

**ROLLING HILLS LOCAL SCHOOL DISTRICT**  
**BYESVILLE ELEMENTARY**  
**PARENT/STUDENT HANDBOOK**

**2022-2023**



**CELEBRATING 100 years of the building located at 212 East Main Avenue, in Byesville, Ohio.**

This school year marks **100** years since the building that currently houses Byesville Elementary was built. Formerly the building served as Byesville High School. Many local residents attended / graduated from Byesville High School.

# ELEMENTARY STUDENT / PARENT HANDBOOK

for the

## ROLLING HILLS LOCAL SCHOOL DISTRICT

*Welcome to the Rolling Hills Local School District. All of the members of the building staff and administration are pleased to have you as a student. We promise to do our best to help and encourage you to make your experience here as productive and successful as possible.*

Byesville Elementary School  
212 E. Main Ave.  
Byesville, Ohio 43723  
Ms. Gail Thomas, Principal  
Phone: 685-3113  
Student Hours: 8:00 am – 2:20 pm

### **School Year 2022-2023**

[X] Adopted by the Board of Education on June 2022

[X] Discipline Code adopted by the Board June 2022

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your 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 you and your parents to 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 your school.

## **MISSION OF THE ROLLING HILLS SCHOOLS**

The mission of the Rolling Hills Local Schools is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of his/her educational program.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this District to provide an equal educational opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student of the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social 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. Devvon Dettra, Local Superintendent  
740-432-5370 (ext. 2050)

P.O. Box 38  
Byesville, OH 43723

**The complaint procedure is described on Form 2260 F8, which appears in the Appendix to this handbook.**

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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students should respect the rights of others. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure 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 ensure 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 parents' responsibility to ensure students arrive on time prepared to participate in the educational program.

## **STUDENT WELL-BEING**

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher the office. 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 must request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**SECTION I – GENERAL INFORMATION**

## RIGHT TO REVIEW TEACHER QUALIFICATIONS

Parents have the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows parents to request the following information about each of their child's teachers:

1. If the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. If the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and if so, the subject(s) of degrees.
4. If any teachers' aides or similar paraprofessionals provide service to their child, and if they do, their qualifications.

## RIGHTS WITH RESPECT TO STUDENT'S EDUCATION RECORDS

1. The right to inspect and review the student's education records within 45 days of the day a school receives a written request identifying the record(s) to be inspected. The principal will notify the parent of the time and place where records may be reviewed.
2. The right to request the amendment of the student's education records. The parent shall submit the request in writing, clearly identify the part of the record to be changed, and specify why the part is inaccurate. If the school decides not to amend the record, the school will notify this decision to the parent in writing. The parent will also receive information regarding hearing procedures they may wish to pursue.
3. The right to consent disclosure of personally identifiable information obtained in the student's education records. One exception, which permits disclosure without consent, is disclosure of education records to school officials of another school district in which a student seeks or intends to enroll. A school may disclose "directory information" without written consent in certain publications (yearbook, academic and attendance lists, program announcements, school and district newsletters, and local news publication).

If you do not want the school to disclose information from your child's education records, please notify the school principal in writing by September 10<sup>th</sup> of each school year. Directory information which would be disclosed by the school is:

Student's name  
Address  
Telephone listing  
Grade level  
Current school of attendance  
Participation in academics/other activities  
Honors and awards received  
Photograph or video

## PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment is intended to protect the rights of parents and students in two ways.

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with the U.S. Department of Education (ED)-funded survey, analysis, or evaluation in which their child participates.
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - a. Political affiliations;
  - b. Mental and psychological problems potentially embarrassing to the student and his/her family;
  - c. Sex behavior and attitudes;
  - d. Illegal, anti-social, self-incrimination and demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally recognized privileged or analogous relations, such as those of lawyers, physicians, and ministers; or
  - g. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **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 and/or the administrative office.

