

*Trotwood-Madison Elementary School
4420 North Union Road
Trotwood, Ohio 45426
(937) 854-0017*

*Student Handbook
2012-13*



~Working Together To Learn Forever!~

Student Name _____

Trotwood-Madison City School District

2012-2013 School Calendar



- No School For Students and Teachers
- No School For Students, Teacher in-Service or Work Day
- First / Last Day of School For Students

| Grading Period | | Student Days | Staff Days |
|----------------|-----------------|--------------|------------|
| 1st | Aug 20 – Oct 18 | 43 | 46 |
| 2nd | Oct 22 – Jan 17 | 48 | 50 |
| 3rd | Jan 22 – Mar 27 | 45 | 47 |
| 4th | Apr 8 – Jun 6 | 42 | 43 |
| TOTAL | | 178 | 186 |

| July | | | | | | |
|------|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August
16-17 Professional Development
20 First Day for Students

September
3 Labor Day

October
1-5 3rd Grade OAA
18 1st Quarter Ends
19 Records Day
22 2nd Quarter Begins
22 Begin OGT (10/22-11/2)
29 Conferences (10/29-11/1)

November
2 Conference Comp Day
19-23 Fall Break

December
24 Begin Winter Break (12/24 - 1/4)

January
17 2nd Quarter Ends
18 Records Day
21 MLK Day
22 3rd Quarter Begins

February
18 Presidents' Day
25-28 Conferences

March
1 Conference Comp Day
11-22 OGT
27 3rd Quarter Ends
28 Records Day
29 Good Friday

April
1 Begin Spring Break
8 4th Quarter Begins
22 Begin OAA (4/22-5/10)

May
27 Memorial Day

June
4 Graduation
5 Last Day for Students
6 Last Day for Teachers

| January | | | | | | |
|---------|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| June | | | | | | |
|------|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Contingency/calamity days exceeding the State limit will be added to the end of the school year if needed.

Table of Contents

| | |
|---|-----------|
| DISTRICT INFORMATION..... | 4 |
| Summary of Noteworthy Handbook Changes 2012-13 | |
| Board of Education Members/Central Office Administrators | |
| Mission Statement/Beliefs/Guiding Principles | |
| Be Firm But Fair | |
| Welcome | |
| Foreword | |
| Handbook Pledge | |
| SECTION I-GENERAL INFORMATION..... | 11 |
| School Hours | |
| Equal Education Opportunity/Sexual Harassment | |
| Enrollment and Withdrawal Information | |
| Medical Information/Immunization | |
| Student Safety/Safe School Helpline | |
| Students with Special Needs | |
| Protection and Privacy of Records | |
| Student Fees and Fines/School Cancellation | |
| Lost and Found/Phone Calls | |
| Nutrition | |
| Dress Code | |
| SECTION II-ACADEMICS..... | 26 |
| Field Trips | |
| Evaluation/Grading Scale | |
| Homework Policy | |
| Teacher Qualifications | |
| Retention/Promotion/Acceleration Policy | |
| SECTION III-STUDENT ACTIVITIES..... | 32 |
| Clubs and Activities | |
| SECTION IV-ATTENDANCE..... | 34 |
| Attendance | |
| Tardiness/Dismissal/Vacations | |
| SECTION V-STUDENT CONDUCT..... | 38 |
| Student Code of Conduct | |
| Removal From School/Emergency Removal/Suspension | |
| Expulsion/Permanent Exclusion/Students with Disabilities | |
| Transportation | |

**Tardy/Recess/Playground, Hallway, and Lunchroom Expectations
Search and Seizure/Interrogation of Students**

**DISTRICT BULLYING POLICY AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
(Addendum 1).....54**

DISTRICT COMPUTER POLICY (Addendum 2).....61

WIRELESS COMMUNICATION DEVICES (WCD’S) (Addendum 3).....66

SCHOOL FORMS (Samples-Addendum 4).....68

- Update - Emergency Medical**
- Field Trip**
- Medication Forms**
- Sharing Information**
- Note to School**
- School Comment-Complaint**

| | |
|--------------|--|
| NOTE: | <p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies (Brd. Pol.) and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2012. If you have questions or would like more information about a specific issue or document, contact the School Principal, Director of Personnel, or access the document on the District’s website: www.trotwood.k12.oh.us by clicking on Departments, School Board, Trotwood-Madison School Board Policy, and finding the specific policy or Administrative Guideline in the Table of Contents.</p> <p>This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of June, 2012. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or Administrative Guideline prevails. Copies of current Board policies and Administrative Guidelines are available from the building principal and on the District’s web site.</p> |
|--------------|--|

SUMMARY OF NOTEWORTHY CHANGES FOR THE 2012-2013 ELEMENTARY STUDENT HANDBOOK

SECTION I

General Information

School Hours (pg. 12)- slight change in start and end times

Enrollment & Withdrawal Information (pg. 15) – clarification of withdrawal process

Medical Information (pg. 16) – update of form for medication administration at school

Personal Calls (pg. 23) – cell phone usage

Dress Code (pg. 25) – guideline updates

SECTION II

Academics

Evaluation (pg. 28) - parent's access to Progress Book

SECTION IV

Attendance

Attendance (pg. 36) - update regarding excused absences

Tardiness (pg. 36) - update equating multiple tardiness to unexcused absences

SECTION V

Student Conduct

Student Code of Conduct (pgs. 41 & 43) – updates to various categories

Removal from School (pgs. 46 & 47) – completion of work when suspended/expelled



**Trotwood-Madison City Schools
Board of Education**

Adrienne Heard, President

Deborah Daniel, Vice President

Teena Davis, Member

Vanessa Jeter-Freeman, Member

Denise Moore, Member

Central Office Administrators

Superintendent of Schools

Kevin Bell

Ext. 11100

Director of Pupil Services

Vivian Schooler

Ext. 11146

Director of Curriculum/Instruction & Special Education

Gerald Cox

Ext. 11119

Director of Operations & Human Resources

John Smith

Ext. 11146/11123

Treasurer/CFO

Janice Allen

Ext. 11131

MISSION STATEMENT

(Brd. Pol. #2105)

The mission of the Trotwood-Madison City Schools is to graduate all students prepared to excel in a global society with a commitment to lifelong learning by guaranteeing a challenging curriculum facilitated by an innovative and dedicated staff, community participation and state-of-the-art resources in a stimulating atmosphere.

