

**O.H. SOMERS ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
2020 - 2021**



Ms. Sandra Isabella
Principal

Mr. John Knapp
Superintendent

O.H. Somers Elementary
3600 Herbert Street
Mogadore, Ohio 44260
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(330) 628-9947
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**MOGADORE LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
1 S. Cleveland Avenue
Mogadore, Ohio 44260
330-628-9946**

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**Mr. John Knapp
Superintendent**

**Mr. Christopher Adams
Treasurer**

O.H. Somers Elementary

Staff Roster

2020-2021

Ms. Isabella, Principal

Kindergarten	1st Grade	2nd Grade	3rd Grade
Mrs. Leslie	Mrs. Draiss	Mrs. Cestaro	Mrs. Greathouse
Mrs. Lutz	Miss Kachovec	Mrs. Chenevey	Mrs. Phalen
Mrs. Popio	Mrs. Watson	Mrs. S. Jones	Mrs. L. Smith
4th Grade	5th Grade	6th Grade	Preschool
Mrs. Brinkley	Mr. Hurayt	Ms. Campailla	Mrs. Turner-Teacher
Mrs. Donovan	Miss Mollohan	Mrs. J. Pollock	
Mrs. J. Jones	Ms. Wilkinson	Mrs. Wilson	
Gifted	Speech Language Pathologist	Psychologist	Guidance Counselor
Mr. Cameron	Mrs. Belacic	Mrs. Ghiorghie	Ms. Castilow
Reading Specialists	Library	Special Ed. Director	School Nurses
Mrs. Hall	Mrs. Garner-Librarian	Ms. Phillips	
Mrs. Slicker	Mrs. Shelly - Clerk		
Intervention Specs	Specials	Tutors	Classroom Aides
Mrs. Butler	Mrs. Bonitz - Band	Mrs. Price	Mrs. Housley
Ms. Condor	Mrs. Lee - Art	Ms. Sellers	Mrs. R. Jones
Mrs. McPeek	Mrs. S. Pollock - P.E.	Mrs. Eckart	Mrs. Weekley
Mrs. Morrison	Mrs. Tonsic - Music		
Recess Monitors	Cafeteria	Custodians	Office
Mrs. Destro	Mrs. Allrutz	Mr. Lansinger	Mrs. Matulis
Mrs. Melert	Mrs. Brandt	Mr. Roberts	
Mrs. Schmidt	Mrs. Hastings		
Occup. Therapist	Physical Therapist		
Mrs. Barlow	Mr. Thomas		

Student/Parent Handbook

For

O.H. SOMERS ELEMENTARY SCHOOL

On behalf of the entire faculty and staff, it is a pleasure to welcome you to O.H. Somers Elementary School. Our main goal is to meet the needs of all learners both socially and academically. Our dedicated staff will work collaboratively to support a positive environment where all students will become lifelong learners and model citizens, showing respect for others and taking responsibility for themselves.

We ask that you work with your child's teacher to assist in enhancing your child's learning, self-confidence and academic success. One of the most important components in creating a quality education for students is maintaining a partnership between parents and school. Our staff invites you as parents to take an active role in the education of your child. We look forward to a school year that will be filled with a variety of activities both in and out of the classroom.

If you have any questions please feel free to contact us directly.

Sandie Isabella, Principal

School Year 2020-2021

Adopted by the Board of Education effective August 2020

FOREWORD

The staff of O.H. Somers Elementary School extends a warm welcome to parents and students of the Mogadore Local School District. This school year will be filled with many enjoyable experiences both academically and socially. As always, the teachers and principal are most willing to schedule conferences concerning your child. **Please call in advance and make an appointment with the teacher or principal. Please check in at the front office upon your arrival. (Door #1, Herbert Street entrance.)**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

MOGADORE LOCAL SCHOOL DISTRICT VISION STATEMENT

Each student will grow academically, emotionally and socially through the guidance and support of families and school staff. The educational community will inspire students to become lifelong learners in a global society.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, disability, religion, 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 can be made in writing to the School District's Compliance Officer listed below:

Mr. John Knapp, Superintendent
Mogadore Local Schools
1 S. Cleveland Avenue
Mogadore, Ohio 44260
330-628-9946

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The compliance officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

INDIVIDUALS WITH DISABILITIES

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

The Mogadore Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Services, at 330-628-9947.

O.H. SOMERS ELEMENTARY SCHOOL BUILDING HOURS

School Office Hours M-F:	8:00 a.m. -- 4:00 p.m.
General Arrival:	8:20 a.m. -- 8:35 a.m.
Breakfast:	8:20 a.m. -- 8:35 a.m.
Doors open:	8:25 a.m.
Tardy:	8:35 a.m.
Bus Dismissal:	3:10 p.m.
Car riders/walkers:	3:15 p.m.

