes to a babysitter's home after school, he/she may ONLY be transported to the babysitter's home after school each day that he rides the bus.

If the bus driver believes that no one is home or if an older sibling is not with the child, the driver will transport the student back to Latchkey at the Elementary school located on Front Street Door #10. Parents will be charged the registration fee and hourly rate and parents are responsible for picking up their child by 6:00 P.M that day. If there is a pattern of this issue, the Superintendent and/or Children's Services will be notified.

Since consistency is a proven safety factor, this system is developed to maintain greater accountability for bus students. The locations indicated as drop off and pick up cannot be modified except in the office of the building principal three days prior to becoming effective, by completing a Request for Change in Bus Transportation form for each child (forms are located on the district website). Bus stops at multiple addresses within a week's time will not be permitted unless court ordered for shared parenting.

At the end of each school year, students' transportation needs are put back to their home address. Tri-County North Local Schools cannot assume that students will utilize the same daycare provider as in the previous school year.

If your child will be utilizing a daycare/babysitter, then a Request for Bus Transportation form must be completed and turned into the district office prior to August 1st. These requests may be submitted via email to april.hobbs@tcnschools.org. Electronic requests must include the following: DATE, STUDENT NAME, REASON FOR REQUEST, NAME AND ADDRESS OF DAYCARE/BABYSITTER, WHETHER IS A REQUEST FOR AM, PM OR BOTH AM AND PM TRANSPORTATION, PHONE NUMBER OF PARENT/GUARDIAN, PHONE NUMBER OF DAYCARE/BABYSITTER, and name of the requesting PARENT/GUARDIAN. The district cannot accept late requests. The transportation department will resume taking requests on September 1st.

It is the duty of the public school district to provide bus transportation for all students who live farther than 2 miles from school. The bus schedule and route is available by contacting the Bus Supervisor at 962-4873. The school is responsible for students while on the bus, and students MUST abide by ALL school rules while on the bus. Students are expected to:

- Be on time at the designated loading zone;
- Stay off the road at all times while walking to & waiting for the bus;
- Line up single file off the roadway to board the bus;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

It is the responsibility of the parent to inform the bus driver when their child will not be boarding the bus. **The bus will not wait.**

WHILE ON THE BUS EACH STUDENT WILL:

- Remain seated while the bus is in motion;
- Keep hands, arms, and legs inside the bus at all times;
- Ride in assigned seats when given;
- Keep books, packages, coats and all other objects out of the aisle;
- Be courteous to the bus driver and to other bus students;
- Talk quietly;
- Be silent at railroad crossings.

WHEN LEAVING THE BUS EACH STUDENT WILL:

- Remain seated until bus has stopped completely;
- Cross the road, when necessary, at least 10 feet in front of the bus AFTER the driver signals that it is safe;

- Be alert to a possible danger signal from the driver.

STUDENTS ARE NOT PERMITTED TO:

- Litter in the bus, or throw anything from the bus;
 - Eat, drink, or chew gum;
 - Fight or hit others;
 - Take items that belong to others;
 - Smoke or light matches or lighters;
 - Use or carry fireworks;
 - Tamper with the bus or any of its equipment;
 - Bring animals or hazardous cargo on the bus;
 - Use profane or abusive language.
- Use cell phones while on the bus

When regular bus riders need to walk or be a car rider after school, a note must be written by the parent and given to the office. **Phone calls will not be accepted**

Policy / Regulation of Bus Misconduct

The bus driver is responsible for orderly conduct and students are under his/her authority and directly responsible to the bus driver. This transportation is a privilege, not a right, and can be denied if abused.

First Offense: Handled by driver & parent notified by transportation

Second Offense: Parent notified by transportation, reported to principal & possible disciplinary consequences to be determined by administrator

Third Offense: Parent notified by transportation, reported to principal and disciplinary consequences to be determined by administrator

If the offense is of a very serious nature, steps #1 and #2 will be omitted and step #3 will be taken, which may include removal of bus privileges. Bus privileges may be removed for a specified period of time including the remainder of the school year. Repeated violation of stated regulations or other offenses determined serious by principal or superintendent will result in disciplinary action.