BELIEFS

- **We believe that learning is a life long process.**
- **We believe that each individual is unique.**
- **We believe that all people are capable of achieving success.**
- **We believe that there is strength in diversity.**
- **We believe that all people have value.**
- **We believe that involvement is essential for a community to be successful.**

GUIDING PRINCIPLES

- **Our work will be aligned with our common mission, vision, values, and goals.**
- **We will assure achievement for all students using a system of prevention and intervention.**
- **We will not work in isolation, but rather in collaborative teams focused on teaching and learning.**
- **We will use data to guide decision making and continuous improvement.**
- **We will gain active engagement from family and community.**
- **We will build sustainable leadership capacity.**
- **We will communicate to students they are important, they are valued, and we will not let them fail.**

“Be Firm But Fair” and always remember the environment we create will determine how a child lives.

If a child.

- lives with criticism, he learns to condemn**
- lives with hostility, he learns to fight**
- lives with fear, he learns to be apprehensive**
- lives with jealousy, he learns to feel guilty**
- lives with tolerance, he learns to be patient**
- lives with encouragement, he learns to be confident**
- lives with praise, he learns to be appreciative**
- lives with acceptance, he learns to love**
- lives with approval, he learns to like himself**
- lives with recognition, he learns it is good to have a goal**
- lives with honesty, he learns what truth is**
- lives with fairness, he learns justice**
- lives with security, he learns to have faith in himself and those around him**
- lives with friendliness, he learns the world is a nice place in which to live**

by Dorothy Law Nolte



Dear Students,

On behalf of the faculty, we would like to welcome you to the 2012-13 school year at Trotwood Elementary School. We hope that you have enjoyed your summer, and are ready to continue your educational journey in preparing yourself for your future goals in life. We encourage you to take responsibility for your learning by completing your assignments on time, reading daily, and seeking the assistance of our dedicated staff to support you along the way.

As we begin this new school year, please take the time to review the guidelines for student behavior and expectations in this handbook with your parents. They have been included to provide a positive and safe environment for your learning experience at Trotwood Elementary.

Good luck! As you reach for tomorrow's dream today.

Sincerely,

**Tyrone E. Nadir
Principal**

**Taiwo Sutton
Assistant Principal**

The mission of Trotwood-Madison Elementary is to educate, motivate, and help students reach their academic potential and develop social skills through teamwork, problem solving, and respect. Together we achieve.

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 and to provide specific information about certain Board policies and procedures. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

**ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL
PARENT, STUDENT, TEACHER, AND ADMINISTRATIVE
HANDBOOK PLEDGE
2012-13**

My signature below indicates that I have read and discussed the complete contents of the handbook. My child and I understand that while he/she is in attendance at school, he/she must abide by the expectations contained herein. As a parent, I promise to do my part and to provide support to help my child achieve his/her maximum potential.

Parent/Guardian Signature Date

As a student I affirm that I have read and discussed my student handbook with my parents. I promise that I will be the best student I can, both academically and socially. I also understand that I will be held responsible for abiding by the expectations set forth in my handbook.

Student Signature Date

As the teacher in charge of your child's academic instruction, I promise to provide effective instructional leadership to ensure that your child achieves his/her potential academically and socially.

Teacher Signature Date

As Principal and instructional leader, I promise to assure that your child reaches his/her maximum potential.

Principal Signature Date

This form must be signed by all of the above and returned within 3 school days to the student's homeroom teacher before the student is permitted to take part in extracurricular activities or recess. Teachers will sign in the child's presence when the form is returned signed by the parents.

cc: Parent
Teacher
Permanent record

SECTION I-

GENERAL

INFORMATION



School Hours
(Brd. Pol. #8220)

The starting and ending times for Preschool are:

**9:00 AM to 11:30 AM- AM classes
12:40 PM to 3:10 PM- PM classes**

The starting and ending times for grades K-2 students are:

**9:00 AM-starting time
3:10 PM-dismissal time**

The starting and ending times for grades 3-6 students are:

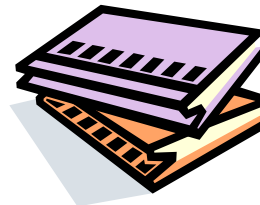
**8:50 AM-starting time
3:20 PM-dismissal time**

The starting and ending times for grades 7-8 are:

**7:05 AM-starting time
1:40 PM-dismissal time**

The starting and ending times for grades 9-12 are:

**7:55 AM-starting time
2:25 PM-dismissal time**



Equal Education Opportunity

(Brd. Pol. #2260)

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officers: Staff-John Smith, Director Human Resources, (937) 854-3050 Ext. 11123. Student-Vivian Schooler, Director Pupil Personnel, (937) 854-3050 Ext. 11146.

Complaints will be investigated in accordance with the procedures described in the Administrative Guidelines. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

Sexual Harassment

(Brd. Pol. #3362)

The Trotwood-Madison City School District will not tolerate the sexual harassment or intimidation by any staff member, student, visitor, school policy, or practice. Each school has an appointed sexual harassment officer to assist in the enforcement of this policy.

Enrollment and Withdrawal Information
(Brd. Pol. #5111, 5112, 5113, 5114, 5120, 5130)

Who is eligible to enroll?

- Ohio law requires students to enroll in the school district in which their custodial parent or legal guardian resides.
- A child must be five (5) years old on or before September 30 of the year of entrance to kindergarten.
- Homeless students meeting Federal guidelines may enroll under guidance of the District Liaison for Homeless Children.
- New students 18 years of age or older are not required to be accompanied by a parent when enrolling.
- A student who has a duly executed grandparent power of attorney or caretaker authorization.
- Foreign exchange students from recognized and approved student programs.
- Students approved by the Board of Education as tuition-paying students.
- Children of full-time employees who have been approved by the Board of Education.
- A student recently discharged or released from the custody of the Department of Youth Services (DYS) with appropriate documentation.

Who is not eligible to enroll?

- A student who is currently serving a suspension or expulsion at another District.
- A student whose parent/guardian does not reside in the school district.

What documents are needed to enroll?

- Picture ID for parent/guardian
- Birth certificate
- Updated shot record
- Social security number
- Proof of residency (home purchase agreement, appropriate lease agreement, current DP&L or Vectren bill)
- Withdrawal from previous school
- Proof of custody (if applicable)

Why is proof of custody required?

- Court-determined custody establishes residency.
- The school is required by law to honor all legal custody agreements.
- School personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless custody information has been provided to the school.

What do I do if my address or telephone number changes after my child has enrolled?