***Inclement weather (rain or temperatures below 20 degrees) will permit students to stand in either the lobby of door 1 or on the carpets at door 2. Please work with your child(ren) to plan accordingly with proper clothing for either rainy or cold weather.**

DROP OFF AND PICK UP

Students should be dropped off and picked up on Herbert Street and Hale Avenue. The area located in the front of the school will be used for emergency vehicles and individuals with a valid handicap permit only. **Please do not use the staff parking area/entrance for student drop off and pick up.** All students will enter in the morning either through door #1 or #2 at 8:25 a.m. Students attending breakfast can enter between 8:20-8:35 a.m. through door #2. Parents and students arriving tardy (**8:35 a.m. or later**) need to enter door #1 and be signed in. Students will be dismissed from both front doors at the end of the day. Students riding the bus will follow the procedures as explained by the driver.

Ms. Sandra Isabella, Principal	330-628-9947 x4
Mrs. Teri Matulis, Attendance	330-628-9947 x5
O.H. Somers Fax	330-628-6662
Attendance	330-628-7272 or 330-628-9947 x3

EXPECTATIONS FOR THE HOME

Teachers and administrators of O.H. Somers Elementary School and the Mogadore Local School District expect each parent to:

1. Support school officials in their efforts to develop and maintain well-disciplined schools.
2. Teach the child socially acceptable standards of behavior.
3. Teach the child by words and example to have respect for the law, authority, and the rights and property of others.
4. Teach the child to be accountable for his or her own actions.
5. Help the child grow and develop into a self-controlled, self-disciplined person.
6. Share the responsibility of student control with the school.
7. Maintain an active interest in the student's schoolwork and activities.
8. Insist that the child promptly bring home all communications from the school.
9. Require prompt and regular attendance.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of O.H. Somers Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail, or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the teacher, principal, or any other staff member.

STUDENT WELLBEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, lockdown, evacuation drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff member immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the nurse's office. A student may be excluded from school until this requirement has been fulfilled.

Prescription and all over-the-counter medication may be dispensed at school but **only with a physician's written order and parental signed consent**. Official school medication forms are available at the office. It is helpful to have the form with you at the student's doctor appointment. New forms must be completed for each school year.

A parent may come to school to personally give the medication to the student without an order. A relative, neighbor, or friend may give the medicine only with **written** parental authorization.

If a student is ill to the extent that over-the-counter medication is required during the school day, especially for infectious diseases such as colds and flu, parents should keep the student at home until the need for medication is gone.

Medication must be brought to school by the parent in the **original labeled container** with the student's name on it. Students are not permitted to carry medication to and from school for their own safety and the safety of others.

Medication is to be kept and dispensed at the school clinic and is administered by authorized school personnel. Pills needing to be cut in half should be done at home by the parent prior to bringing bottle to school.

Medication such as inhalers and EpiPens can be carried by the student and be self-administered but only with **written permission by the physician**. The physician's note should include that the student has received proper training in self-administration of the drug. These records are kept in the medication file along with those medications dispensed by school personnel. It is the parent's responsibility to notify the nurse if the student uses an inhaler at school or needs an EpiPen for bee stings.

Students requiring blood glucose testing for insulin dependent diabetes also need a physician's order to self-administer at school. Included in the order should be specific treatment for low or high glucose readings.

Administration of medication at school should be kept to a minimum through careful scheduling around school hours. It is preferred that a physician schedule antibiotics before and/or after school hours when possible.

Parents should notify school personnel of any change in medication or its dosage. A new medication form must be completed by the physician and parent with each prescription change. Once again, it is helpful to bring the form to the doctor's appointment.

All refills on medications should be done promptly so it will not interfere with the child's well-being and behavior in class.

Any unused medication unclaimed by the parent when a prescription is no longer needed or at the end of the school year will be discarded by school authorized personnel.

It is important that the child reports on time for his/her medication.

Children should be kept home if they have diarrhea, severe cough, severe colds, sore throat, red, watery, burning, itching eyes, undetermined rashes, or vomiting. Children should not come to school with temperatures of 99.6 degrees or above. If any of the above mentioned occur the student will be sent home. **The temperature should stay below 100 degrees for 24 hours before returning to school**. Consultation with your family doctor is essential if there are any questions. The above symptoms/conditions may mean the start of a communicable disease

or nuisance condition that could affect many of the other children in your child's classroom. Also, your child may be too sick to learn in school that day. In fairness to ALL children, keep your child home until you can determine what else may be developing.

