

# Adena “Warriors”

## **FOREWORD**

Welcome to the Adena Schools. This handbook is written to help each parent and student understand the day-to-day regulations necessary to guide students toward success. If at any time there is a question concerning something in this handbook, or any other aspect of our schools, please feel free to ask. Any changes after the printing of this handbook will be corrected by information being sent home by our students.

*By working together, each student can be successful.*

## **BOARD OF EDUCATION MEMBERS**

Mr. James Lowe, President

Mrs. Michelle Bowdle, Vice President

Mr. Jim Hester

Mr. Bill Newland

Mr. Jeff Stanton

## **BUILDING PRINCIPALS**

Adena High School - Mr. Craig Kerns - 998-2313

Adena Middle School - Mr. Rick Clark - 998-2313

Adena Elementary School - Mr. Lee Snyder - 998-5293

## **SUPERINTENDENT**

Mr. Dave Warne - 998-4633

## **MISSION STATEMENT**

Our mission is to provide all students with the knowledge and skills to reach their potential and to become productive citizens.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The Adena Local Board of Education recognizes the right of each student to participate fully in classroom instruction and extra-curricular activities regardless of race, color, sex, creed, national origin, age, or physical handicap.

## **STATEMENT OF STUDENT EXPECTATIONS**

“We, the staff of Adena Schools, expect that students treat the staff, the facilities and their peers with consideration and respect.”

## **RESIDENCY REQUIREMENTS**

Ohio Revised Code 3313.64 establishes school residency and admission requirements. The requirements are:

1. “Parents” shall be defined to mean either parent, in which case “parent” means the parent with legal custody. “Parent” also means the person or government agency with legal custody or permanent custody when neither of the legal parents has custody.
2. School residents are all children whose parents are actual residents of the school district.
3. A child may be accepted as a school resident by a board of education for a period up to 60 days on the sworn statement of an adult resident of the district that he has initiated legal proceedings for custody of the child.
4. All persons in the age group of 18-21, who live apart from their parents, but who support themselves by their own labor, are entitled to attend school free in the district in which they reside.
5. Other special circumstances permitted by law.

### Admission of Non-Resident Student

The Adena Local Board of Education may admit tuition students from other districts within the boundaries of the United States. Each request shall be reviewed separately and based upon the superintendent’s recommendation. If the student’s records indicate a discipline problem has existed permission is not to be granted. Each year the Board of Education reviews its open enrollment policy. If you have questions as to whether we are open or not please call 998-4633.

## **ATTENDANCE**

**Special Note: If your child will be absent please call the school that morning and send a note with them on the first day back - stating the reasons he/she was absent.**

### Arrival and Dismissal

Students should arrive no sooner than 7:50 a.m. unless otherwise arranged. Student drop-off and pickup for lateness and appointments is located at the front of the building. No car is allowed in the bus pickup and drop-off area at any time (side of the building). Students arriving with a sibling who drives to school should enter the building at the rear of the school.

Students who are regularly picked up from school are dismissed at 3:00. Our buses usually leave the school at approximately 3:15. Students shall immediately leave the building at dismissal time unless in conference with or under the supervision of a teacher. **Notes are required for any changes for students going home.**

### Drop-off and Pick-up Procedures

Morning student drop-off for grades K-5 may be in the front of the building. These should be drop-offs only. **If you wish to walk your child into the building please park in the back parking lot.** If you have more than one child and one of those children is in the 6<sup>th</sup> grade or above, their morning drop-off should be in the back of the building. All afternoon student pick-ups will be in the back of the building. Parents, grandparents, and others may wait for their child(ren) in the "Rubber" Gym.

**Please keep in mind these changes are for students who are brought to and picked up from school instead of riding the bus.** Also, keep in mind students should not arrive at school before 7:50 AM and persons picking up students should not enter the building before 2:50 PM.

If your child is late to school or you are dropping off or picking up him/her for an appointment etc. you may park in the front of the building.

### Early Dismissal

No staff member may excuse any pupil from school prior to the end of the school day, nor into any person's custody, without the prior approval of the building principal, who also shall not release a pupil without first having written, visual or oral permission from the parent and/or legal guardian.

### Attendance Requirements

Attendance and tardiness is a problem that schools face daily. A county-wide school attendance program has been established under the direction of the Judge of the Juvenile Division of the Common Pleas Court of Ross County and is followed by the Attendance Officer from the Ross-Pike Educational Service Center and by local school administration.

**3321.01 Ohio Revised Code - Compulsory School Age:** Any child of 6 to 18 years is of compulsory school age. A child under 6 who has been enrolled in kindergarten is considered of compulsory school age.

**3321.19 (C) - Warning to the Parent:** The attendance officer or other appropriate officer shall examine into any case of supposed truancy within the district and shall warn the child, if found truant, and the child's parent, guardian, or person having care of the child, in writing, of the legal consequences of being an habitual or chronic truant.