- Parents are **REQUIRED** to immediately notify the School of any changes.
- In the event we are unable to make contact with designated emergency contact persons, Trotwood Police may be contacted for assistance.

How are classroom schedules/assignments made?

- The Principal will assign each student to the appropriate classroom or program.

What is the procedure for withdrawing from school?

- Parent/guardian notifies the school office of intent to withdraw.
- All bills and fees must be paid.
- Picture ID for parent/guardian
- All school property must be returned before the student's last day.
- Progress reports will be sent home with the student or mailed to the new school with other records if all bills/fees are current.

What if I still owe bills or fees and I withdraw my child?

- No official transcript will be issued and sent to the new school.
- State testing records will be sent to the new school.

Medical Information

(Brd. Pol. #5310, 5320, 5330, 5341, 8450)

What is an Emergency Medical Authorization and why is it required?

- The form that tells the school what you want done for your child should they become injured or a medical emergency occurs.
- The form is required by Ohio law to be completed annually.
- The form must be on file with the school by October 1 or the student cannot continue to attend school.
- It is provided at the time of enrollment and at the beginning of the year (form 5341F1-see sample in Addendum 4).
- Students will not be allowed to participate in any activity off school grounds without an Emergency Medical Authorization on file.

What are the immunization requirements?

- All students grades K-12 must be current on poliomyelitis, varicella (chicken pox), diphtheria, pertussis, tetanus (DPT), measles, mumps, rubella (MMR), and hepatitis B immunizations.
- In addition, students who attend kindergarten must have two doses of varicella (chicken pox).
- Students who enter the 7th grade must have a Tdap booster.
- If the student does not have the necessary immunizations or an authorized exemption, they may be excluded from school until they have been completed.

Can my child take prescription medication at school?

- Yes, under strict guidelines.
- Forms #5330-F1 (see samples in Addendum 4) must be completed by the parent and the physician/licensed health care professional authorized to prescribe drugs, annually prior to administration or with medication changes.
- Medication must be delivered to the school office by the parent/guardian in the original container properly labeled.
- Medication will be secured in the office unless the physician has indicated it is for an emergency allergic reaction or is an asthma inhaler (Form #5330-F3).
- Each administration of medication will be logged by the person administering the medication.
- Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- Remaining medication must be picked up when discontinued or at the end of the year. Unclaimed medicine will be destroyed by school personnel.

Can my child take nonprescription medication at school?

- Yes, under strict guidelines.
- Form #5330-F1a must be completed by the physician/licensed health care professional authorized to prescribe drugs and parent/guardian.
- Medication will be secured in the office.

- Medication may not be shared or distributed to other students.
- Distribution of medication of any kind will be a violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision.

How does the school control the spread of communicable disease?

- A student may be removed or isolated if he/she has been ill or exposed to a communicable disease.
- Upon return to school, the student must check in at the clinic prior to being admitted to the classroom.
- When appropriate, the Montgomery County Public Health Department may advise the school on proper measures to control the spread of communicable diseases.
- Students are expected to take precautions to follow universal procedures in order to reduce risks and minimize and/or prevent the potential for accidental infection.

What happens if my child becomes ill or injured while at school?

- Minor injuries will be treated in the clinic and the student will be returned to class.
- If medical attention is required, the Emergency Medical Authorization instructions will be followed.
- If a child becomes ill at school, he/she will report to the office. The parent will be called if necessary.
- A child with a temperature of 100, vomiting, or showing other signs of illness will be sent home.
- The child should remain at home until he/she is temperature free for 24 hours without use of Tylenol, aspirin, etc.
- Upon return to school, the student must check in at the clinic prior to being admitted to the classroom.



Student Safety

(Brd. Pol. #5340, 7440, 8400, 9150)

Student safety is the responsibility of both students and staff. We have installed cameras and video equipment to monitor our buildings, buses, and grounds. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff and general public. The school reserves the right to use tapes in disciplinary occurrences. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board policy.

How does the school prepare for disasters?


- Fire drills are held monthly in each building.
- Tornado drills are held monthly during tornado seasons.
- Crises drills are held periodically.
- All staff members are familiar with emergency procedures such as fire/ tornado drills and accident reporting procedures.

What measures are in place to ensure the safety of my child?

- Only the main entrance door is unlocked; all other doors are kept locked.
- Visitors may only enter and exit the building through the main entrance.
- All visitors/parents must stop in the office for a pass and sign in and out.
- Parent must obtain a pass in order to accompany their child to the classroom.
- Students may not bring visitors to school without prior written permission from the Principal.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Adult staff members are used to enforce safety rules before and after school.
- Students are not allowed to open the door for anyone.

Stay Safe, Speak UP!

What is this hot line and how does it work?

- This program is designed so that students, parents, staff, and community can report situations which contain threats and/or illegal activity that could harm children in our school.
- The program allows communication on issues that would have previously gone unreported, resulting in the reduction of wrongdoing and school abuse.
- Our school has contracted with a company called PublicSchoolWORKS to provide this service.
- Any facts, remarks, or actions that could jeopardize the safety of our children, staff, or school should be reported.
- Examples might include:
 - Abuse (Physical or Mental)
 - Alcohol/Drugs/Tobacco
 - Bullying/Harassment/Intimidation
 - Discrimination
 - Hacking/Cyber Crime
 - Health Concerns
 - Suspicious Behavior
 - Violence (Teen Dating Violence/Fighting)
 - Theft
 - Threats (Bomb, Physical, Other)
 - Talk of Suicide/Self Abuse
 - Vandalism
 - Weapons/Dangerous Items
- Options for reporting these issues are:
 - Call 1-866-listen2me (1-866-547-8362). When you call this number you have the option to either talk with a live attendant or leave a message on an answering machine.
 - Go to our district website (<http://www.trotwood.k12.oh.us>) and click on the button:

- After you finish your call, the district will receive a confidential report from PublicSchoolWORKS. Your issue will then be investigated by our district and appropriate action will be taken.
- To ensure your information is sufficient, please give names, times, and event details which you feel we should know. Please try to provide as much information about the situation as possible.
- Remember, this service is for the safety of everyone.

Students With Special Needs
(Brd. Pol. #2260.01, 2460, 5111.01)

Students with Disabilities

What is the definition of a disability and how is it determined?

- Based on the American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act, a person with a disability is anyone who:
 - has a mental or physical impairment that substantially limits one or more major life activity;
 - has a record of such an impairment; or
 - is regarded as having such an impairment.