Students that are new to the district are required to be enrolled by their parents or legal guardian. When enrolling, the parents will need to bring:

- a. **a birth certificate or similar document**
- b. **court papers allocating parental rights and responsibilities, or custody**
- c. **proof of residency**
- d. **proof of immunizations.**

In some cases, 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 school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been expelled by another district temporarily may be denied admission to the District's schools during the period of expulsion even if that student would otherwise be entitled to attend school within the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

## **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.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either **a)** a written request signed by the parent, or a person whose signature is on file in the School office, or **b)** a parent coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Rolling Hills Local School District, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school district. (Fourteen [14] days is required by missing children laws.) Parents are encouraged to contact the School secretary for specific details.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their drivers' license, if s/he is under the age of eighteen (18).

## **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 Superintendent.

**Immunizations Required for Day Care, Head Start,  
Pre-School and School Attendance**

<b>Vaccines</b>	<b>Fall 2012 Immunization Requirements for Day Care/Head Start and Pre-Schools</b>	<b>Fall 2012 Immunization Requirements for School*</b>
<b>DTaP/DTP/DT</b> Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP, or DT or any combination.	<b>Kindergarteners</b> 5 doses of DTaP, DTP, or DT, or any combination, if the 4th dose was administered prior to the 4th birthday.  <b>Grades 1-12*</b> 3-4 doses of DTaP, DTP, DT or Td or any combination.
<b>Polio</b>	3 doses of OPV or IPV or any combination of OPV or IPV.	<b>Kindergarten</b> 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday.  <b>Grades 1-12</b> 3 doses of OPV or IPV or any combination of OPV or IPV.
<b>MMR</b> Measles, Mumps, Rubella	1 dose of MMR administered on or after the 1st birthday.	<b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.
<b>Hib</b> Haemophilus Influenzae Type b	3 or 4 doses depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months <b>or</b> 1 dose if given on or after 15 months of age.	<b>None</b>
<b>Hepatitis B</b>	3 doses of Hepatitis B	<b>K-7</b> 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first. The third dose should be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) should not be administered before age 24 weeks.  <b>Grades 8-12</b> Hepatitis B not required.
<b>Varicella</b> (Chickenpox)	<b>None</b>	<b>Kindergarten ONLY for 2006-07 (2007-08 it will be K-1)</b> 1 dose of varicella vaccine must be administered on or after the first birthday.

\*For students age 7 or older, if the 3rd dose is Td a 4th dose is not required.

**NOTES:**

The 4-day "grace" period applies to all age and interval minimums. If MMR and varicella have not been given on the same day they must be separated by 28 days with no grace period.

The 5th dose of DTaP, DTP or DT, and 4th dose of Polio will not be required until Kindergarten. At Kindergarten, these doses will be required if the 4th DTaP and 3rd Polio were administered

## 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 parents 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. Failure to return the completed form to the school will jeopardize a student's educational program.

## USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- a. Parents should, with their physician's counsel, determine whether the medication be adjusted to avoid administering medication during school hours.
- b. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building Principal before the student will be allowed to begin taking any Medication during school hours.
- c. Agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated with physician's written request and parent written release.
- d. All medications must be registered with the Principal's Office.
- e. Medication that is brought to the office will be properly secured.
- f. Medication may be conveyed to school directly by the parent or transported by Transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- g. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person.
- h. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- i. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- j. A log for each prescribed medication shall be maintained which will note the Personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ROLLING HILLS LOCAL SCHOOL DISTRICT  
P.O. BOX 38  
BYESVILLE OH 43723

AUTHORIZATION FOR MEDICATION OR TREATMENT

5330F1

Student Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Address \_\_\_\_\_ Bus Number \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Drives/Rides \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Pickup \_\_\_\_\_

Parent's Name \_\_\_\_\_ Walks \_\_\_\_\_

Medical Condition \_\_\_\_\_

\_\_\_\_\_

Medication/Treatment Required \_\_\_\_\_

\_\_\_\_\_

Special Instructions/Reactions \_\_\_\_\_

\_\_\_\_\_

Beginning and ending dates for administration of medicine \_\_\_\_\_

Storage and Sterile Requirements \_\_\_\_\_

\_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Parent/Guardian Agreement:

Authorizes School and/or Bus Personnel who have been instructed to administer the medication as required by the physician. If any revisions in the above plan or physician's statement occur, a written revised physician's statement must be submitted again to the school.