Change of Address, Phone Number or Custody

Any change of this information should be updated on Final Forms as soon as possible. In the case of change of custody, parents are required to provide court documents of any change. A copy of the order will be included in the student's permanent record.

Nursing Services

TCN has the services of the district nurse available at all times. She gives regular medications when appropriate, and cares for any accidents or illnesses that might occur with students during the regular school day. She keeps the student health records current and makes regular checks for vision, hearing, scoliosis, lice, etc. She will call home with any health concerns of a student.

Medication During School Hours

When a student needs to receive medication during school hours, the following information needs to be sent to the school office by a physician in addition to the medication and written parental permission: 1) name of prescribed medication and dosage; 2) time to be given; 3) duration of prescription. All medication must be kept in the office. No student is permitted to have possession of any medication on school premises. Medication forms are available at our school website.

Emergency Medical Authorization Forms

This form is required by Ohio Law to be completed and signed by each student's parent or guardian at the beginning of each new school year. No child is permitted to leave school for a field trip or other activity without this consent on file at school. Telephone and handwritten notes cannot be used as substitute permission slips.

Field trips are arranged for educational purposes throughout the school year. These trips are scheduled during regular school hours. No student is permitted to attend without all prerequisites being met and emergency medical authorization on file. All chaperones must ride the bus to the field trips, unless granted special permission from the administrator

Field Trip Guidelines

School Code of Conduct and Bus rules are in effect

Teachers are in charge of discipline.

ALL CHAPERONES WILL BE SELECTED BY THE CLASSROOM TEACHERS AND MUST RIDE THE BUS. PARENTS ARE NOT PERMITTED TO DRIVE TO A FIELD TRIP AND SERVE AS A CHAPERONE OR TO MEET THEIR CHILD AND MAY NOT TAKE CHILDREN HOME IN A CAR. CHAPERONES ARE ASKED TO NOT BRING SIBLINGS OR SMALL CHILDREN ON FIELD TRIPS OR TO ACCOMPANY PARENTS WHO ARE CHAPERONING A TRIP.

Teachers will provide the guidelines for the outing. Chaperones will be expected to follow those guidelines with all groups of students.

Chaperones need to beware of school tardy and half-day issues, volunteers may not take their child(ren) before 3:00 pm on field trip or activity days without a tardy or half day absence being recorded.

Background check, TB test, and fingerprinting may be required of all chaperones and volunteers.

Care of School Property

Students are expected to respect and properly care for all school property and equipment. Damage to anything belonging to the school will result in payment by the student or his/her parent.

Student Valuables

The student is responsible for all personal belongings, NOT the school. Do not bring large amounts of money, radios, phones, cameras, etc., to school. Keep track of all personal items at all times.

Rest Rooms

Students must help to keep restrooms neat, clean, and free of graffiti. Any teacher may ask any student to leave the rest room. Permission to leave a class to go to the restroom is granted on a limited basis at the discretion of the supervising teacher. Students needing extended privileges for medical reasons MUST provide medical authorization of its necessity to the office.

Fire Drills

Fire drills are required by law and are an important safety precaution. The procedure is posted in each room and students should be familiar with it. When the fire alarm sounds, students stand immediately, form a single line, and leave the room. The first student to reach an outside door should hold it until all students are out of the building. Talking is prohibited and all students should be at least 50 feet away from the building until the signal is given to re-enter. No one returns to the building until the Principal or a designated representative gives authorization.

Tornado Drills

The procedure is similar to the fire drill; and is listed in each classroom. Students should leave the classroom in a quiet, orderly manner to a designated safe area of the building. Teachers will inform students of proper procedure during the drill. These drills are conducted prior to the tornado season in the spring of the year.

Use of the Telephones

Office telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call except in an emergency. Students are not to use telephones to call parents to receive permission to leave school.