What is the District's responsibility?

- To find students who have a disability.
- To review and assess the student to determine if they are eligible for services.
- To provide access to appropriate educational accommodations if the child is determined to be eligible.
- Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. (Section 504) and State law.

Contact Mr. Gerald Cox at (937) 854-3050 Ext. 11119 to inquire about evaluation procedures, programs, and services.

Homeless Students

What can I expect if I am a homeless student?

Under the homeless child and youth law a student will:

- Be provided with a free and appropriate public education in the same manner as other students served by the District.
- Be eligible to receive transportation services.
- Be allowed to receive additional educational services if eligible.
- Receive meals under school nutrition programs.
- Not be denied enrollment based on lack of proof of residency.

Contact the Liaison for Homeless Students, Mrs. Vivian Schooler at 854-3050 Ext. 11146 for additional information.

Protection and Privacy of Student Records
(Brd. Pol. #2416, 8310, 8315, 8330, 8350)

The School District maintains many student records including both directory information and confidential information. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

What is included in directory information?

- The student's name, address, and telephone number.
- The student's date and place of birth.
- The student's major field of study.
- The student's participation in officially-recognized activities and sports.
- The student's height and weight, if a member of an athletic team.
- The student's dates of attendance, graduation, or awards received.

Who can be provided directory information?

- Directory information can be provided upon request to any individual, other than a for-profit organization.
- The Board will provide access or release directory information to Armed Forces recruiters.
- Parents may refuse to allow disclosure of this information upon completion of the form provided to your student at the beginning of the school year.
- Instructions on how to prohibit release may also be found in the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice located in the Pupil Personnel Office.

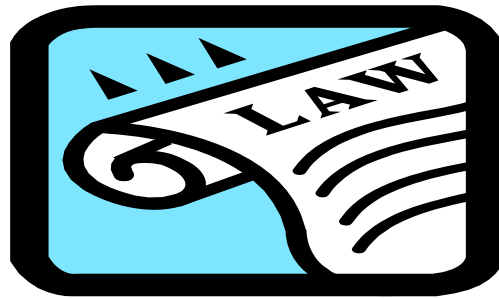
What about the other records of my student?

- All other records are confidential and access is protected by law.
- Students and parents have the right to review and receive copies of all educational records upon request.
- Costs for copies of records may be charged to the parent.
- Records will be made available within 24-36 hours.
- Parents and adult students can amend a student record when they believe that any of the information is inaccurate, misleading, or violates the student's privacy.

Contact Mrs. Vivian Schooler, Director Pupil Personnel in writing to request, review, or amend a record. An appointment with the appropriate person will be provided.

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
www.ed.gov/offices/OM/fpco**



Student Fees and Fines
(Brd. Pol. #2520, 6152)

Will there be charges associated with my student's education?

- Students will be provided necessary textbooks for courses of instruction without cost.
- Trotwood-Madison City Schools charges specific fees for some activities and materials used in the course of instruction at the High School level only (this information may be obtained from the counseling office).
- Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property.
- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- If a student damages or loses school property, the student/parent will be required to pay for the replacement or repair.
- If damage or loss was intentional, the student will be subject to discipline according to the Student Code of Conduct.
- Students can avoid late fines by promptly returning borrowed materials.
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits.
- Fees may be waived for those students who qualify for fee waivers.

School Cancellation

How will I know when school is cancelled?

- Information will be released to local radio and TV stations. Our District will be listed as Trotwood-Madison City Schools.
- Notification will also be provided on the telephone by school messenger.

Lost and Found

What do I do if my student loses something?

- A lost and found area is located in each building. Students should check there for missing items.
- The School cannot be responsible for lost items.
- Please write your child's name inside his/her possessions.
- Unclaimed items will be donated to charity at the close of the quarter.

How can I contact my student should the need arise?

- Cell phones may be used during school hours following building policy.
- Office phones may not be used for personal calls except in an emergency (to be determined by the Principal).
- Parents may leave a message for their student at any time.

Nutrition
(Brd. Pol. #8500, 8531)

What are the specific guidelines associated with the breakfast and lunch programs?

- Trotwood-Madison participates in a Federal breakfast and lunch program that is available to every student.
- Eligible students receive meals free or at a reduced price.
- For others, money is collected daily.
- Lunch may be pre-paid by the month.
- Free/reduced meal applications and guidelines are distributed to all students.
- Applications must be filed each year. They are also available in the School office.
- Students purchasing a lunch must take at least three (3) or more of the food items offered.
- Those bringing a lunch from home may buy milk or juice and/or ice cream.
- All students must either buy or bring a lunch daily.
- If a student does not pay for lunch, they will receive a supplemental snack.
- All students are expected to remain at school during the lunch period.

Contact Mr. James Putman, Nutritional Services at (937) 854-3050 Ext. 11120 if a student does not receive an application and believes he/she is eligible.

What should I do if my student has a food allergy or sensitivity?

- Parents of students who have special food-related problems are asked to contact the building office staff or they may bring a lunch.

Dress Code
(Brd. Pol. #5511)

What is the dress code for the school?

- Student's uniforms should be clean and in good repair.
- Uniforms should fit the student-not baggy or tight (no "sagging").
- **Belts are required** and must be in the belt loops, if available.
- Shirts and blouses are to be tucked in at all times.
- Key chains, large costume jewelry, caps, sunglasses, pagers/beepers, cell phones, etc. are not allowed to be displayed on the uniform.
- The building administrator always has the authority to regulate student dress.
- Students will wear an appropriate uniform while on school grounds for class, field trips, and all school functions unless otherwise notified.
- The uniform follows the listed guidelines:
 - **PANTS:** *Black uniform trouser, shorts, skirt (mid thigh), skort (knee length), or jumper (no design, no leggings, no jeans, no denim material).*
 - **TOPS:** *Plain red shirt/blouse with collar. White, red, or black turtleneck or T-shirt (no design or graphics) may be worn under the uniform shirt/blouse.*
 - **SWEATERS:** *Plain black, red, or white cardigan or sweater vest-must be of sweater material with no logo other than the School and/or the District (no hoodies).*
 - **SWEATSHIRTS:** *Plain red, white, or black, or those with the School and/or District logo.*
 - **SHOES:** *Must be hard sole, flat, and completely enclosing the foot.*
 - **HATS/CAPS:** *No head covering.*
 - **BELTS:** *Plain-no decorations of any kind that would disrupt the learning environment or could be used as a weapon.*



SECTION II-

ACADEMICS



SECTION II-ACADEMICS

Field Trips (Brd. Pol. #2340)

What are field trips and what are the requirements for participation?