I am requesting that the above medication or treatment be administered to my son/daughter and to be supervised while taking the medication as indicated.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

### **Elementary (Grades K to 5)**

**No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.**

Parents may authorize the School to administer a non-prescribed medication using a form, which is available at the School office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period.  
The school district has a nit free policy for pediculosis (lice).

## **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non casual-contact, a communicable disease, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) And Section 504 of the Rehabilitation Act provides 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 Rolling Hills 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 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 elementary school counselor at individual buildings, or the district special education coordinator at 432-7152.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the building principal or guidance counselor.

## STUDENT RECORDS

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records—directory information and confidential records.

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

The Board designates as student “directory information”: a student’s name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; honor scholarships; or telephone numbers only for inclusion in school or PTO directories.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

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. The only exception to this is to comply with State and Federal laws that may require release without consent.

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 parent’s 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 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.

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 requestor. If a review of records is wanted, please contact the building 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 using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Failure to pay fines, or charges, may result in the withholding of grades and credits.

## **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.

Each year the school engages in fund-raising projects. Money earned from these projects is deposited in the school activity account and used throughout the year for the purchase of supplemental materials and activities. Students are responsible for all money and products involved in the sale. Upon receiving products, money should be collected and returned to the school within thirty (30) days. If you do not want your child to participate, please inform the school of your wishes. House-to-house canvassing is discouraged.

## **STUDENT VALUABLES**

Students are encouraged **not** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **MEAL SERVICE**

The Schools participate in the National School Lunch Program. All students at Byesville Elementary are entitled to free breakfast and free lunch due to a National Grant. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave the school premises during the lunch period without specific written permission granted by the Principal.

## **FIRE AND TORNADO DRILLS**

The Schools comply 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.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

## **LOCK DOWN DRILLS**

State law requires all schools safety drills.

## **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed, or the opening delayed, due to inclement weather or other conditions, the School will notify the following radio and television stations: **WILE, WCMJ, WHIZ, WMCO, WOMP, WTRF, AND WWVA**. Closings can also be found on Twitter, FaceBook, and School Dojo.

Parents and students are responsible for knowing about emergency closings and delays. If you have questions please call the school.

## **VISITORS**

Visitors, particularly parents, are welcome at the Schools. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School. The parent will be required to sign in and may be required to obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wished to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

## **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 telephone calls. Use of cell phones and pagers by students is prohibited in all elementary buildings. Cell phones must be turned off during the school day.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal or Superintendent. A minimum of twenty-four (24) hours notice is required to ensure that the Principal/Superintendent has the opportunity to review the announcement or posting.

**SECTION II – ACADEMICS**

## 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 extra curricular programs. No student may participate in any school-sponsored trip without parental consent, **IN WRITING**.

A student who has displayed disruptive behavior throughout the school year **may** lose the privilege of attending a field trip.

Field trips will be permitted at the discretion of the individual building Principals. Field trips are provided for the student in part by the individual building activity accounts. If a field trip is scheduled, parents should expect to know the following: trip destination, method of transportation, chaperones that are board approved volunteers and have an approved BCI check, date and time of departure and return, appropriate apparel, meal arrangements, and a signed parent permission slip. **A SIGNED PERMISSION SLIP IS NECESSARY IF THE STUDENT IS TO ATTEND THE FIELD TRIP. (SEE APPENDIX)**

## GRADES

Rolling Hills Local School District has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The District uses the following grading system in grades kindergarten through five (K-5):

- 92 to 100 = A = Excellent achievement
- 83 to 91 = B = Good achievement
- 74 to 82 = C = Satisfactory achievement
- 65 to 73 = D = Minimum-Acceptable achievement
- 64 to 0 = F = Failure

Kindergarten will use checklists and O's S's U's N's X'S.