Keep your child at home if he/she has the following contagious diseases:

Chicken Pox	When all chicken pox are scabbed over. Usually 7 days.
Conjunctivitis (pink eye)	When symptoms are clear or 24 hours After treatment with antibiotics.
Fifth Disease	After diagnosis by a physician unless the child has a fever. No treatment necessary.
Head Lice	After medicated shampoo (i.e., Kwell, Rid, A200, etc.) and all nits are removed.
Impetigo	24 hours after treatment has begun; draining sores must be covered.
Pinworms	After treatment by a physician.
Ringworm	24 hours after treatment by the physician. Exclude from contact sports until sores are gone.
Scabies	After treatment with prescription medication.
Streptococcal sore throat (strep throat)	24 hours after treatment with prescription medication has begun and fever has subsided.

INJURY AND ILLNESS

All injuries must be reported to a teacher, the office, or the clinic. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The nurse will determine whether or not the student should remain in school or go home. Parents will be called when a student's temperature is at or above 100 degrees. No student will be released from school without proper parental permission.

EARLY DISMISSAL BY PARENT

When a student leaves school early, comes late, or leaves and returns, a parent must accompany the student to the attendance office to be signed in. If your child becomes ill or is injured at school, you will be called and asked to come for him/her. His/her attendance will be documented based upon the departure from the classroom.

NO CHILD IS PERMITTED TO WALK HOME WHILE ILL WITHOUT PERMISSION FROM THE PRINCIPAL AND THE PARENT.

On the day of the early dismissal:

1. Send a note giving the reason for the early dismissal.
2. Your child will wait for you in the classroom until you have arrived to pick them up.
3. The child must be signed out with the attendance clerk. Photo identification will be requested.
4. Students will not be permitted to wait outside to be picked up.
5. In case of an emergency and you have not sent a note, please come directly to the clerk's office.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the student's counselor.

No student may participate in fundraising activities off school property without proper supervision by approved staff, the student's parents or guardian or other adults.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for. . .", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

In order to ensure that students attending events as non-participants are properly safeguarded, it is strongly advised that they must be accompanied by a parent/adult for the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The School is responsible for providing supervision for all students participating in the School activity.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school. Students that are new to O.H. Somers Elementary School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. Your child's birth certificate
2. Current court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residence
4. Proof of immunizations
5. Social Security number

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The secretary will assist in obtaining the transcript, if not presented at the time of enrollment. New students will begin attendance the day after registration if possible.

ADDRESS/PHONE NUMBER CHANGE

Please report any changes in address or phone numbers to the school secretary immediately so we are able to contact parents in case of an emergency. This is very important to the health and safety of your child.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Placement will be made as soon as possible after enrollment requirements have been received by the school office. The minimum time period for placement is **twenty-four hours**. Teachers must be notified of new students and materials must be made available for new students. Every effort on the part of the staff will be made to accommodate a new student as soon as possible after enrollment.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from O.H.Somers Elementary School, the parent must notify the school secretary. School records shall be transferred within fourteen days to the new school district. Parents are encouraged to contact the O.H. Somers Elementary School secretary for specific details. All library books and school textbooks should be returned before withdrawal.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the form available to every parent at the time of enrollment and is distributed at the beginning of each school year. Additional forms may be obtained in the school office.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements:

Unless given a waiver, students must meet the following requirements:

Diphtheria - Four (4) or more doses of DTaP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven (7) and up.

Measles - Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday, and, an additional dose of MMR vaccine given at least thirty (30) days from the first for all students entering the 7th grade.

Rubella - Same as measles.

Mumps - Same as measles.

Polio - Three (3) oral or inactivated plus one (1) oral vaccine booster.

Tetanus - Three (3) Td (see Diphtheria).

Hepatitis B - Three (3) doses following schedule (2nd dose at least 28 days after 1st dose. Third dose at least 16 weeks after first dose and at least 8 weeks after the second.

Varicella - Two doses of varicella vaccine administered prior to entry.

Ohio Department of Health

<https://www.odh.ohio.gov/~media/ODH/ASSETS/Files/bid/immunizations/schoolsummary.pdf>

STUDENT RECORDS

Many student records are kept by the teacher, counselors and administrative staff. There are two basic kinds of records--directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES AND CHARGES

Students will be charged a **\$28.00** fee for the 2020-2021 school year.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Fees for field trips are paid in advance. No refunds can be made for children who do not attend.

Fees may be waived in situations where there is financial hardship. This requires an additional form to be completed – fees are not automatically waived if an individual is on the Free/Reduced Lunch Plan.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches and breakfasts available to students for a fee. Parents may pay for lunches in advance by depositing funds in their account. Menus will come home monthly. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during lunch unless accompanied by a parent/guardian.

2020-2021 Prices

Breakfast: \$1.25 Lunch: \$2.75

Individuals may be eligible for free or reduced lunch based on the family size and income. Applications for this program will be sent to you in a packet on the first day of school. Please look at the application and call Mrs. Dannemiller at 330-628-9946 if you have any questions. It is very important to our school and the district to have these forms filled out each year. Turning in an application does not mean approval. Please wait for approval before sending your child to school with little or no money.