Parents of students who are found to be in violation of these laws will be notified of the penalties as soon as possible.

### Absence from School

When absent from school, a student must submit to the office a written excuse, signed by the parent with specific reasons why he/she was absent. An excused absence permits a student to make up the work missed. A.M. tardy - arrive before 11:30, P.M. tardy - leave after 11:30, 1/2 day A.M. absence - arrive after 11:30, 1/2 day P.M. absence - leave between 9:30 and 11:30, Full day absence - leave before 9:30. Suspensions are unexcused absences and work is **not** allowed to be made up.

### Excused Absences

A note from either a parent/guardian or a doctor may be used to excuse a student's first 12 days he/she is absent from school. **Absences in excess of 12 days must be accompanied by a written note from medical personnel in order to be excused.** An excused absence(s) from school may be for but are not limited to the following reasons: personal illness, medical and dental appointments, illness in the family, quarantine of the home, death of a relative, observance of a religious holiday, being detained by a parent to work at home, some reason our buses cannot reach a student, administratively pre-approved vacation for no more than five days.

### Vacations

**Vacations must be pre-approved by the principal, not the classroom teacher. If a student has missed 12 or more days the vacation may not be approved. If the vacation is not approved the student cannot make up work that is missed.**

### Make-up Work for Daily Assignment

A limit of 3 days is permitted to make up work for an excused absence. For an extended illness of a week or longer, the teacher (s) will arrange for needed make-up. Unexcused absences do not permit a student to make-up work he/she has missed. Make-up work for long term projects will be exempt from this. Again, **suspensions** are absences whereby work is **not** allowed to be made up.

Home instruction or tutoring would relieve those students with extended illness. Extended illness is defined as one causing continuous absence of more than five (5) school days which has been verified by contact with the home.

For a student to receive a passing grade and credit in a course, he/she must be in attendance in that class no less than eighty-five percent (85%) of the class's scheduled time, approximately 27 days.

## **INSTRUCTIONAL PROGRAM**

### Grading System

The grading system as adopted by the Adena Board of Education will be used to evaluate students in grades K-5. The symbols are:

A Excellent 93-100      B Very Good 85-92      C Average 77-84

D Below Avg. 70-76      F Failing 69 & Below      I Incomplete Req. Not Met

The school year will be divided into four nine-week grading periods for grades K-12. Grades will be reported to all parents at the end of the nine-week grading period. In each grading period, mid-grading period reports shall be available to all students.

### Report Cards

Report cards will be distributed on the Friday following the close of a nine-week period unless otherwise notified.

### Retention

To retain a child is a most difficult decision that requires serious consideration and input from parents, school personnel, and perhaps the child. In general, the staff is not in favor of retention. When school personnel believe a child should be retained, parents are notified and the situation discussed as early as possible. Please attend all conferences or schedule them when needed.

### Special Education Records

Special Education records for individual students are located in the building they attend. Parents requesting their children's special education records should contact the Special Education coordinator. A minimum of two days prior notice to the school will be required if copies are needed of any records and parents may be charged a copying fee. Students attending classes outside the school district should contact the superintendent's office if special education records are needed. The same process for students within the district will be followed.

### Textbooks

All basic textbooks used at the Adena Schools are furnished by the Board of Education. Some teachers will require workbooks, the expense to be borne by the student. Books lost, destroyed, or damaged beyond normal wear must be paid for by the student to whom the book was issued.

### Title 1

Title 1 is a federally sponsored program to improve reading and math skills. Students who may qualify for the program are referred to the Title 1 staff by teachers and parents. The pupils are given a complete reading/math evaluation and standardized tests and multicriteria checklists are used for diagnosis. These programs provide concentrated instruction to students in specific skill areas.

### Tutors

If a private tutor is needed during the regular school year or the summer, parents may contact the principal's office for names of qualified teachers. Parents assume the cost for private tutoring.

## **HEALTH AND WELFARE OF STUDENTS**

### Communicable Disease Control

If illness occurs during the night (fever, nausea, or vomiting) or if the child does not feel well upon arising, the child should be kept at home. Often these symptoms are the beginning of a contagious illness. Children who present early symptoms of a "cold" or upper respiratory infection should remain at home until these early symptoms disappear. Parents will be informed if the child has been exposed at school to a communicable or nuisance disease. Please observe your child during the incubation period. Children who have contacted a communicable disease may return to school according to the following schedule:

- Chicken pox:** one week after blisters first appear or until all pox are scabbed over.
- Mumps:** when all swelling has disappeared, but no sooner than seven days.
- Scarlet Fever (Scarlatina):** 48 hours after child has received adequate medication and if the child is feeling well, or with the physicians' written permission.
- Measles (Rubeola):** when all symptoms have disappeared, but no sooner than seven days. School should be notified.
- Pinkeye:** when inflammation disappears or after proper medication.
- Impetigo:** exclude from school until under proper treatment.
- Pediculosis (Lice):** exclude from school until properly treated. Excused 1 day discovery plus 1 day treatment.
- Scabies:** exclude from school until properly treated.