Grades 1 and 2 will use S's and U's for Science, Social Studies, Handwriting, Spelling and English/Composition.

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.



## PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. Completed course requirements at the presently assigned grade.
- B. The opinion of his/her teachers and achieved instructional objectives.
- C. Demonstrated sufficient proficiency to permit him/her to succeed in the educational program of the next grade.
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.
- E. Following the sound principle of child guidance, the Board discourages the skipping of grades.
- F. Parents will be informed in advance of the possibility of retention.
- G. The principal has the final responsibility for determining the promotion or retention of a student.
- H. If retention is not considered beneficial and yet the student has not earned promotion, the child will be placed in the next grade for a trial period of six (6) weeks, at which time a final decision on grade level placement will be made by the principal in conjunction with the professional staff.
- I. Criteria that may be established by the State Department of Education

The timeline for elementary grade placement changes is as follows:

- A. Before the first Parent/Teacher Conference; Principal will review grade placement procedures with teachers.
- B. October-January: Teacher should inform parents of student progress
- C. Early March: teacher will notify principal, if an alternative grade placement or retention is being considered. The Student Intervention Team may be convened by the principal or teacher.
- D. Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
- E. May-June: Decision on placement or retention is made and student grade placement recommendation is completed.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Rolling Hills will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### DEFINITIONS

#### **PROMOTION:**

Occurs when a student is doing the caliber of work (grade level) that indicated the student has met the criteria established in Policy 5410.

#### **PLACEMENT**

Occurs when a student is not doing the caliber of work that indicated the student should be promoted to the next grade. However, the Intervention Assistance Team recommends, and the building administrator concurs, that it is in the student's best interest to move to the next grade.

## **RETENTION**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Intervention Assistance Team with the concurrence of the building administrator.

## **INTERVENTION ASSISTANCE TEAM**

A team appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team should include: a classroom teacher, counselor and support staff, building principal, and parents.

Final decisions on student promotion, placement, or retention rest with the building principal.

## **HOMEWORK**

Homework will be kept to a minimum.

## **COMPUTERS AND TECHNOLOGY**

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to participate in the Third, Fourth and Fifth Grade Achievement Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

### **SECTION III – STUDENT ACTIVITIES**

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include, but are not limited to: Student Council and Safety Patrol.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.



## SECTION IV – STUDENT CONDUCT

## ATTENDANCE

### School Attendance Policy

*No form of violence, disruptive or inappropriate behavior, not excessive truancy, which is more than 15 days of unexcused absence will be tolerated.*

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. A consistent attendance record is a strong indicator of the student's level of responsibility and dependability.

**School Attendance will follow state mandated law.**

## DEALING WITH UNEXCUSED ABSENCE AND TRUANCY

### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- A. Personal illness but not illness in the family unless the circumstances are approved by the principal.
- B. Death in the immediate family.
- C. Bona-fide religious holiday.
- D. Professional appointment that cannot be scheduled at non-school times.
- E. Absence approved by the principal for a good cause.

**Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.**

**If your child has a professional appointment (doctor, dentist, counseling, etc.) please bring or have an excuse faxed to the school from the agency where the appointment took place. The school fax number is 740-685-5410.**

### Notification of Absence

If a student is going to be absent, the parents must contact the school by **10:00AM** and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of the student appears to be questionable or excessive, the school staff will notify the parents of the need for the child's attendance to improve.

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.

Students who are excusably absent for more than five (5) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents are required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

## Hunting

An official hunting form may be picked up from the office and completed along with a note from home. Two (2) days maximum will be excused.

## Suspension from School

Absence from school due to suspension shall be unexcused.