If your child packs their lunch please make sure that they have the appropriate condiments and utensils. It is also helpful to pack items that are easily opened by children.

Please refer to the information sent home on the first day of school for additional details on our lunch program. There is a great deal of additional information in regards to payment, checks, debits, etc.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a.) a written request signed by the parent/guardian or b.) the parent coming to the school office to request the release of the student. No student will be released to a person other than a custodial parent without a written permission note signed by the custodial

parent or other legally authorized individual. Parents/guardians should complete a Student Release Form indicating persons other than themselves who have permission to pick up students. This form is kept on file in the school office. **For safety, parents, guardians, and/or their designee will need to show proof of identity (license) for the child(ren) to be released.**

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Each teacher will instruct the students how to exit the building if a fire drill sounds during class time. When the fire drill alarm sounds, **intermittent sound and flashing lights**, every person must leave the building immediately in an orderly and quiet manner.

In case of a tornado drill, students will hear a **continuous sound** as an alert to follow Tornado Drill Procedures. Tornado drills will be held once a month during April, May and June.

Fire Drills - Intermittent Sound and flashing lights

1. Close windows and close doors.
2. Turn off lights and equipment.
3. Move quickly and quietly through the halls keeping close to the walls.
4. Keep your hands to yourself and do not talk. (Attendance will be taken.)
5. If you are in another part of the building go out the nearest door and join your class.
6. Stand in an orderly and quiet line until the "all clear" signal is given.

Tornado Drills - Continuous Sound

1. Close windows and close doors.
2. Turn off lights and equipment.
3. Everyone should move into the designated area and kneel on the floor against the wall in a crouching position. Keep your head down folding your hands over the top of your head. Each child should be close to the person next to him.
4. Keep doorways clear.
5. No talking.
6. Stay out of the gym.
7. Stay in the crouching position until the "all clear" signal is given.

EMERGENCY CLOSINGS AND DELAY

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents through the District "All Call". Local television and radio stations will also be notified.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the front office (door #1) upon entering the school to sign in and obtain a pass**. Any visitor found in the building without signing in or possessing a pass shall be reported to the principal. In order to prevent any inconvenience, a person that wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school. **No parent will be allowed to interrupt a teacher during class time.**

Students may not bring visitors to school without first obtaining written permission from the principal. Students will not be released to anyone other than a parent or guardian without the proper authorization.

CLASSROOM VISITATIONS

If a parent expresses interest in visiting the classroom of a son or daughter, the parent will make this request with the Building Principal. Prior to visitation, there will be a pre-visit conference between the parent and teacher to discuss goals and objectives of the visitation. Also, there will be a post-visit conference to review and discuss the observation as it relates to that student. There will be a reasonable limit of time spent in the classroom so as not to disrupt the instruction taking place. Typically one half hour to one hour is sufficient time to visit a classroom.

LOST AND FOUND

The lost and found area is located close to the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each nine week quarter and at the close of the school year.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student. Students will not be permitted to call home for forgotten items.

PERSONAL STUDENT TELEPHONES AND ELECTRONIC DEVICES

Students are not permitted to turn on any electronic devices (cell phones, IPOD, or laser pointers, to name just a few) in the classrooms or hallways during the school day. This also includes the bus. These personal devices must be turned off during the school day. They are not to be carried by a student. The personal devices must be kept in a book bag or other location away from the student. Devices that are confiscated as a result of a violation will be returned to the parent or guardian only.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

1. Attendance rules apply to all field trips
2. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Any work provided will be expected to be completed.
3. Students who violate school rules may lose the privilege to go on field trips.
4. Fees for field trips are paid in advance. **NO** refunds can be made for children who do not attend.

SECTION II - ACADEMICS

INTERIM REPORT AND REPORT CARD

Four times a year, at the end of each nine weeks of school, report cards will be sent home with the students. Parents should read the report card carefully and discuss it with their child. Parents should then sign and return the envelope, acknowledging that they have examined the report card. Should any questions or problems arise, please seek a conference with the child's teacher.

At the midpoint of each grading period, an interim report may be sent to parents, indicating a student's progress, whether it be exceptional, satisfactory, improving, or unsatisfactory. This report will show contributing factors to the progress of the student and suggest ideas for help at home and comments from the teacher. Parents should read these carefully and then make an appointment with the teacher should further explanations be necessary.

PROGRESS BOOK

Parents are encouraged to participate in their children's education. Studies have shown that students are more successful in academics when their parents demonstrate interest and support.

Monitoring your child's progress on a regular basis is important. Be aware of the times that interims and report cards are sent home. In addition, in grades 4,5, and 6, student grades are regularly available electronically via "Progress Book". This tool can be used to assist you in maintaining close contact with your child's teachers.