### Illness in School

A child who becomes ill or injured while at school will be cared for by the teacher/nurse on duty. If further care is required, the parent will be notified. If notification of the parents is not possible, the person listed on the Annual Emergency Information form will be contacted. A child is sent home only with parents or with those persons authorized by parents. If emergency treatment is required, procedures will be followed in accordance with the Emergency Medical Authorization. This form is completed by parents/guardians and should be on file for each student as soon as possible.

### Immunization

Ohio law requires that all children entering school must present a certificate from a doctor or health department showing that they have been properly immunized. Unless otherwise exempt, all students enrolled in Kindergarten for the first time in public or private school in Ohio beginning in August, 1999 shall be immunized as the law requires - please see your family physician for your child's shot record and the immunization (s) needed to attend school. If your child does not have the required immunizations they will not be allowed to attend school. (DTP, OPV, MMR, HIB, etc.)

### Policy on Head Lice

1. When head lice/nits are found, the child's parents will be notified as soon as possible.
2. Parent will be responsible for instituting the treatment as outlined. They may contact the Ross County General Health District office at 475 Western Ave. Suite A, Chillicothe, Ohio. The phone number is 775-1146.

Instruction to Parents: Treatment is recommended only for individuals with active infestation; that is, the confirmed presence of lice or eggs. In line with this recommendation, family members and other close contacts should be examined, but treated only when they have evidence of infestation. Clothing, bed linens, etc. should be machine washed in hot water (30 minutes at 140 degrees F). Combs and brushes can be treated by soaking them in a 2% Lysol solution. Wool clothing and other articles which cannot be washed may be dry cleaned or placed in a plastic bag and sealed for ten days.

Cleaning of houses inhabited by infested persons should be limited to thorough vacuuming. Fumigation is not recommended as it is costly and has no proven efficiency.

## **SAFETY**

### Bicycles

Students may ride their bicycle to school. The school accepts no responsibility for any accidents or injuries if a student rides their bicycle to school. If there are discipline issues riding to/from school students will be dealt with under the school's discipline procedures. Once at school students shall not ride their bicycle during school hours. When deciding if your child may ride their bicycle to school please check the weather forecast for the day. The school reserves the right to provide alternate transportation home for your child if the school believes the weather conditions are not safe for your child to ride home.

### Fire Drills

All schools in Ohio are required to have fire drills at least once a month. Your child will become accustomed to the school's fire alarm system with our regular fire drill procedures.

### Tornadoes

School personnel take all possible precautions to provide safety for children should there be tornado warnings or alerts. The schools have emergency procedures concerning notification, the evacuation to the safest areas in the school and control of pupils. If danger occurs at dismissal time, children will be kept inside until danger has passed. To avoid confusion, parents are asked to wait until the children exit. This procedure is also observed during other severe weather conditions.

### Medication at School

Medication is administered to children only upon the authorization of the physician and/or with written parent consent, and only when it is essential that the medication be given during school hours. Arrangement in this event should be made with the principal/nurse. **No** medication will be given without following this policy. Students are to bring all medications to the office and not keep them in their classroom or pockets. If possible contact the nurse prior to your child returning to school.

## **GUIDANCE SERVICES**

Adena School offers guidance services at all levels. The school services are coordinated with a county-wide guidance program. The services of guidance, psychological and special education personnel are also available through the Ross County Educational Service Center.

Our guidance counselors are professionally charged with all responsibility to aid all students who seek help in their educational, vocational and personal problems. Any student in the school is free to consult with our counselors. All conferences are confidential.

## GENERAL INFORMATION AND REGULATIONS

### Animals and Pets

Students may, with permission from the teacher/principal, bring friendly pets to school for a short period of time to share and to enrich the learning experiences of other pupils. Parents should transport the animal to and from school. Necessary precautions (leash, cage, etc.) must be taken to insure the safety of both the pet and the pupils.

### Damage to School Property

Any pupil who shall intentionally or accidentally destroy or damage school property shall immediately compensate for such damage, and upon refusal may be suspended from school until compensation has been made. This includes and is not limited to damage or defacing of books.

### Gum

Students are not to chew gum while at school.

### Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled at regular intervals during the school year.

### Personal Property

**Electronic games, iPods, MP3 players, gameboys, DS, etc. are not permitted at school.** The school does not assume any responsibility for damage or theft if a student does bring one to school. The principal or teacher will confiscate the item(s) and will release the items only to the child's parents.