- Field trips are academic activities that are held off school grounds.
- Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved.
- No minor student may participate without parental consent and a current emergency medical form on file.
- Students who violate school rules may lose the privilege to go on field trips.

What are the rules that apply to field trips?

- The Student Code of Conduct applies to all field trips.
- Attendance rules apply to all field trips.
- Medications approved for administration at school will be administered while on field trips.
- Alternative assignments will be provided for any student whose parent does not give permission for the student to attend.



Evaluation
(Brd. Pol. 5420)

How will I be able to keep up with my student's academic progress?

- Parents will be provided information on a regular basis and whenever concerns arise using multiple methods.
 - Many times it will be the responsibility of the student to deliver the information.
 - The School may use the mail or hand deliver when appropriate.
 - Parents have the option of receiving communication via e-mail and/or facsimile by providing a note to the office.
 - Parents may access Progress Book through the district web site at www.trotwood.k12.oh.us. Access information is provided by the school.
- Academic progress conferences (parent-teacher) will be held at least twice during the school year. All conferences need to be scheduled (please see the calendar for scheduled dates).
- Report cards are sent out quarterly to inform parents of student progress.
- Interim reports will be issued during the middle of each quarter.
- Should you need to talk to the teacher about your student's progress, please call to schedule an appointment to prevent interference with classroom instruction.

Grading Scale

What are the District guidelines for grading?

| Percentage | Letter Grade | Explanation |
|------------|--------------|---|
| 97-100 | A+ | Student has mastered or exceeded learning objectives. |
| 93-96 | A | |
| 90-92 | A- | |
| 87-89 | B+ | |
| 83-86 | B | Student has mastered or is very close to mastering the learning objectives. |
| 80-82 | B- | |
| 77-79 | C+ | |
| 73-76 | C | Student still needs to work toward mastering the objectives, but is making good progress. |
| 70-72 | C- | |
| 67-69 | D+ | |
| 63-66 | D | Student needs more support and practice before he or she can master the objectives. |
| 60-62 | D- | |
| 50-59 | F | Little or no mastery of learning objectives. |

- Students must have a 3.0 average to be on the honor roll.

Homework Policy

(Brd. Pol. #2330)

Will my student have homework, and if so how will that work affect the grade?

- The assignment of homework can be expected.
- Homework is assigned regularly, is reasonable, meaningful, and reflects the objectives of the instructional program.
- Homework is a part of the student's preparation for the achievement tests and graduation.
- All homework assignments are expected to be completed at home.
- Students will receive and must maintain a homework notebook (agenda) listing assignments, due dates, and dates turned in.
- Parents should provide a space and quiet time for their student to complete the homework each night.
- Grades will not necessarily be given for each assignment, but completion or non-completion will be recorded.

Teacher Qualifications

(Brd. Pol. #2261.02)

Are all teachers qualified to teach the courses/grade levels assigned to them?

- All teachers hold valid teaching licenses issued by the Ohio Department of Education (ODE).
- All teachers have earned a bachelor's degree as a minimum; many have earned advanced degrees.

Contact Mr. Gerald Cox, Director of Curriculum/Instruction & Special Education at (937) 854-3050 Ext 11123 for further information.

Retention/Promotion/Acceleration Policy
(Brd. Pol. #5409, 5410)

Promotion

What is promotion?

- Promotion is the movement of student(s) forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.
- The pattern coincides with the system of grade levels established by the Board and the instructional objectives established for each.

What are the requirements for my student to be promoted to the next grade?

- Complete the course and State-mandated requirements at the currently assigned grade.
- Achieve the instructional objectives set for the present grade.
- Demonstrate sufficient proficiency to permit movement ahead in the educational program of the next grade.
- Demonstrate the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention

What is retention?

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

What are the guidelines for retaining a student?

- Parents must be informed in advance of the possibility of the student's retention at a grade level.
- The Principal must assure that efforts are made to remediate the student's difficulties before he/she is retained.
- The District requires that a student be retained if he/she is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the Principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted.
- The Principal must provide parents the opportunity to request the promotion, placement, or retention of their child.
- The District must provide parents the opportunity to appeal the decision about their student's promotion, placement, or retention. Contact the Principal for further information.

Academic Acceleration:

What is academic acceleration?

- **Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course.**
- **Academic acceleration may involve whole-grade acceleration or individual subject acceleration.**

What are the guidelines for academic acceleration?

- **The Principal, a staff member, or the parent/guardian who has knowledge of the student's abilities may refer the student.**
- **Students may refer themselves or a peer through a staff member who has knowledge of the referred student's abilities.**
- **An Acceleration Evaluation Committee will determine whether the student will be permitted to skip a grade level, take a subject at a higher grade level, or skip a course in the usual and customary academic sequence.**
- **The Principal will schedule the evaluation of the student so that it occurs in a prompt manner. The process is one approved by the Ohio Department of Education (ODE).**
- **Before a student is evaluated, the Principal will obtain written permission from the student's parent/guardian.**
- **Evaluations will ordinarily be completed and a written report issued within forty-five (45) calendar days, if requested during the school year. If the request is at the end of the school year, the completion will be within forty-five (45) calendar days of the start of the next school year.**
- **The Acceleration Evaluation Committee will determine the appropriate learning environment for the referred student.**
- **Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the Committee's decision.**
- **The Superintendent will notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal.**
- **The Superintendent or his/her designee's decision shall be final.**
- **If the student is recommended for whole-grade or individual subject acceleration, a plan will be written.**
- **The parent/guardian shall be provided with a copy of the plan.**
- **At any time during the transition period, the parent/guardian may request in writing that the student be withdrawn from accelerated placement or that other accelerative options be considered.**
- **A decision will be provided within a 30 day period.**
- **At the end of the transition period, the accelerated placement shall become permanent.**
- **The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record.**

SECTION III-

STUDENT

ACTIVITIES



SECTION III-STUDENT ACTIVITIES

School-Sponsored Clubs And Activities (Brd. Pol. #2430)

What are the requirements for participation in school sponsored clubs/activities?

- Extra-curricular activities do not reflect the District curriculum.
- All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.
- Participation in these activities is a privilege and not a right.
- Students may be prohibited from all or part of their participation by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board Policy.



SECTION IV-

ATTENDANCE



Attendance
(Brd. Pol. #5200)

What are the attendance requirements?