A suspended student will be responsible for making up school work lost due to suspension. The student must complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of suspension. This is the sole responsibility of the student and parents. Make-up of missed tests may be scheduled when the student returns to school.

The student may be given credit for properly completed assignments and a grade for made-up tests.

## 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 discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Please be aware that standardized tests, including the Ohio State Achievement Test, are given in the months of April/May. Check with the school principal to obtain the dates of those tests. Currently, no state testing is required for Pre-k - 2nd grade

## Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact their child's teacher as soon as possible to obtain assignments.

Students will be given the number of days excused absence within which to make up work. If a student misses a teacher's test due to excused absence, s/he misses an Ohio State Achievement Test or other standardized test, the student should consult with the teacher to arrange for taking the test.

## CODE OF CONDUCT

A major component of the educational program in the Rolling Hills School District is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

## Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of 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 in the school.

## Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students and parents should consider the following questions when dressing for school:

Does my (child's) clothing expose too much? (No)

Does my (child's) clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my (child's) clothing? (No)

Am I (is my child) dressed appropriately for the weather? (Yes)

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

Fishnet shirts, strapless garments, and tank tops

Crop tops that expose the midriff and back

High-heeled shoes, backless shoes (flip flops, Nike sandals, etc.)

Platform shoes, clogs, and skate shoes.

Articles advertising alcohol, tobacco, or illegal substances are prohibited!

**Parents\Adults who wear clothing displaying inappropriate slogans such as mentioned above will be asked to leave school property immediately..**

Shorts that are considered short-shorts, gym shorts, sports shorts, or biker shorts (shorts must extend to the tips of your fingers when arms are placed at your sides)

Students who are representing the Rolling Hills Local School District 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.

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 also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

### **Zero Tolerance**

*No form of violent, disruptive or inappropriate behavior, or excessive truancy, which is more than 15 days of unexcused absence will be tolerated.*

The Student Discipline Code includes types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

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 list.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

**Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.**

#### **1. Use of drugs and/or alcohol**

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

#### **Use of Breath-Test Instruments**

If a principal has a reasonable individualized suspicion, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The test will be administered by a local law enforcement agency and/or local hospital. If a student refuses to take the test s/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

#### **2. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

#### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth in Board Policy.

**1. Use and/or possession of a weapon**

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon **may** subject a student to expulsion and possible permanent expulsion.

**A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.**

**2. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

**6. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**7. Purposely setting a fire**

Anything, such as a fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**8. Physically assaulting a staff member/student/person associated with the District**

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury **will not be tolerated**. Assault of a staff member may result in charges being filed and subject the student to expulsion.

**9. Verbally threatening a staff member/student/person associated with the District**

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.

**10. Misconduct against a school official or employee or the property of such a person regardless of where it occurs.**

**Examples of misconduct include but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.**

**11. Misconduct off school grounds**

Misconduct by a student that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District.

**Misconduct is defined as any violation of the Student Discipline Code.**

**12. Extortion**

Extortion is the use or threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from the activity.

**14. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and **may** subject the student to academic penalties as well as disciplinary action.

**15. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding **to the alarm/report**, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

**16. Explosives**

Explosives, ammunition, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

**17. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has to be removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.

**18. Theft**

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.

**19. Insubordination**

If given reasonable direction by a staff member, the student is expected to comply. **Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.**

**20. Damaging property**

Vandalism and disregard for school property will not be tolerated.

**21. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-or-work. Penalties can range from detention to a referral to court.

**22. 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.

**23. Refusing to accept discipline**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

**24. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**25. Displays of Affection**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**26. Possession of electronic equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom-boxes”, portable TV’s, **electronic toys**, pagers, cellular telephones, beepers or other paging devices, and the like without the permission of the Principal. The property will be confiscated and disciplinary action may be taken.