**Toys:** Students are not permitted to bring toys to school. Toys include, but are not limited to, baby dolls, Tek decks, wrestling figures, etc. An exception to this rule, students may bring items deemed appropriate for class projects, i.e. show and tell or star student days.

**Cell phones:** Our belief is students in elementary do not need to bring cell phones to school. However, if a family believes their child needs to have a cell phone with them while at school, the district will accept no responsibility if the phone becomes lost or misplaced. Students are not permitted to have cell phones in the classroom, hallway, bathroom, or auditoria unless instructed to do so by their teacher.

### Scheduling of Event

Our facilities must be scheduled through your child's principal's office. There may be a fee assessed to use certain parts of the building. Please contact the office involved as soon as possible.

### School Colors and Nickname

Our school colors are Columbia Blue and Navy. Our athletic teams are known as the Adena Warriors.

### Telephone

The school phone should be used only for school business and is restricted for use only with approval.

### Visitors

All visitors should report immediately to the office(s) and no student visitors will be allowed during the year without prior permission from the principal.

## **DRESS AND APPEARANCE**

The following considerations shall be paramount in determining the limitations of students' dress and appearance while attending the Adena Schools and while participating in school activities. These considerations shall be:

1. Consideration of health and safety. For example, excessively long hair may constitute a very real hazard in welding or other shop programs.
2. Dress and appearance should be such that it is satisfactory and acceptable to future employers of the area.
3. Students are not to call **undue attention** to themselves by an immodest or unkempt appearance or by exaggerated clothing style or hairdo (ex. very short shorts/skirts).
4. Dress should be comfortable and appropriate for the learning situation rather than distracting to others in the educational process.
5. Shorts are permitted the first 9 weeks of school and the last 9 weeks of school. The privilege of wearing shorts can be taken away at any time if guidelines on dress are abused. In situations where a disagreement exists as to whether or not attire is appropriate, the building principal shall make the final decision. Should there be a violation, a student may be sent home or parents will be called to bring appropriate clothing and/or the student may become subject to the discipline code of their building.
6. The following examples of clothing are **not** permissible. This is not all inclusive.
  - Shirts or blouses that expose the midriff.
  - No cutoff shorts, tattered clothing, pants with holes **above the knees**, or pajama bottoms
  - Clothing that depicts items contrary to the present health curriculum or be of an indecent nature. Examples are, but not all inclusive: clothing that depicts alcohol and/or tobacco items, company names or trademarks: "Big Johnson", "Co-ed Naked", or "South Park" t-shirts; and clothing that depicts illegal drugs in any form - written and/or pictorial.
  - Trench coats, or similar coats, are to be placed in lockers and not worn while inside buildings.
  - Caps/hats are not to be worn in the buildings (this applies to both male and female students).
  - Tank tops (this applies to both male and female students). **All shirts, T-shirts, blouses must have a sleeve that covers the upper arm and shoulder.**
  - Sagging.** Pants must be worn in such a manner that the waistband is above the hips and the crotch is above the knee.
7. No flip flops – These present a safety concern when the children are at recess.
8. No Heelies – These present a safety concern anytime a child is skating with them. Heelies are permitted if the wheels have been removed.
9. **The Building Principal is the final authority in making a decision on appropriate dress.**

# STUDENT CODE OF BEHAVIOR

## Introduction

This statement is prepared to assist in developing and maintaining an appropriate learning environment in the schools so that the best possible education can be maintained for the youth of our community. In keeping with the general theme of this handbook, all of our discipline expectancies are listed on the following pages. Many of the discipline measures included here will not apply to every student at a particular point in time, but may at some future time. Those measures which apply to all students at all times are listed first.

As much as possible, policies have been developed to provide firm guidelines for discipline so that the disciplinary action called for will be fair and consistent. However, there may be times when extenuating circumstances may exist, in which case teachers and administrators, after weighing the evidence, may vary from the prescribed policy.

The statement on suspensions, expulsions and removals, and the student code of behavior have been developed to state what is expected of students in the way of behavior and also to assure them of their rights and appropriate due process. Because suspension, expulsion and removal are severe disciplinary actions, it is strongly emphasized that administrators and teachers are to use these disciplinary measures with great care. If at all possible, other less severe corrective measures should be used in helping students gain the best possible educational opportunities.

Pupils are reminded to ask when in doubt about school rules and their meanings. Use of good logic and common sense will help eliminate the need for disciplinary action.

The types of conduct listed below in the Student Behavior Code shall result in disciplinary action which may include suspension, removal and expulsion.

## Teacher's Authority

All students are under the absolute jurisdiction of every teacher in the Adena School District during the school day and at any school function. Any student who refuses to acknowledge this authority, who is disobedient and refuses to comply with the directives of a teacher, or who is generally disrespectful in his/her actions shall be accompanied by the teacher to the principal's office for disciplinary action. This action will take into account any record of previous infractions of school rules which the student may have complied.