DRESS CODE

Tri-County North Local School District believes that the process of education can be best served when students are dressed in a manner that is conducive to study. Common sense is the key to choosing appropriate clothing. Anything bizarre or extreme will be deemed inappropriate. The dress code is based on the following:

- To protect the health and safety of the students;
- To prohibit dress that may interfere with the educational process;
- To prohibit clothing or accessories suggesting attitudes or ideals deemed improper in regard to sex, alcohol, drugs, tobacco, or anti-social behavior;
- To encourage pride in student's own personal appearance;
- To prohibit clothing or accessories that might be damaging to school property or equipment;

THE RULES ARE:

Clothing be worn in such a manner that it is not unduly revealing. No tank tops, muscle shirts, bare midriffs, halters, tube tops, see-through/net shirts, no shirts "altered" in any way;

No form fitting shorts/pants/tights without proper coverage of front and back private area.

No clothing, patches, labels, jewelry, or buttons displaying suggestive sayings or symbols of drugs, alcohol, tobacco, or sexual in nature;

Shoes or sandals with back strap must be worn; No flip flops, No Heelys

No sunglasses worn in the building unless medically authorized;

No hats worn in the building, including hoodies

No belt or wallet chains or any other form of sizable chains;

No headbands or handkerchiefs worn around any part of the body except for medical reasons;

All coats worn to school must be kept in the coat room during regular school hours;

Any bizarre, extreme, or suggestive dress or appearance not covered in this policy will be deemed inappropriate.

No spiked or jagged necklaces or bracelets.

Students violating the dress code will be subject to disciplinary action.

Report Cards

Report cards are issued at the end of each nine-week grading period. Letter grades and percent grades will appear in each subject being taken by the student. A final grade will be averaged at the end of the year using the present grades shown on the report card. The final grade will be representative of the percent average. Report cards will be sent home with students (see calendar for dates). Incorrect grades, at times, could appear on the report card. These should be addressed with each classroom teacher. If an error has been made, the grade will be changed in the computer and should appear corrected the next grading period. A new report card will not be generated to reflect the correction for the grading period just ending.

Progress Reports

All grades of the TCNLS D are kept electronically through ProgressBook. Parents have the opportunity to view their children's grades via the internet, once school fees have been paid. Grades will be updated approximately every two weeks. During the fifth week of each grading period *Progress Reports* are sent home with each student. Parents may request grades at any other time from the classroom teacher if there is a concern.

Parent / Teacher Conferences

Conferences with parents are scheduled by the school at the beginning of the second grading period and at the middle of the third grading period (see calendar). Requests will go home with each student from the teachers that have determined a conference is necessary. *IT IS OUR HOPE THAT PARENTS WILL MAKE EVERY EFFORT TO ATTEND A CONFERENCE IF IT IS REQUESTED.* Parents may also request a conference if the teacher has not sent notice home. Teachers usually try to schedule parents at a time when all teachers needing to see a parent are able to attend. If at any other time of the year a parent or teacher feels that a conference is necessary, contact should be made to arrange it.

Promotion and Retention of Students

The promotion of each student is determined individually by the building principal in consultation with classroom teachers and parents. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal. The principal's decision is final.

Homework

Home study is a necessary part of each student's educational program. Each student is expected to spend time at home in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long-term in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day or night before the due deadline.

Phoning the School for Assignments

NO ASSIGNMENTS WILL BE COLLECTED FOR THE FIRST DAY OF ABSENCE. Students may talk with someone in their class for these assignments. On the second day the parent or student may contact the school and request assignments. This **MUST** be done before 9:00A.M, as teachers may have their planning periods early in the day, and have no time later to get the work organized and to the office. If the student fails to complete the assignments and submit them to the teacher on his/her return, the teacher may refuse future requests of this nature. In cases of communicable diseases, the school officials shall have the final word as to whether school books shall be sent home.