**27. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

**28. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

**29. Disruption of the educational process**

Any action or manner of dress that interfere with school activities or disrupts the educational process is unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**30. Harassment**

The School believes that every individual deserves 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**

**A. Verbal**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)

**B. Nonverbal**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or third parties.

**C. Physical Contact**

Threatening or causing unwanted touching, contact, or attempts at same, including patting pinching, brushing the body, or coerced sexual activity with or by a fellow student, staff member, or other person associated with the District, or third parties.

**Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

**A. Verbal**

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other associated with the District, or third parties

Conducting a "campaign of silence" toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.

**B. Nonverbal**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member, or other person associated with the District, or third parties.

**C. Physical**

Any intimidating or disparaging action such as hitting, pushing, hissing or spitting on or by a fellow student, staff member, or other person associated with the District, or third parties.

Any student who believes h/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District or third parties should make contact with two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. The principal shall communicate the identity of these staff members to students at the beginning of each school year.

If the alleged harasser is a student, staff member or other person associated with the District, other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her principal.

If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation.

If an investigation reveals that any harassment is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or this recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the School tolerate threats or retaliation against anyone who raises or files a harassment complaint.

### **31. Hazing**

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

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

### **32. Criminal Acts**

Any criminal acts committed or related to the school will be reported to law enforcement officials as well as disciplined by the school. Certain criminal acts may result in permanent exclusion.

## **Discipline**

It is important to remember that the school's rules apply going to and from 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.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Lunch time and/or after-school detention
- In-school restriction
- Saturday School

### **Detention**

A student may be detained after school or required to attend Saturday School by the teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### **In-School Discipline**

The following rules shall apply to in-school restriction:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down and sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent expulsion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

### **Due Process Rights**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Suspension from school**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal or other administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day of the reason, and the length of the suspension. The suspension may be appealed within ten (10) days after receipt of the suspension notice to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step 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 student and the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

If a student is expelled, the student and the student's parents will receive written notice within one (1) school day of the imposed expulsion.

Within ten (10) days after the Superintendent notifies the parents of the expulsion the expulsion may be appealed, in writing to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. 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 the Court of Common Pleas

### **Permanent Exclusion**

When a student, sixteen (16) years of age, or older, is being considered for permanent exclusion, it is possible that s/he 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 (1) or more of the following crimes while on the property of any Ohio school:

- conveying deadly weapons onto school property or to a school function;
- possessing deadly weapons onto school property or at a school function;
- carrying a concealed weapon onto school property or at a school function;
- trafficking in drugs onto school property or at a school function
- murder, aggravated murder on school property or at a school function
- voluntary or involuntary manslaughter on school grounds or at a school function;
- assault or aggravated assault on school property or at a school function
- rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- complicity in any of the above offenses, regardless of the location

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

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A), and/or Section 504 of the Rehabilitation Act of 1973.

### **Search and Seizure**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc. of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

[Note: Signs accurately reflecting this policy, must be in place in a conspicuous area by the lockers.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **Students Rights of Expression**

The schools recognize the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia, clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A material cannot be displayed if it:

1. is 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 harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or 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.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### **Student Concerns, Suggestions, and Grievances**

The schools are here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal, or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change of grade.

## SECTION V – TRANSPORTATION

## **BUS TRANSPORTATION TO SCHOOL**

The school district provides bus transportation for all students who live farther than one half mile from school. This year the **walk zone** (less than one half mile from school) will be strictly enforced, where sidewalks are available. Those students who live under 1 mile from their home school will either walk or be transported by parents. The bus schedule and route is available by contacting the bus supervisor at 685-5407.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the district 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 for all students:

#### **Previous to loading (on the road and at school)**

Each student shall:

1. be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. stay off the road at all times while walking to and waiting for the bus;
3. line up single file at the designated place of safety;
4. wait for the driver's signal before moving toward the bus;
5. 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:

Remain seated while the bus is in motion.

Keep head, hands, arms, and legs inside the bus at all times, and out of the aisle.

Not litter in the bus, or throw anything from the bus.

Keep books, packages, coats, and all other objects out of the aisle.

Be courteous to the driver and to other bus riders.