- Ohio Revised Code (ORC) indicates that it is the responsibility of the parents to assure the regular daily school attendance of their student(s) unless absence is the result of one of the following:
 - Personal illness (a written physician's statement verifying the illness may be required).
 - Illness in the family necessitating the presence of the student.
 - Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
 - Death in the family.
 - Quarantine of the family home.
 - Observation or celebration of a bona fide religious holiday.
 - Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District approved enrichment or extra-curricular activity. Any classroom assignments missed due to this absence must be completed by the student.
 - Such good cause as may be acceptable to the Superintendent.
- Unexcused absence from school (truancy) is not acceptable.
- **A parent note does not automatically excuse an absence or tardy from a truancy referral.**
- Students who are truant will receive no credit for school work that is missed.

What happens when absences become excessive?

A student will be considered habitually truant if:

- The student is absent without a legitimate excuse for 5 or more days in one school year.
- A student will be considered chronically truant if the student is absent without a legitimate excuse for:
 - 7 or more consecutive school days
 - 10 or more school days in one (1) month
 - 15 or more school days in one (1) school year
- Whenever a student's absences become excessive or the reasons for a student's absences become suspect, the school attendance officer will be assigned to initiate an investigation.
- In such cases, the home will be contacted and complaints may be filed with civil authorities.

What should I do if my student has a legitimate absence?

- Call the school before 10:00 AM to report the child's absence.
- When a student returns to school after absence, he/she must bring a note from his/her parent or guardian stating the reason for each absence. The note must include a working number to contact the parent.

- Only three (3) absences will be excused per quarter; unless under a physician's care for an extended period of time (see next bullet).
- In the event of prolonged absence (1+weeks), contact your student's teacher for work assignments and provide a doctor's statement upon return.
- If a student is absent from school for any reason, he/she is not eligible for a perfect attendance award.
- Accordingly, a student must be present during the full day to be eligible to attend extracurricular school functions scheduled for that day.

Tardiness
(Brd. Pol. #5230)

What happens if my student is late to school?

- Being on time for school is very important.
- Students are expected to be in their classrooms prior to the starting time. Students will be considered tardy if they arrive after that time.
- Excused tardy is one where the student has a specific doctor or dental note for that date and time or something from the court indicating that the student must be present for that specific date and time.
- Unexcused tardy is one that does not fall in the excused area.
- Violations for unexcused tardy will follow the discipline code and will be progressive.
- Three unexcused tardies will be counted as 1 day of absence for court purposes only.
- No student will be permitted to return to a classroom to pick up forgotten items after their dismissal time unless the student is accompanied by school staff personnel.

Dismissal
(Brd. Pol. #5230)

What is the procedure if I need to pick my student up from school early?

- No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School office personally to request the release.
- No student will be released to a person other than a custodial parent/guardian without written authorization signed by the custodial parent/guardian.
- A driver's license or other picture identification will be required.

What will happen if I do not pick my student up at dismissal time?

- Our utmost concern is for the safety of our students.
- If a student is dropped off at school prior to the first bell, not picked up after any school event (*within ½ hour*), or the parent is not present at the bus stop when the bus arrives, any one of the following may occur:

- A charge of \$25.00 per hour or any part of the hour will be imposed.
- Children's Services Board and/or Trotwood Police will be contacted.
- The child will be transported to the Trotwood Police Department.
- Any change in routine dismissal procedure requires written permission from the student's parent or guardian. (This includes students walking, riding a city bus, or a school bus.)
- Changes will be allowed for emergencies only and must be approved by the Building Principal.
- THERE WILL BE NO EXCEPTIONS TO THIS POLICY!

Vacations

What should I do if my vacation occurs during the school year?

- It is recommended that parents not take their students out of school for vacations.
- Removal could be subject to truancy regulations.
- Students going on trips or vacations should bring a note from their parent/guardian one week before the absence.
- Make-up work must be arranged prior to the absence and must be turned in the first day the student returns to school.



SECTION V-

STUDENT

CONDUCT



This policy applies to all conduct which occurs at schools, buildings, grounds and vehicles owned or controlled by the Board and at all interscholastic competitions, extra-curricular events, going to and from school, and all other programs and activities sponsored by Trotwood-Madison City Schools or in which Trotwood-Madison is a participant. This policy also applies to conduct regardless of where it occurs if the conduct is directed toward a School District official or School employee.

The chief goal in discipline is to develop self-discipline in each student so that the student might control his/her own conduct both in and out of school and later as an adult. Ultimately, it is the Principal's responsibility to maintain order. The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, those not listed in this section, will be responded to as necessary by staff.

SECTION V-CODE OF CONDUCT
(Brd. Pol. #5500, 5600, 5772, 8400)

Student Code of Conduct

1. Dress codes are in place for the health and safety of each student. The elementary, middle, and high school dress codes vary and are found in each handbook. Body piercing that may endanger the health and/or safety of the student is not permitted.

Violation - Category I

2. Games and toys are not allowed in school and will result in confiscation. The school will assume no financial responsibility for these items once they are confiscated.

Violation - Category 1

3. A student who is not in his/her classroom when school starts is considered tardy to school. Likewise, any student who is not in his/her classroom by the time the bell rings is considered tardy to class.

Violation- Category 1 Elementary only

Violation-Category 1-2 Middle/High School

4. Students are expected to comply with reasonable directions or commands given by School personnel and may not willfully refuse or fail to follow or comply with an appropriate direction given.

Violation - Category 1-3 (based on severity)

5. All students are to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extra-curricular activities and field trips, including athletic transportation.

Violation - Category 1-4 (based on the offense)

(Administrators may suspend bus riding privileges)

6. A student shall not be involved in any type of disruption or interference within the classroom, hallways, buses, grounds, or extracurricular activities (i.e.; gambling, name calling, spitting, selling candy, etc.). Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. They may not assist other students in the violation of any school rule.

Violation – Category 1-4 (based on the offense)

7. Students will not violate the District's computer use policy (see *Addendum 2*).

Violation – Category 1-4 (based on severity)

8. Students must obtain permission to use any school property or any private property located on School premises. Any unauthorized use of School property, or private property located on School premises, shall be subject to disciplinary action. Unauthorized entry into restricted areas on any School property is prohibited.

Violation – Category 2

9. A student will not speak, write, wear, or gesture insults toward another student based on race, religion, sex, handicap, or national origin, including ethnic intimidation.