Make-up Work

A student having had an absence will be required to make up work that was missed. Students will have one more day than the number of days absent to complete missed work. All make-up work **MUST** be in at the end of a grading period unless Principal's approval is given. Only in extreme cases of prolonged absence will more than 1 week be extended to complete work and return it to the classroom teacher. One day's absence does not excuse a student from the responsibility for recitations or tests on the day of return. Work not submitted to the teacher can lead to failure. ***It is the student's responsibility to contact the teacher and obtain any missed assignments when returning from an absence.*** Failure to obtain an assignment is not an excuse for incomplete work. Also, if the missed assignments have been given to the student once, a teacher has no obligation to furnish it again. **ALL INCOMPLETE WORK MUST BE TURNED IN BY THE LAST DAY OF SCHOOL FOR CREDIT.**

Fourth Grade Camping Trip

All 4th grade students are given the option of going on this class trip that is taken in either the fall or spring. All cumulative school fees, lunch charges, library fines, Latchkey balances, fundraiser balances, etc must be paid prior to the trip.

Teacher Selection

WE DO NOT UNDER ANY CIRCUMSTANCES ACCEPT REQUESTS FOR A SPECIFIC TEACHER. NOR DO WE ACCEPT REQUESTS TO CHANGE TEACHERS ONCE THE SCHOOL YEAR STARTS. To do so would create an unfair situation_for the parents who get their requests granted, as it would be impossible to grant every request. TO BE FAIR TO EVERYONE, WE WILL NOT HONOR SUCH REQUESTS.

Close communication between parents and teachers is encouraged, and conferences can facilitate better understanding between n\home and school to meet the individual needs of each child. Parents are invited to two scheduled conferences each year. In addition, parents are encouraged to consult with teachers throughout the school year. To schedule an appointment, contact the teacher through the school office.

OUTSIDE PLAY

All students will be expected to participate in outside play during the school year. Outside recess time may be limited on days when the following conditions exist:

*Cold weather

*Wind chill is excessively low

*Raining

*Snowing heavily

Otherwise, all children go out with their class. In cold weather, please dress children appropriately. If a child returns to school after an accident or illness and is not permitted outside, please send a note to the teacher so that other arrangements can be made. A doctor's excuse will be necessary for a child to miss recess.

LUNCH K-4

Students have the option of bringing a sack lunch or purchasing a plate lunch. In the effort to promote healthy lunches we ask that you not pack soda or energy drinks in a student's lunch. Lunch may be purchased on a daily basis or money can be applied to the child's lunch account. Accounts can be accessed through the internet or money can be sent to school with the child. No lunch charges will be permitted.

You are encouraged to have lunch with your child at any time, when you visit, PLEASE EITHER BUY A SCHOOL LUNCH OR BRING A HOME-PACKED LUNCH. PARENTS ARE ASKED TO NOT BRING FAST FOOD INTO THE BUILDING.

BICYCLES

Elementary students are not permitted to ride bicycles or scooters to/from school.

STUDENT DISMISSAL

The person picking up the child must be a custodial parent, or a note sent by the custodial parent, giving another adult permission to sign your child out of school. Children will not be released to another student. Phone calls will not be accepted

WALKERS AND CAR RIDERS

Students walking to school or who are brought to school by their parents should not arrive at the elementary building prior to 8:30 a.m.; thus, proper supervision of your child will be unavailable. Doors will remain locked until 8:30

DISMISSAL

School will be dismissed at 3:20 P.M. Bus Riders and walkers will exit through the front doors. Buses will leave at approximately 3:25. Car riders, and Latchkey students will be dismissed at 3:25. These students will also exit through the front doors, except for Latchkey students who will report to Rm N109, **parents may sign students out of Latchkey after 3:30. PARENTS ARE TO WAIT OUTSIDE THE BUILDING FOR DISMISSAL AND NOT TO GO TO CLASSROOMS FOR STUDENTS. STAFF HAS BEEN INSTRUCTED NOT TO RELEASE STUDENTS TO PARENTS WITHOUT OFFICE APPROVAL.**

CLASSROOM PARTIES

The school has set aside two days for celebrations this school year. One day in late October and late December for classroom parties and each will be held at the end of the day. The specific dates for the celebrations will be announced after school starts. Volunteers for the parties will be selected by the teachers, early in the school year. Siblings or friends, of any age, are not to be in attendance at the classroom celebrations and/or parties. Volunteers may take only their child(ren) with them when they leave. Students must stay until 3:00 pm on these days.