GRADING

Explanation of Markings:

Kindergarten - no report card first nine weeks

Grades 1, 2 and 3 - (P) for Proficient; (D) for Developing; (E) for Experiencing Difficulty.

Grades 4, 5 and 6 - A percentage grade is given with a key to determine letter grades for the nine week period:

Projects = 25%

Assessments= 30%

Quizzes = 20%

In-class Assignments = 15%

Home Practice = 10%

PROMOTION, RETENTION AND REPLACEMENT

The following criteria will be followed to inform decisions regarding retention. A designation of promotion signals that the student is experiencing difficulty in some areas but not such that retention is appropriate.

1. Current level of achievement – especially reading and math in grades K-2
2. Failure of two subjects in grades 3-6
3. Failure of three or more subjects is a definite retention
4. Final grade average for the year
5. Attendance affects the decision to retain
6. Achievement Test scores impact the decision
7. Any other data provided by staff members.

Retention will be discussed with the team--parent, teacher, and principal--prior to any decision being made in regards to a student and the possibility of retention. Should the team not reach consensus the principal will make the final decision.

HOME PRACTICE

Home practice is an important part of the learning process. Ways in which parents are encouraged to regularly engage in home practice activities with their children are:

1. Reading
2. Conversation
3. Making use of educational puzzles, books, and games
4. Listening to students and discussing assignments
5. Engaging in opportunities for assuming responsibility around the home
6. Evaluating and critiquing assignments
7. Making use of educational internet sites
8. Pursuing interests as a family

The main idea we wish to emphasize about home practice is that it is a good and valuable learning experience whenever the relationship between the parent and child is improved; that the child's self-concept and self-confidence is enhanced, that the child's interests are developed, and the notion that learning is a lifelong quest that can occur anywhere.

It must be recognized and understood by both parents and students that the amount of time that an individual student needs to devote to his home practice will vary from day to day, from one subject to another and from one student to another. Home practice counts for only a small portion of the nine week grade, but is simply practice in preparing students for assessments on specific indicators.

COMPUTER TECHNOLOGY AND NETWORKS

In order to enhance the quality of student learning, safeguards have been established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

Therefore, Acceptable Use Agreements have been adopted to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

Disciplinary actions will be taken if District technology and/or networks are abused in any way or are used in an illegal or unethical manner.

I.A.T. (INTERVENTION ASSISTANCE TEAM)

The purpose of an Intervention Assistance Team Meeting is to bring teachers, parents, and administrators together for the purpose of assisting a student experiencing difficulty at school. Special Education teachers, speech pathologists, or the school psychologist may also take part in the meeting.

The team comes together to discuss the concerns about a student on the part of either the parent or the member of the staff. The concerns may be academic, social, emotional, or behavioral. As a team, interventions are put into place to assist the child. There is a follow-up meeting approximately 6-8 weeks later to determine if the interventions have assisted the child in the area of concern.

SECTION III – STUDENT CONDUCT

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or may cause their parents to be taken to court.

All students are expected to be in all classes. Attendance is the responsibility of the student and parents. The school's responsibility is to provide instruction. Frequent absences of students from the learning experiences during the year disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even by make-up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. In accordance with this philosophy all students are required to be in regular attendance except when excused by law.

The following reasons are recognized by Ohio Law as being valid for absence from school: personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardian, observance of religious holidays and other emergencies or sets of circumstances which constitute good and sufficient cause as determined by the principal.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Reasons such as the following will automatically be unexcused: missing the bus, shopping trips, class cuts, barber and beauty shop appointments, oversleeping and cars breaking down. Students should try to avoid these and similar situations at all times. Grades may be affected by unexcused absences from class and/or school.

If a student is absent from school, the parent or guardian MUST call the school before 9:00 a.m. to report the absence. Please call (330) 628-7272 for the attendance line. Please leave your full name, child's full name, teacher name, and reason for absence. The student should bring a note upon return to school stating the reason for the absence. When no excuse is provided either by phone or in a written note, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will be forced to take action to assist parents in improving their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make up of class work will be permitted. Disciplinary action will follow.

A doctor's note must be submitted by the student for extended or repeated absences. After 10 days absence by any student a letter is automatically mailed to the student's parents to alert them of potential problems. Chronic unexcused absences are subject to referral to Juvenile Court.

TARDINESS

A student who is not in his/her assigned location by 8:35 a.m. shall be considered tardy. A student late for school must report directly to the clerk's office for a late pass. **A student must be accompanied by his/her parent or guardian into the building to be signed in. We believe that students need to be at school on time and regularly to maximize their education. Therefore, a detention will be assigned after the third unexcused tardy.**

Vacations during the School Year

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 parents should notify the teacher, principal and the principal's secretary with separate notes, at least one week in advance.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

A student who has an excused absence has the opportunity to make up any work missed at school. The make-up work must be completed within the same number of days as the student was absent.