## Discipline Measures for Playground and Classroom

If a student is sent to the principal's office for a disciplinary issue any of the following may be used as a form of discipline:

1. Loss of Recess will be in varying lengths, depending on the number or severity of infractions.
2. Lunch Detention will be in varying lengths, depending on the number or severity of infractions.
3. ISR (In School Restriction)
  - A. Restriction will be held in the office area during school hours.
  - B. The duration of restriction will be 15 minutes to a full day.
4. Alternative School
  - A. Alternative School will be held in the Vo. Ag. building during school hours.
  - B. Student may be assigned varying amounts of full days.
5. Before School/After School Detention
  - A. Detention before/after school will be held in a room designated by that building's principal.
  - B. The duration of Detention will be for 1 hour: before school detention will start at 6:45 a.m. or after school detention will start at 3:05 p.m.
  - C. Students will need to bring their own work to Detention and be busy for the entire hour.
  - D. Detention before/after school will be administered only when other methods do not work.

## 6. Student Suspension

- A. The superintendent of school and building principals has authority to suspend students from school.
- B. A student can be suspended for ten (10) school days or less. The length of the suspension will be at the discretion of the suspending officer and will take into consideration the violation, the severity of the violation, and the number of previous suspensions.
- C. Students suspended may not make up the work missed during a suspension.

## 7. Student Expulsion

- A. Only the Superintendent of schools may expel a student.
- B. The superintendent will weigh the following in considering expulsion proceedings:
  - 1) the severity of the offense
  - 2) the number of times a student has been disciplined
  - 3) the recommendation of the principal.

### Respect for Fellow Students and for the School Setting

Any student who is blatantly disrespectful, abusive or intimidating to another student, either physically or verbally, or who by his/her actions disrupts a class or study hall or other school activity, will be accompanied to the principal's office by a teacher, and proper disciplinary action will be taken as indicated by the nature of the offense and by the student's disciplinary record.

### Serious Acts of Disrespect--Physical or Verbal

Any student who abuses or intimidates any school employee, either physically or verbally, is subject to disciplinary action which may result in suspension, removal, or expulsion. In addition, charges may be filed against the student and/or his parents in the Ross County Juvenile Court if the seriousness of the offense warrants such actions.

### Nondiscrimination

The Board does not permit discriminatory practices. To ensure compliance with this policy the Board:

1. promotes the rights and responsibilities of individuals as set forth in the State and Federal Constitutions, pertinent legislation and applicable judicial interpretations;
2. encourages positive experiences for children, youth and adults;
3. works toward a more integrated society and enlists the support of individuals, as well as private and governmental groups and agencies, in such an effort;
4. uses communication and action techniques to air and reduce the grievances of individuals and groups;
5. considers the potential benefits of adverse consequences that the Board's decisions might have on the human relations aspects of the school community and
6. initiates a process of reviewing policies and practices of the District in order to help achieve the objectives of the statement.

The Board's policy of nondiscrimination extends to student, staff, job applicants, the general public and individuals with whom it does business, and applies to race national origin, citizenship status, religion, sex, economic status, age disability and other human differences.

## Sexual Harassment

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating hostile environment.

## The Grievance Officer

The Board appoints sexual harassment grievance officers in each building who are vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out.

## Hazing, Bullying, Intimidation, Harassment and Dating Violence

Hazing, bullying, harassment and intimidation is an intentional written, verbal, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Examples of conduct that could constitute harassment, bullying and/or dating violence include, but not limited to:

Physical violence and/or attacks

Threats, taunts and intimidation through words and/or gestures

Extortion, damage or stealing of money and/or possessions

Exclusion from peer group or spreading rumors

Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online such as the following:

Posting slurs on web sites, social networking sites, blogs or personal online journals

Sending abusive or threatening e-mails, web site postings or comments and instant messaging

Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online

Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate rumors to other students

Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers

\*There are Hazing, Bullying or Dating Violence forms in the Elementary School office for students and parents to fill out when appropriate.

Upon investigation, the administration has the right to determine the appropriate level of consequences. Possible consequences are as follows:

Hazing, bullying, intimidation, harassment and dating violence

- 1<sup>st</sup> offense Student is given a warning – Both sets of parents (Victim & Perpetrator) are notified
- 2<sup>nd</sup> offense Student is given one day of in school restriction and a conference is held with the student and parents
- 3<sup>rd</sup> offense Student is suspended three days from school
- 4<sup>th</sup> offense Student is suspended five days from school
- 5<sup>th</sup> offense Student is suspended 10 days pending

## **BEHAVIOR AT ATHLETIC CONTESTS OR SCHOOL ACTIVITIES**

Any person whose conduct is deemed inappropriate and is ejected from any athletic contest or school activity will be denied the privilege of attending any future contest or school activity. Such inappropriate conduct will be ruled at the discretion of the school administration and/or the duly authorized legal forces hired by the school. Some acts of misconduct may lead to further disciplinary measures in the student's building. Examples of inappropriate conduct could be: throwing objects, running beneath and around bleachers, fighting, going out on the playing surface, etc. These examples are not meant to be all inclusive.