Violation - Category 1-2

10. A student shall not place, wear, keep, or maintain any article which is of a nature that shall cause or tend to cause disruptive activity or a safety hazard on any School property or at any School-sponsored function. Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or threatens to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Violation – Category 1-2

11. 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 will subject the student to discipline.

Violation – Category 2-4 (based on severity)

12. No student shall commit any act or coerce another student to do any form of initiation into an organization that poses a substantial risk of causing mental or physical harm. Students will not ask another student for money or items of value under the threat of verbal or physical harassment. This will be considered extortion and is against the law.

Violation – Category 2-4 (based on severity)

13. A student shall not engage in inappropriate physical contact including excessive horseplay (after investigation, not considered a fight).

Violation – Category 2-3 (based on severity)

14. Students shall not consume, distribute, purchase or attempt to purchase, and/or use tobacco products, electronic cigarettes, or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. No student shall possess or transmit paraphernalia that could be used with any of the above. Tobacco products include but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Violation – Category 2-3 (based on severity)

15. Students will not be involved in damaging, defacing or destruction of School property. Students will not cause or be involved in damage or destruction of private property on School grounds. This includes property of students, visitors, or School personnel.

Violation – Category 2-4 (based on severity)

16. Students are not permitted to leave the classroom/building without authorization from School personnel.

Violation – Category 1-3 (based on the situation)

17. Wireless communication devices (WCD’s) may be used per building policy, as an instructional tool. Usage other than that outlined in the building policy could subject students to disciplinary consequences. The School will assume no financial responsibility for these items if it becomes necessary to confiscate them (See Addendum 3).

Violation—Category 1-4 (based on the situation)

18. Dishonesty in the form of forgery, plagiarism, cheating on standardized tests, or turning in another student’s work (e.g.; test, quiz, or paper) as their own will not be tolerated. Students are prohibited from falsifying signatures or data, refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.’s.

Violation – Category 1-4 (based on severity)

19. A student shall not contribute to a conflict or unacceptable behavior (e.g.; instigating a fight, passing a derogatory note, etc.). A student who is in compliance with another student committing

an offense listed in the code of conduct will be subject to discipline. Students observing any infraction of the code of conduct must report it to a teacher or administrator or they could be held in compliance.

Violation-Category 2-4 (based on severity)

20. Students will not threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Violation – Category 2-4 (based on severity)

21. Students may not be present in any Board-owned facility when it is closed to the public unless the student has authorization from a School official to be there. Likewise, they may not be present in a Board-owned vehicle without authorization. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on School property without authorization of the Principal.

Violation – Category 2-4 (based on progressive discipline)

22. Students shall not act with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, harassing, inflicting or attempting to inflict bodily harm upon another person (see Addendum 1). Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity, abusive or foul language, or gestures directed toward a staff member or another student in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Violation – Category 2-4 (based on severity)

23. Students will not remove or take any item or object from another student, school employee, School building, or grounds without the permission of that person or the School. This will be considered theft.

Violation – Category 2-4 (based on severity)

24. 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.

Violation-Category 2-4 (based on incident)

25. Students will not be involved in fighting of any type for any reason. It is considered a fight when two people are exchanging blows or exerting physical abuse and punishment (differentiated from poking, pushing, shoving, or scuffling) regardless of who hit first. (Retaliation is not permitted. If a child has an issue with another student they are to tell an adult immediately so that the issue may be resolved. Failure to do so may result in disciplinary action being taken.)

Violation – Category 4

(For the first fight, a student will get 10 days without a recommendation for expulsion. The Principal has the discretion to reduce the suspension to 5 days with restorative justice provisions.)

26. When one person is the total aggressor and the other person does not hit back, this will be considered an assault and will be treated accordingly. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact initiated by a student against a staff member will be considered to be an assault. Assault may result in criminal charges and the Trotwood Police may be contacted.

Violation – Category 4

27. Students of any age or grade will not possess, handle, transmit or conceal an object commonly classified as a weapon or a dangerous object (e.g.; bullet, shell casing, gun (of any type), knife (of any type), razor cutting instrument, ice pick, fireworks, etc.).

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. 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, rat tail combs, laser pointers, and jewelry. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Bringing a firearm (as defined in 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.

Violation – Category 4

(Possession and/or use of a weapon may subject a student to possible permanent exclusion in addition to expulsion.)

28. No student shall 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, hallucinogenic drugs, marijuana, inhalants, anabolic steroids, or any prohibited or illegal substance, or drug related paraphernalia. (If a building principal has a reasonable individualized suspicion of drug or alcohol use, he/she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted, thus leading to possible disciplinary action. The student then will be given a second opportunity to take the test.)

Violation – Category 4

29. Students making a bomb threat (i.e.: intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made, may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Violation – Category 4

30. No student shall intimidate or be a party to the intimidation of another student for the purpose of sexual interest, engage in any form of exhibitionism, or engage in any act of sexual misconduct during School or school-sponsored activities, on School grounds, the bus or in transit to or from school. No student shall possess or distribute sexually explicit materials of any kind.

Violation – Category 4

31. Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School. Any student engaging in reckless,

unlawful operation of a motor vehicle on District property will be subject to disciplinary action.

Violation - Category 4

32. A student shall not exhibit behavior that can be interpreted as gang related. This includes clothing, gestures, graffiti, or language. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

Violation – Category 4

Regulations described in items 1 through 32 apply to any student during the regular school day (including field trips) or during school-sponsored after-school functions. Disciplinary measures taken against students for violation of this policy will comply with the requirements of Ohio Law (ORC) and related School District policies (Brd. Pol.). This authority to regulate student conduct may also extend beyond the boundaries of School property if the conduct in question has a sufficiently direct impact on School operation.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

Removal from School
(Brd. Pol. #5605, 5610, 5611)

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to one hundred eighty (180) school days or the number of days remaining in a semester (whichever is greater), and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. Suspensions and expulsions may carry over into the next school year at the discretion of the Superintendent.

Emergency Removal Procedures:

- Emergency removal is exercised if a student's presence poses a continuing danger or a threat of disruption.
- The Superintendent, Principal, or Assistant Principal may emergency remove the student from class, extra-curricular activity or the School premises.
- An emergency removal for one (1) day does not require a hearing.
- If the emergency removal exceeds one (1) day, suspension procedures will be followed.