TRUANCY

HB410 defines how absences are calculated by the hour. This law states that "Habitual truancy" is defined as 30 or more consecutive hours of absence without a legitimate excuse, 42 or more hours absent in a school month without a legitimate excuse, and 72 or more hours absent in the school year without a legitimate excuse. "Excessive absences" are defined as 38 or more hours absent in one school month **with or without** a legitimate excuse or 65 or more hours absent in one school year **with or without** a legitimate excuse. These changes may lead to the implementation of an Absence Intervention Plan/Team. Students absent from school without the knowledge and permission of the parent/guardian and school officials are truant.

CODE OF CONDUCT

A major component of the educational program at O.H. Somers Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Student behavior is ultimately the responsibility of the student and his/her parents. Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights of others are not violated. The students of the Mogadore Local School District will conform to school regulations and accept directions from authorized school personnel.

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the 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 should note that other forms of student behavior might be considered inappropriate depending on the situation. An action that may be harmless in one circumstance may be disruptive in another. Therefore, this list is not meant to be inclusive, but rather to provide students with an idea of what is expected. The Administration therefore reserves the right to establish procedures, rules and regulations in areas where precedent has not been set.

EXPECTED BEHAVIORS

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self and in the school.
9. Act at all times in a manner that reflects pride in school, self, and family. This includes any event outside the normal school day that school personnel have a responsibility for such as dances, field trips, and athletic events.
10. Converse in an appropriate manner in content and volume for young ladies and gentlemen.
11. Use care in all facilities and with all books, equipment and apparatus.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or present a risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are **prohibited**:

1. Hair shall be neat and clean and shall be worn so that the eyes and face are not covered. Hair shall not interfere with the safety of the individual in classes or be disruptive to the learning environment. Spiked hair or Mohawk cuts are not permitted.
2. No extreme hair colors or styles are permitted
3. Make-up, nail polish bottles, perfume, hairspray should not be brought to school
4. Hard-soled shoes are not permitted during Physical Education.
5. Roller shoes (heelies), flip flops, or high heeled shoes are not permitted
6. Midriff, halter shirts, spaghetti straps, distressed (ripped), and cutout backs are not permitted unless an additional shirt is worn on top of these.
7. Tank tops for either boys or girls are not permitted
8. Shorts of inappropriate length. (at least fingertip length).
9. See-through or mesh garments without proper undergarments.
10. Hats, unless specially designated by the teacher or principal.
11. Shirt graphics with references to suggestive topics or advertise, or are supportive of alcohol or drug use, have suggestive connotations, or have inappropriate or profane symbols, pictures, and/or writing is not permitted.
12. Pants will not sag below the waist.
13. Pajama pants – unless a special party is planned
14. Skirt and dress length should reflect common sense and decency (at least fingertip length)
15. Students are not permitted to wear apparel that will cover the face or eyes.
16. Wallets with attached chains are not permitted.

Students who are representing O.H. Somers Elementary School at an official function or public event may be required to follow specific dress requirements.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Toys should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

DISCIPLINE

The Mogadore Board of Education recognizes the rights of pupils as individuals and therefore seeks to balance and protect those rights by establishing the rules and regulations necessary to create a suitable curricular climate as well as a suitable co-curricular climate.

Students of the Mogadore schools have the responsibility to act in such a way as not to interfere with the rights of others to the same education opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

The building Principal is charged with the responsibility to set all school rules and enforce proper discipline. He has the discretionary authority to use or authorize other certificated personnel to use the following disciplinary measures:

The Student Discipline Code describes the misconduct that will lead to disciplinary action and the procedures to be employed in the removal, suspension, and expulsion of students. The principal or his designee shall determine, based upon the circumstances and a student's past violations, what the severity of the disciplinary action will be. The principal shall also determine whether violators acted as individuals or as a group. Disciplinary action may vary when dealing with group violations.

CODE OF CONDUCT

Types of misconduct for which a student may be suspended, expelled or removed from school or from school sponsored supervised activities:

1. **Disruption** - Engaging in any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in, or material interference with any school function, activity, or purpose or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety, or well-being of the rights of the other students (horseplay/harassment). This also includes failure to follow school rules or rules established in the classroom.
2. **Forgery/Falsification** - The act of falsely using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school. Using another student's planner would be a violation of this rule.
3. **Gambling** - The act of illegal gambling for money or valuables on school premises or at school events.
4. **Grooming and Attire** - Dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism shall be prohibited. (See Building Dress Code for further explanation.)
5. **Loitering and Trespassing** - Willful presence in a school building or restricted area of a school building at unauthorized times.
6. **PDA** - Public display of affection between students is not permitted.
7. **Cheating/Copying/Plagiarism** - Cheating, copying, or plagiarizing are prohibited and will result in a zero (no credit, no points and a detention or in-school suspension) being recorded for the article of work involved and an additional penalty may also be given.
8. **General Misbehavior** -This includes running, throwing objects, horseplay, littering, being persistently unprepared for classes, food in classes, note writing, and other as determined by the Principal or his designee.
9. **Alcoholic Beverages, Drugs, or Other Look-Alike Substances** Possessing, using, selling, buying, transmitting, or secreting an alcoholic beverage, intoxicant, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, related drugs or look-alike substances, or related paraphernalia or intoxicant on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity. (The student will be referred for assessment and the authorities may be notified.) Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
 - a. **First offense**
 - i. Ten days out-of-school suspension. Seven days (or less) of the suspension may be put on hold providing that the student completes a drug/alcohol intervention program available at several community agencies. Failure to complete such a program will result in the implementation of the remaining seven days.
 - ii. A record of the offense will remain on the student's record.
 - iii. A referral will be made to the Guidance Office.
 - iv. If local or state law is broken, notification will be made to the appropriate law enforcement agency.
 - b. **Second offense**

- i. A ten-day out-of-school suspension and recommendation for expulsion will be made to the superintendent.
 - ii. Other procedures (b through d) will be the same as the first offense.
 - c. **Sale or Distribution of Drugs/Alcohol**
 - i. A ten-day out-of-school suspension and recommendation for expulsion or permanent exclusion.
 - ii. A report will be filed with the appropriate law enforcement agency.
10. **Disrespect** - Willful intimidation, insult, or other abuse, verbally or written, of any school personnel or another student.
 11. **False Alarms** - The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause. (Reference: Ohio Revised Code)
 12. **Fighting** - The act of hostile bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity which is likely to result in physical harm and/or a substantial disruption.
 13. **Inciting Others to Violence or Disruption** - By words, acts, or deeds directly inciting others to commit violence or a disruption to the atmosphere of order and discipline necessary for effective learning.
 14. **Offensive Materials/Actions** - Possessing, using, selling, buying, transmitting, doing, and secreting any of the following:
 - a. **Materials** or actions which appeal predominantly to base or other prurient sexual interests, which are offensive to prevailing standards in the community, and which are without redeeming social value.
 - b. **Materials** or actions that contain language potentially offensive to prevailing community standards.
 - c. **Materials** which are lies or slanderous to any person of institute, or which are intended to hold any student, teacher, or other employee, race, ethnic group, or religion, as such, up to scorn, ridicule, or contempt.
 15. **Persistent and/or Expanded Misbehavior** - For persistent and/or expanded misbehavior, or other misconduct pertaining to any rules or regulations governing student conduct (e.g. more than three detentions in a 9-week grading period).
 16. **Physical Attack, Bullying and/or Threat Thereof** - The act of physically assaulting any person on school property, including Board of Education owned vehicles or while in attendance at any Board of Education sponsored activity.
 17. **Possession of Fireworks or Explosives** - The act of unauthorized possession, use, or threatened use of any fireworks, explosives, or other such instruments capable of inflicting bodily injury.
 18. **Possession or Use of Weapons** - The act of possession, using, or threatening to use any instrument as a weapon capable of inflicting bodily injury.
 19. **Profanity** - The use of profane or obscene language or gesture.
 20. **Shakedown and/or Strong Arm** - The act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school, upon Board of Education owned vehicles, or while in attendance at a Board of Education sponsored and supervised activity, unless both parties enter into the agreement freely and without the presence of either implied or expressed threat.
 21. **Tobacco** - The use or possession of tobacco or look like tobacco products on school premises or at school-sponsored functions, including Board of Education owned vehicles are prohibited.
 22. **Theft** - The act of taking or acquiring the property of others without their consent including testing/evaluation materials and school forms (building passes, etc.).
 23. **Truancy and Tardiness** - Refusal or failure to comply with state and local attendance laws. Repeated truancy/tardy violations will result in disciplinary actions/consequences (refer to pages 4 & 5)
 24. **Vandalism and/or Destruction of Property** - The act or attempted act or willful destruction or defacement of school or private property either school grounds, or during a school activity, function, or event off school grounds.
 25. **Insubordination** - The noncompliance of directions of reasonable requests made by any school authority, including intentional interference with the teacher's conducting of the class or failure to identify oneself to school personnel when requested.
 26. **Electronic devices and accessories (cell phones, IPOD, Etc.)** – Possession and/or use of electronic devices and accessories in hallways, classrooms, library, cafeteria, restrooms, etc. will **NOT** be permitted between 8:20 A.M. and 3:15 P.M.
 - Violations:
 - 1st offense – lunch detention will be assigned
 - 2 or more offenses – in-school suspension will be assigned
- All devices and accessories will be confiscated and turned into the main office for any violation. Teachers may allow the use of electronic devices during lessons and activities in the classroom.