## **CAFETERIA REGULATIONS**

To help make our cafeteria a pleasant and safe place to eat, good cafeteria rules require you -

- Not to throw any objects
- **Talk quietly** and only to the people next to you
- Stay in your own place in line
- Handle only the silverware you are going to use
- Be courteous to the teachers and cooks who are trying to help you
- Make no unnecessary noises (popping bags, rattling tables, etc.)
- At least taste the food and definitely eat more than milk and dessert
- Do not leave trash on table or floor
- Remain seated while eating
- Eat only in the cafeteria, using good table manners
- Walk at all times
- Purchase extras only if getting a tray or bringing a lunch - the first time thru
- Understand no extras can be charged
- Students are required to purchase a tray lunch unless packing from home

If students cannot follow these responsibilities, they may not be able to eat with their class or may lose recess privileges. Students may be asked to write an explanation of their behavior, which may be sent home, and may become subject to the discipline code of their building.

## **FAILURE TO FOLLOW ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District.

## PEACEFUL PLAYGROUND

### Solutions for Conflict

1. Discussion of incident
2. Clarify the incident
3. End with apology/course of action
  - (a) Walk, Talk, Rock-Paper-Scissors
    - Walk away from the problem
    - Talk until there is a solution/agreement
    - Use Rock-Paper-Scissors Game

## TOBACCO PRODUCTS

No student is permitted to use, or possess, any tobacco product or product represented as a tobacco product, while on a bus, at school, or at a school-sponsored activity. Disciplinary measures shall be applied according to elementary, junior-senior high rules.

## SUBSTANCE ABUSE

The Adena Board of Education recognizes that the student use of alcohol and other drugs is both wrong and harmful. The district also recognizes that alcohol and other drug use can disrupt learning and can lead to addiction. With this in mind, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

Students found in violation of this policy will be subject to suspension/expulsion and referral for prosecution. A student shall not knowingly possess, (included, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply, or be under the influence\* of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug\*\*, alcoholic beverage, intoxicant or mood altering chemical of any kind.

This rule is in effect during school or school-sponsored programs, on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by any school group, or off the school grounds at any school sponsored activity, function or event.

\*Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

\*\*Prescription Drug. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and/or prescription label is presented to the principal's office. Such medication shall be kept in the security of school personnel.

The following procedures will be followed in dealing with the above situation:

### 1. Possession, use transmission, sharing, or under the influence:

#### A. First Offense

- 1) The Principal will suspend the student for ten (10) days in compliance with the student due process procedures.
- 2) The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
- 3) The Principal will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
- 4) The Principal will notify the appropriate Counselor. It is strongly recommended that the student seek a professional evaluation from trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency. Adena Local Schools believe that early intervention in the disease process means less destruction for the student who may be harmfully involved and a greater likelihood of recovery. If the student agrees to the evaluation, the suspension will be limited to five (5) days, pending proof of evaluation.

- 5) The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will not be recommended for ten (10) day suspension.

#### B. Second Offense

- 1) The Principal will suspend the student for a period of ten (10) days in compliance with the student due process procedures.
- 2) The Principal will contact the parent(s)/guardian(s) in writing, using proper suspension forms.
- 3) The Principal will contact the parent(s)/guardian(s) to arrange a conference.
- 4) The Principal will notify legal authorities.
- 5) The Principal will notify the Counselor.
- 6) The Principal will recommend to the Superintendent of Schools that the student be expelled unless the following procedure is followed:
  - a) The student must agree to be evaluated by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse.
  - b) The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will not be recommended for expulsion.

#### C. Third Offense

- 1) The Principal will suspend the student for ten (10) days and will recommend to the Superintendent of Schools that the student be expelled in compliance with student due process procedures.
- 2) The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
- 3) The Principal will recommend that legal authorities refer the student to Juvenile Court.

#### 2. Supplying/Sale of Chemicals (Drugs/Alcohol)

- A. Supplying or selling of chemicals will result in a ten (10) day suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with student due process procedures.
- B. The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
- C. The Principal will refer the case to the legal authorities for court referral.

Aside from the counseling to reduce disciplinary suspension, a student may elect to enter an in-patient treatment program. The days missed for this program will be treated as days missed due to medical reasons. While that student is in the in-patient treatment, the district will maintain contact with the agency and will provide academic instructional materials. When the student has completed the in-patient treatment, the district will make every effort to assure the successful transition back into the school atmosphere. Reentry programs will consist of counseling, drug-free activities and peer counseling by in-school groups familiar with this type of work.