CODE OF CONDUCT

Student Discipline Code:

The Tri-County North Board of Education has adopted the following Student Discipline Code. This code describes the type of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and terms contained in the list. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Students at TCN are expected to adhere to the following expectations:

- Abide by national, state and local laws as well as rules of this school;
Respect the civil rights of all others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly and productive;
- Act at all times in a manner that reflects pride in self, family and school.

The following information provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows. The absence of a behavior or any specific action from the following does not mean that such conduct does not violate the discipline code or cannot be punished.

It shall be the decision of the appropriate school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct and in light of the student's past record of behavior, as to which corrective measures are appropriate, including any one or more of the following: Community Service, Loss of School Privileges, Detentions, Saturday School, Emergency Removal, Suspension, and Expulsion.

STUDENT DISCIPLINE/CODE OF CONDUCT AREAS

1. Disruption of School

No student shall intentionally cause the disruption or obstruction of any lawful mission, process, or function of the school. No student shall encourage or cause other students to disrupt school.

Consequence: Informal and/or Formal

2. Possession of Drugs and Drug Paraphernalia

The school shall have a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as within any school activity or transportation. This means that within ANY activity, the possession of, sale, use, or distribution of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. No students shall possess or transmit any paraphernalia that is drug related. This includes non-alcoholic beers and wines.

Consequence: Formal

3. Possession of Vape, Tobacco and Related Materials

Tri-County North School is designated as a SMOKE FREE facility. The school prohibits the sale, distribution, use or possession of any form of vape, tobacco or related materials on the premises, or at any school designated activity. This prohibition extends itself to any student going to and leaving from school and at all school bus stops.

Consequence: Formal

4. Possession of Weapons and Dangerous Instruments

The definition of weapons includes Firearms, explosives, knives, chains, lighters, sticks, bats, stun-guns, pepper sprays, incendiary devices including fireworks or any other device or object that can be used to cause damage to persons or property. "Look-alike weapons can scare, threaten or cause panic and may be treated the same as real weapons. In cases dealing with weapons the Police may be involved and charges filed. In accordance with section 3313.661 and 3313.662 of the Ohio Revised Code, the Superintendent is required to expel a student for a period of 1 year for bringing or possessing a firearm on school property, in a school vehicle, or at any school sponsored event. The definition of a firearm shall include any weapon (including a starting gun) which will or is designed to or may be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See 18 U.S.C.A. Sections 921-924.) "Destructive device" means any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such

devices. Students may also be suspended and expelled for bringing or possessing knives on school property, in a school vehicle, or at any school-sponsored activity. A knife is defined as any cutting instrument consisting of a sharp blade.

Consequence: Formal

5. Arson

A student shall not burn, attempt to burn, or threaten to burn any part of the building or property owned, occupied, or used by the school, nor shall a student set or attempt to set unauthorized fires.

Consequence: Formal

6. Attendance

No student shall fail to comply with state attendance laws, including, but not limited to, truancy from a specific class and tardiness to school in general or to a specific class. No student shall fail to attend a properly assigned detention or Saturday School unless excused by the appropriate staff member. No student shall leave school property or assigned educational location once he/she is under the supervision of a school employee, prior to specified dismissal times, without official permission.

Consequence: Informal and/or Formal

7. Abuse of Another

No student shall use or direct to, or about, a school employee or student such words, phrases, or actions which are slanderous, disrespectful, or degrading in nature and/or words or phrases which are racial slurs, obscene or profane. With regard to school employees, this applies at all times, on or off school property.