Anti-Hazing – It shall be the policy of the Mogadore Board of Education that hazing of any type is inconsistent with the educational process and shall be prohibited at all times in the Mogadore City School District.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Informal Discipline

Informal discipline takes place within the school. It includes writing assignments, change of seating or location, lunch/recess detention or time out.

Formal Discipline

Formal discipline removes 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 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. All formal discipline records will be housed in the student's permanent file.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

If a student commits a crime while under the school's jurisdiction, she/he may be subject to school disciplinary action as well as to action by the community's legal system.

EMERGENCY REMOVAL BY ADMINISTRATOR

If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the Superintendent or Principal may remove the student from the school, premises, curricular, or co-curricular activity.

GENERAL CONDUCT RULES

Be Responsible, Be Respectful, Be Safe

School-wide Rules will be followed by each student during school and at all school related activities.

1. Listen and follow directions.
2. Respect others and their property.
3. Walk quietly at all times.
4. Practice good manners.

The Student Conduct Code is posted in each classroom. The rules for each teacher are also posted in the classroom. These rules will be strictly enforced. All students should become familiar with these rules.

Recess

All students are expected to go outside during recess, weather permitting. Please dress your child appropriately for outside conditions. Any student needing to stay indoors during recess for medical reasons **must have a note signed by a doctor.**

Indoor recess will be held on days when the temperature is 20 degrees or lower. The chill factor will be considered in all temperature calculations. From time to time there will be days when the temperature is above 20 degrees, but weather conditions may not warrant outdoor recess. On these occasions, outdoor recess will be at the discretion of the principal.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live two miles or more from the building and who are within the Mogadore Local School District boundaries. The bus schedule and route are available by contacting the transportation garage at 330-628-6656.

PLEASE REMEMBER THAT THE TRANSPORTATION DEPARTMENT WILL ONLY TRANSPORT YOUR CHILD TO THE SAME LOCATION MONDAY THROUGH FRIDAY. THIS IS FOR SAFETY AND SCHEDULING REASONS. PLEASE DO NOT ASK FOR EXCEPTIONS TO BE MADE.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school) each student shall:

1. Be on time at the designated loading zone (5-10 minutes prior to scheduled stop).
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up in a single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a highway until the bus driver signals it is safe.
6. Go immediately to a seat and be seated.

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

During the trip each student shall:

1. Remain seated while the bus is in motion.
2. Keep your head, hands, arms and legs inside the bus at all times.
3. Not litter in the bus or throw anything from the bus.
4. Keep books, packages, coats and all other objects out of the aisle.
5. Be courteous to the driver and to other bus riders.
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

Consequences for children in grades 2 and 3 for violations for the preceding rules are at the discretion of the building principal and/or the transportation supervisor. These disciplinary actions may include **any** or **all** of the following, depending upon the seriousness of the violation:

First Report:

1. Reassigning seat, denying transportation, parent conferences, etc. or at the discretion of the building principal and/or transportation supervisor.
2. Referral to the principal for further disciplinary action in accordance with the school's code of conduct, when appropriate.

Second Report:

1. Disciplinary action to be taken is at the discretion of the building principal and/or transportation supervisor.
2. Referral to the principal for further disciplinary action in accordance with the school's code of conduct when appropriate.

Third Report:

1. Transportation denied for 1-5 school days.
2. The student will not be permitted to resume riding until a parent conference is held.
3. Referral to the principal for further disciplinary action in accordance with the school's code of conduct, when appropriate.

Fourth Violation:

1. Transportation denied for the balance of the current semester.
2. Referral to the principal for further disciplinary action in accordance with the school's code of conduct, when appropriate.

*A parent may appeal the decision to the Superintendent of Schools.

CHANGE OF BUS

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency. If for some reason your child needs to go to a different location (babysitter's, grandparent's, friend's house) just for a day, please make your own arrangements. We cannot special deliver children to alternate locations. We also cannot transport friends of your children to your house who do not normally ride, and we ask for your help in this matter. Each student riding the bus will have the same daily pick-up and drop-off schedule. **Bus changes will not be made over the phone.** Any transfers to another route must be in writing.

A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the transportation supervisor.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

BUS AND CAR RIDERS

Students are to go directly to their assigned bus which will be parked in the bus pick up area. Please use only Herbert Street to pick up or drop off your child. Car riders must enter and exit through door #1.

BICYCLES, MOTORBIKES, SKATEBOARDS

Students may ride bicycles to school and WALK them across the school grounds to the racks provided. We cannot accept responsibility for lost, stolen, or vandalized bicycles. Motor bikes or skateboards are not permitted.