A student Handbook is distributed to each student at the beginning of school each year. The Alcohol and Drug Policy of the Adena Local Board of Education is contained within this handbook. Parents and students are expected to read the entire handbook and make themselves familiar with all codes of conduct. Compliance with the Alcohol and Drug Policy, as well as all other codes of behavior, is expected and mandatory. A statement in the monthly district newsletter will indicate that the district codes of conduct are mandatory and that they are to be compiled with fully.

### 3. Counterfeit Controlled Substance

Prohibits

- A. Knowingly possessing, making selling, offering to sell, or delivering counterfeit controlled substances;
- B. Making, possessing, selling, offering to sell, or delivering a making device knowing or having reason to know that it will be used to mark a counterfeit controlled substance;
- C. Representing a counterfeit controlled substance as a controlled substance by describing its effects as those associated with a controlled substance;
- D. Representing or advertising a counterfeit controlled substance as a controlled substance.

**The act defines “counterfeit controlled substance” as:**

- A. A drug that bears or whose container bears an unauthorized trademark;
- B. An unmarked or unlabeled substance represented to be a controlled substance manufactured, processed, packed, or distributed by someone other than the manufacturer, processor, packer, or distributor;
- C. A substance represented to be a controlled substance but is not one or is different controlled substance;
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution or price.

## **ADENA ELEMENTARY DISCIPLINE CODE**

*The building principal has the final authority in making a decision on assigning any detention - after or during school.*

### **BUS RIDING RULES**

All students riding buses are under the direct supervision of bus drivers and school officials.

1. Observe the same conduct as in classrooms
2. Profanity, littering, eating or drinking is not permitted
3. Absolute quiet is to be observed at railroad crossings and other places of danger
4. Absolutely no use of tobacco products or drugs of any type
5. Reasonable conversation is permitted
6. No standing while bus is moving
7. Stay in your seat and keep hands and feet inside bus
8. Do not throw anything
9. The bus driver is authorized to assign seats
10. Televisions are not to be used on a bus or brought to school

Bus drivers are not permitted to exclude pupils from a bus. However, any student who insists on misbehavior may be subject to the discipline system of that student’s building, and in severe cases will be denied bus riding privileges. Whenever it becomes necessary to refuse transportation, school authorities shall notify the parents in writing, fully explaining reasons for the refusal and the length of the time riding privileges are to be refused. If a student physically, verbally or in a written statement threatens a bus driver, the driver has the right to remove the student from their bus until a Due Process Hearing can occur. The time the student is off the bus will count as possible suspension days. Serious acts may result in an expulsion from all bus riding privileges.

## **GRADE K-5 BUS DISCIPLINE PROCEDURES**

**1st offense - Warning and notification of parents**

**2nd offense - Warning and notification of parents**

*(1 day of missed recesses)*

**3rd offense - One day bus suspension**

**4th offense - Three days bus suspension**

**5th offense - Five days bus suspension**

**6th offense – Seven days bus suspension**

**7th offense – Ten days bus suspension**

**8th offense – Ten days bus suspension pending expulsion**

**If a student's 1st or 2nd bus report involves fighting/hitting they may move ahead to the 3rd or 4th offense.**

The above Bus Discipline Procedures are guidelines for bus discipline situations. It may be necessary and appropriate for the principal to administer repeating and/or lengthening forms of discipline depending on the nature of the discipline infraction. An example would be a student might miss more days of recess instead of being suspended from riding the bus. All of the above disciplinary measures are in addition to the adopted discipline code. It may be necessary to administer a more severe step when dealing with certain types of conduct.

## **AWARDS ASSEMBLIES**

Awards Assemblies will follow the week after reports cards are released. Dates and times will be available via the school website (<http://www.adena.k12.oh.us>) and also through teacher newsletters.

# SUBJECT TO CHANGE

## ADENA LOCAL SCHOOL DISTRICT 2011-2012 SCHOOL YEAR

S	M	T	W	T	F	S	
<u>AUGUST</u>							
14	15	16	17	18	19	20	_____
21	(22)	{23}	24	25	26	27	<u>4 + 1</u>
28	29	30	31				<u>3</u>
<b>TOTAL</b>							<u>7 + 1</u>

S	M	T	W	T	F	S	
<u>SEPTEMBER</u>							
				1	2	3	<u>2</u>
4	5	6	7	8	9	10	<u>4</u>
11	12	13	14	15	16	17	<u>5</u>
18	19	20	21	22	23	24	<u>5</u>
25	26	27	28	29	30		<u>5</u>
<b>TOTAL</b>							<u>21</u>

S	M	T	W	T	F	S	
<u>OCTOBER</u>							
						1	_____
2	3	4	5	6	7	8	<u>5</u>
9	10	11	12	13	14	15	<u>5</u>
16	17	18	19	[20]	21*	22	<u>4</u>
23	24	25	26	27	28	29	<u>5</u>
30	31						<u>1</u>
<b>TOTAL</b>							<u>20</u>