Consequence: Informal and/or Formal

8. Aggression upon Another

No student shall cause or attempt to cause or threaten physical injury, physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. This includes the unauthorized throwing of any object, including snowballs. With regard to school employees, this applies at all times, on or off school property.

Consequence: Informal and/or Formal

9. Insubordination/Failure to Follow Directions/Disrespect

No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, substitute teachers, administrators or other school personnel during any period of time when he/she is properly under the authority of the school. No student eligible for bus transportation shall fail to comply with school bus regulations or fail to obey the directions of the bus driver, chaperones or other supervising personnel.

Consequence: Informal and/or Formal

10. Damage, Destruction or Theft of School Property

No student shall cause or attempt to cause damage to school property, including defacing. No student shall steal, attempt to steal, or have unauthorized possession of school property. This also includes copyright infringement and the corruption and/or deletion of electronic data. With regard to school employees, this applies at all times, on or off school property.

Consequence: Informal and/or Formal

11. Damage, destruction or Theft of Private Property

No student shall cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. No student shall steal, attempt to steal, or have unauthorized possession of private property. This also includes copyright infringement and the corruption and/or deletion of electronic data.

Consequence: Informal and/or Formal

12. False Alarms, Bomb Threats, and False Reports

A student shall not initiate or circulate an alarm for fire, for bomb threat, or any other catastrophe, knowing that such report is false and which in any manner may induce panic.

Consequence: Formal

13. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

Consequence: Informal and/or Formal

15. Falsification of School Work, Identification, Forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

Consequence: Informal and/or Formal

16. Displaying of Affection

Students shall not display affection between each other while at school, on school property, or at a school sponsored activity. This includes touching, petting, or any other contact that may be considered sexual in nature.

Consequence: Informal and/or Formal

17. Possession of Electronic Equipment

The school supplies most electronic equipment needed by students. Students are not allowed to bring and/or possess any electronic devices that could disrupt the educational process without the permission of the Principal. Cellular phones, earbuds, and any other electronic devices are not to be seen or used during instructional time. Students using electronic devices may be asked by staff members to turn it over to the staff member. Students who refuse this directive will be sent to the Principal's office and disciplined for insubordination. The cell phone/device may be confiscated by the principal and only turned over to a parent at the parent's request. No pictures should be posted on social networking sites which are taken at school. At no time are cell phones permitted to be "on" while riding a school bus.

Consequence: Informal and/or Formal

18. Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

* Verbal – The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or others.

*Nonverbal – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow students, staff member or others.

*Physical Contact – Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse with a fellow student, staff member or others.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

*Verbal – Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the district. Conducting a "campaign of silence" toward a fellow student, staff member or others by refusing to have any form of social interaction with that person.

*Nonverbal – Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student staff member or others.

*Physical – Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member or others.

Hazing by any group, club or form of team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter, how willing the participant may be.

*In regard to school employees, this applies at all times, on or off school property.

Consequence: Informal and/or Formal

19. OTHER VIOLATIONS

No student shall fail to comply with any school rule or regulation. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of the Code of Conduct will be dealt with accordingly. Examples would be: No rollerblades/skateboards or hacky sacks in the school building.

Consequence: Informal and/or Formal

20. REPEATED AND/OR EXCESSIVE VIOLATIONS

Consequence informal and/or formal

DISCIPLINE

Due Process Rights

Before a student may be suspended, expelled or permanently excluded from school, there are specific procedures that must be followed. It is important to remember that the school's rules apply going to and from school, in the school building, on school property, at school sponsored events, and on school transportation. The Student Code of Conduct is in effect 24 hours a day for violations or acts that may be committed against a school employee. In all cases, the school shall attempt to make discipline prompt and

equitable, and to have the punishment match the severity of the incident. This punishment may be of two types:

Informal Discipline: This will take place within the school. It includes writing assignments, change of seating or location, before/after school detention, in-school restriction, or Saturday school.