Not eat or play games, cards, etc.

Not tamper with the bus or any of its equipment.

No yelling, screaming, or loud noises

### **Leaving the bus**

Each student shall:

Remain seated until the bus has stopped.

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.

Be alert to a possible danger signal from the driver.

Go to designated place of safety and wait for bus to leave.

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

### **Videotapes on School Buses**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal law.

### **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.

The following apply:

Step 1 – Verbal Warning

Step 2 – Parent Contact

Step 3 – Written Notice Sent Home

Step 4 – Administrative Referral = three (3) day bus suspension

Step 5 – Administrative Referral = five (5) day bus suspension

Step 6 – Administrative Referral = ten (10) day bus suspension

Step 7 – Administrative Referral = bus suspension for remainder of year

**Fighting on the bus will automatically begin at Step 4.**

### **Self-transportation to School**

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

**APPENDIX**

TITLE VI, IX, 504 GRIEVANCE FORM

Building \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Step 1 - Statement of Grievance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed - Grievant

Reported to:

\_\_\_\_\_  
Principal or Supervisor

Disposition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Grievance Satisfactorily Settled:

No \_\_\_\_\_

Yes \_\_\_\_\_

If not, referred to Superintendent or Coordinator of Titles VI and IX and 5504

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Step 2 - Disposition

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Grievance Satisfactorily Settled:

No \_\_\_\_\_

Yes \_\_\_\_\_

If not, referred to the Board of Education

\_\_\_\_\_  
Signed

Date \_\_\_\_\_

Step 3 - Disposition

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Grievance Satisfactorily Settled:

No \_\_\_\_\_

Yes \_\_\_\_\_

Step 4 - Appealed to:

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Signed \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR  
TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA**

***Nondiscrimination***

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

***Complaint Procedure***

**Section I**

If any person believes that the \_\_\_\_\_ School District or any of the District's staff has inadequately applied the principles and/or regulation of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

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**Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complaint within five (5) business days.

**MEMORANDUM TO PARENTS REGARDING**  
**SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

**In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school-approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.**

**The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.**

**NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune-deficiency virus (HIV) in the working environment. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the school nurse at 685-2566.

# ROLLING HILLS LOCAL SCHOOL

## FIELD TRIP RELEASE FORM

Date \_\_\_\_\_

Dear \_\_\_\_\_:  
(teacher's name)

I, \_\_\_\_\_, am the \_\_\_\_\_ of  
(name of parent/guardian) (relationship)

\_\_\_\_\_, in the \_\_\_\_ grade at \_\_\_\_\_  
(name of child) (name of school)

I hereby request permission for the above-named child to attend the

\_\_\_\_\_ at \_\_\_\_\_  
(type of field trip) (place)

on \_\_\_\_\_. I consent to the child's participation in such a  
(date of field trip)

field trip. I understand that the child will be transported to the place of the field trip by

\_\_\_\_\_.  
(means of transportation)

In consideration of the child being allowed to participate in the field trip, on behalf of the child, I give consent for the child to participate in the field trip. I release the Rolling Hills Local School District, staff employees and volunteers thereof from all claims, judgment, liability for an injury or damage that the child or his/her estate, now has or may have due to the child's participation in the field trip, including all risks connected therewith whether foreseen or unforeseen.

I fully understand what is involved in the field trip, and I understand that I have the opportunity to call the teacher and ask him/her about the field trip.

**IN CASE OF EMERGENCY, I CAN BE REACHED AT \_\_\_\_\_**

**Parent/Guardian's Signature \_\_\_\_\_**

## **PARENTAL RESPONSIBILITY**

We the parents of \_\_\_\_\_, have read the Rolling Hills Local School District Elementary Student Handbook. We have also reviewed this booklet with our child/children. We agree that school activities and procedures are a responsibility shared by the school and the home.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE DETACH AND RETURN THIS SIGNATURE SHEET BY:**

September 1<sup>st</sup> of this school year