S	M	T	W	T	F	S	
<u>NOVEMBER</u>							
		1	2	3	4	5	<u>4</u>
6	7	8	9*	10**	11	12	<u>4</u>
13	14	15	16	17	18	19	<u>5</u>
20	21	22	23	24	25	26	<u>2</u>
27 (28)	29	30					<u>2 + 1</u>
<b>TOTAL</b>							<u>17 + 1</u>

S	M	T	W	T	F	S	
<u>DECEMBER</u>							
			1	2	3		<u>2</u>
4	5	6	7	8	9	10	<u>5</u>
11	12	13	14	15	16	17	<u>5</u>
18	19	20	21	22	23	24	<u>2</u>
25	26	27	28	29	30	31	_____
<b>TOTAL</b>							<u>14</u>

S	M	T	W	T	F	S	
<u>JANUARY</u>							
1	2	3	4	5	6	7	<u>4</u>
8	9	10	11	[12]	(13)	14	<u>4 + 1</u>
15	16	17	18	19	20	21	<u>4</u>
22	23	24	25	26	27	28	<u>5</u>
29	30	31					<u>2</u>
<b>TOTAL</b>							<u>19 + 1</u>

S	M	T	W	T	F	S	
<u>FEBRUARY</u>							
			1	2	3	4	<u>3</u>
5	6	7	8	9	10	11	<u>5</u>
12	13	14	15	16*	17	18	<u>5</u>
19	20	21	22	23	24	25	<u>4</u>
26	27	28	29				<u>3</u>
<b>TOTAL</b>							<u>20</u>

S	M	T	W	T	F	S	
<u>MARCH</u>							
				1	2	3	<u>2</u>
4	5	6	7	8	9	10	<u>5</u>
11	12	13	14	15	16	17	<u>5</u>
18	19	20	21	22	[23]	24	<u>5</u>
25	26	27	28	29	30	31	<u>5</u>
<b>TOTAL</b>							<u>22</u>

S	M	T	W	T	F	S	
<u>APRIL</u>							
1	2	3	4*	5#	6	7	<u>4</u>
8	9	10	11	12	13	14	<u>4</u>
15	16	17	18	19	20	21	<u>5</u>
22	23	24	25	26	27	28	<u>5</u>
29	30						<u>1</u>
<b>TOTAL</b>							<u>19</u>

S	M	T	W	T	F	S	
<u>MAY</u>							
			1	2	3	4	<u>4</u>
6	7	8	9	10	11	12	<u>5</u>
13	14	15	16	17	18	19	<u>5</u>
20	21	22	23	24	25	26	<u>5</u>
27	28	29	[30]	(31)			<u>2 + 1</u>
<b>TOTAL</b>							<u>21 + 1</u>

S	M	T	W	T	F	S	
<u>JUNE</u>							
					1	2	_____
3	4	5	6	7	8	9	_____
<b>TOTAL</b>							_____
		<u>Students</u>	<u>Teachers</u>				
1 <sup>st</sup> 9 wks.		<u>42</u>	<u>43</u>				
2 <sup>nd</sup> 9 wks.		<u>45</u>	<u>47</u>				
3 <sup>rd</sup> 9 wks.		<u>48</u>	<u>48</u>				
4 <sup>th</sup> 9 wks.		<u>45</u>	<u>46</u>				

- [ ] End of 9 weeks grading period
- Vacation break
- () Staff Day – No school for students
- { } Waiver Day – No school for students

<u>August</u>	
22	Teachers' Workday
23	Waiver Day
24	Students' First Day

<u>September</u>	
5	Labor Day (no school)

<u>October</u>	
20	End 1 <sup>st</sup> 9 weeks
21	C.O.T.A. Day (no school)

<u>November</u>	
9	P.M. P/T Conferences
10	A.M. P/T Conferences (no school for students)
11	Veterans' Day (no school)
23-25	Thanksgiving Vacation (no school)
28	District Workshop (no school)

<u>December</u>	
20	Last day before Christmas break (2-hr. early dismissal)

<u>January</u>	
3	School resumes
12	End 1 <sup>st</sup> Semester
13	Teachers' Workday (no school)
16	M.L.K. Day (no school)

<u>February</u>	
16	P.M. P/T Conferences
20	Presidents' Day (no school)

<u>MARCH</u>	
23	End 3 <sup>rd</sup> 9 weeks

<u>APRIL</u>	
4	P.M. P/T Conferences
5	No School (staff/students)
6-9	Easter Vacation

<u>MAY</u>	
28	Memorial Day (no school)
30	Students' Last Day (2-hr. early dismissal)
31	Teachers' Last Day

**Make-Up Dates**  
**Students** – April 9, May 31, June 1, 4 and 5  
**Teachers** – June 6