***EXCLUSION** - From activities, recess, assemblies, field trips and special events

* **DETENTION** – A student may be detained after school or asked to come to school early. Written notice is sent home with the student giving one-day notice. The student/parent is responsible for transportation to or from this session. Any student missing an assigned detention will be assigned **Saturday School**.

***EXCLUSION OR REMOVAL FROM ACTIVITIES, FIELD TRIPS, RECESS, AND OTHER SPECIAL EVENTS.**

***SATURDAY SCHOOL** – Saturday School is held from 8:00 until 11:00 per the approved schedule. Assigned students will attend a continuous 3-hour period, and **MUST** arrive before the session begins, with sufficient materials to stay busy during this 3-hour study period. A student missing any portion of the assigned time may be given an additional 3 hours of Saturday School. Failure to serve this assigned session will result in a **suspension** from school. Transportation to and from Saturday school shall be the responsibility of the student/parent.

Formal Discipline: This will remove the student from school It includes **emergency removal** for up to 72 hours, **suspension** for up to 10 school days, **expulsion** for up to 80 days, and **permanent exclusion**. Suspensions and expulsions may carry over into the next school year. Removal for less than 1 school day without the possibility of suspension or expulsion may not be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed. A student being considered for suspension, expulsion or permanent exclusion is entitled to an informal hearing with the building administrator prior to removal. The student will be notified of the charges and given an opportunity to make a defense at the hearing. A student involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of school rules. This is especially true for infractions involving drugs, alcohol and tobacco use, or harassment. If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

***Emergency Removal:** A student may be removed from school by the Superintendent/Principal, in circumstances where the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within the classroom or elsewhere on school premises. Likewise, the teacher has the authority to remove a student from the curricular or extracurricular activities under his/her supervision. If removal was at the direction of the teacher, as soon as practicable after the removal, the teacher must submit to the principal a written statement of reason(s) for removal.

***Suspension From School:** When a student is being considered for suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her actions and perspective of the situation. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and the parents will be notified in writing within 1 day, stating the offense and the duration of the suspension. During a suspension, the student will not receive credit for work assigned and due during that time period. This suspension may be appealed to the Superintendent within 10 days after receipt of the suspension notice. The request for an appeal must be in writing. During the appeal process, a student may or may not be allowed to attend school, depending if safety is a factor. If that is the case the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next stop in the appeal process is to the Court of Common Pleas.

***Expulsion From School:** When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or another person of his/her choice. Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed in writing to the Superintendent. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a

student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

***Permanent Exclusion:** When a student 16 years of age or older is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. Any possession or involvement with a deadly weapon;
2. Drug trafficking;
3. Murder, manslaughter, assault, or aggravated assault;
4. Certain sexual offense; complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

If a disciplinary action does not result in removal from school, it may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the teacher and/or principal.

Discipline of Students with Disabilities:

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education by a District

Administrator if there is a reasonable suspicion that the student is in violation of law or school rules. A search may be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials.

This equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held, or turned over to the police. The school reserves the right not to return items which have been confiscated.

Criminal Acts:

Any criminal act committed at school, or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion from school.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display at appropriate times, non-sponsored, non-commercial written material and petitions. Buttons, badges or other insignias, clothing, banners and audio/video materials must meet school guidelines. Students should present all material to the principal up to 24 hours before displaying.

The following would be prohibited:

1. Obscene to minors, libelous, indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or incite fighting, or presents a likelihood of disrupting school or a school event. Material may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Equal Education Opportunity

It is the policy of Tri-County North Local Schools to provide an equal education opportunity for all students. Any person who believes that the school or any staff person, or agent of the district has discriminated against or harassed a student on the basis of race, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the school district compliance officer listed below:

Mr William Derringer
Superintendent
436 N. Commerce St.
Lewisburg, Ohio 45338

(937) 962-2671

The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. The compliance officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten to retaliate against anyone who files a complaint.