Suspension Procedures

- The student will be given a written letter or intent to suspend during a conference with the School Principal indicating the basis for the proposed suspension.
- The student will be given an opportunity to explain his/her view of the underlying facts.
- After the information hearing, the School Principal will determine whether or not to suspend the student.
- If the decision is made to suspend the student, parents will be notified within one (1) day of the suspension.
- This notice will include the reasons for suspension, the right to a hearing, and the Board's designee for the appeal.
- **Only those days that school is in session are applied toward the suspension.**
- Work completed and submitted is practice for the student and will not be graded.
- Students who are suspended are not permitted to participate in any extra-curricular activities during the dates of the suspension.
- If the suspension is appealed to the Board's designee, the appeal shall be conducted in a private hearing. A verbatim transcript will be made.

- If the decision, after the appeal, is to uphold the suspension, the next step in the appeal process is the Court of Common Pleas.
- During the appeal process, the student shall not be allowed to remain in School.

Expulsion Procedures

- An expulsion is a removal for more than ten (10) consecutive days.
- The parent will receive a formal letter of notification of the expulsion.
- This notice will include:
 - the reasons for the intended expulsion;
 - notification of the opportunity to appear in person before the Superintendent or Hearing Officer to challenge the reasons for the expulsion and/or explain the student's action; and
 - notification of the time and place to appear.
- A formal hearing will be scheduled no earlier than three (3) and no later than five (5) school days after the sending of the notice.
- The student may be represented by his/her parents, legal counsel, and/or person of his/her choice at the hearing.
- Parents may request an extension of time for the formal hearing. During this time the student will not be allowed to return to School.
- Following the hearing, the Hearing Officer will make a recommendation to the Superintendent; only the Superintendent may expel a student from school.
- If a student is expelled, the student's parents will be provided with written notice within one (1) school day of the imposed expulsion.
- This notice will include:
 - the reasons for the expulsion;
 - the right of the student, the student's parent(s)/guardian(s), or custodian(s) to appeal the expulsion to the Board or its designee;
 - the right to be represented in all appeal proceedings;
 - the right to be granted a hearing before the Board or its designee; and
 - the right to request that the hearing be held in executive session.
- No later than fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing to the Board of Education.
- A hearing on the requested appeal will be formal, with an opportunity for sworn testimony and to be held in executive session, unless parent(s)/guardian(s) request otherwise.
- During the appeal process, the student shall not be allowed to return to School.
- If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.
- Only those days that school is in session are applied toward expulsion.
- Work completed and submitted is practice for the student and will not be graded.
- Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of a student's driver's license.

- **Expulsion proceedings will continue even if the student withdraws from school prior to the hearing or the decision to impose the expulsion.**
- **The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.**

Permanent Exclusion Procedures

- **Permanent exclusion removes a student from schools in the State of Ohio on a permanent basis.**
- **This process is formal and may follow an expulsion with proper notification to the parents.**
- **The offenses for which permanent exclusion are authorized are:**
 - **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 on 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; or**
 - **complicity in any of the above offenses, regardless of the location.**

Discipline of Students with Disabilities

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

Transportation
(Brd. Pol. #5610.04, 7440)

Many of our students ride a school bus daily. All students have an opportunity to ride when field trips are taken. It is important that all students understand the rules of the school bus.

Category Consequences Not Addressed Specifically in the Code of Conduct

CATEGORY 1:

1. Be prompt at the bus stop.
2. Do not litter.
3. Do not chew gum, eat, or drink while on the bus.
4. Maintain complete silence while the bus is proceeding across any railroad crossing.
5. Enter and exit the bus promptly at the assigned stop and move a safe distance away from the bus.

CATEGORY 2:

1. Keep all body parts inside the bus at all times.
2. Stand off of the road at the bus stop.
3. Do not enter the bus unless the driver is on the bus.
4. Ride only assigned bus.
5. Do not throw any objects inside of the bus or out of the windows.

CATEGORY 2-3 (based on severity):

1. Take your seat promptly and do not walk or stand in the aisle while the bus is moving.

CATEGORY 4:

1. Never open emergency doors unless directed to do so by the driver.

Suspension of Bus Riding Privileges

- The Administrator in charge will notify the student of the reason.
- The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing.
- After that informal hearing, the Principal, Unit/Assistant Principal, or other Administrator will decide whether or not to suspend his/her bus riding/ transportation privileges for all or part of the school year.
- Parents will be notified, in writing within one day, of the reason for and the length of the suspension.
- Bus suspensions are not appealable.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board Policy.



Tardy to school consequences:

2nd tardy -Letter sent home

4th tardy -Afterschool detention

5th tardy -Afterschool detention

6th tardy -Friday School

7th tardy -Loss of Privileges

8th +tardy -Friday School

Recess/Playground Expectations

(These expectations are not specifically addressed in the code of conduct and may be subject to Category 1-4 consequences.)

1. Recess is an option exercised by the District.
2. All children are expected to go outside if the weather is suitable; children should be dressed appropriately for outdoor weather.
3. A statement from the doctor should be sent for any child who is required to stay in for a specific period of time.
4. When students enter the playground, they should go immediately to the designated play area.
5. When an adult on duty blows the playground whistle, students should freeze immediately. They should stop all play/talk and wait for directions from the person on duty.
6. Students may not have whistles at School.
7. When students are in the swing area, they should sit on their bottoms and not stand on the swings or the slide.
8. There should be only one person on the swing or slide at one time. Pushing or swinging together from swing to swing is not permitted.
9. Students should not engage in any chase, tackle, fighting, pretend fighting, wrestling, lifting, or carrying games when on the playground.
10. Students should not throw or kick dirt, rocks, snowballs, leaves, ice, or anything other than the proper playground equipment meant for such play.
11. Students should follow all playground and game rules. If a student becomes involved in a disagreement, they should seek the help of a teacher. The teacher will offer the student an opportunity to solve the problem with an adult mediator.
12. Students should never leave the playground area without permission of the adult on duty.

Hallway Expectations

(These expectations are not specifically addressed in the code of conduct and may be subject to Category 1-4 consequences.)

1. Hallways are quiet zones. Students are required to remain silent in the hallways and to walk in an orderly manner.
2. Students are to keep hands and feet off of the walls and to themselves.
3. Students should not be wandering in the hallways. Passes **MUST** always be used when unaccompanied by an adult.

4. **Students should not run in the hallway.**

Lunchroom Expectations

(These expectations are not specifically addressed in the code of conduct and may be subject to Category 1-4 consequences.)

1. **Students should wait silently in the lunch line and enter the cafeteria in a quiet and orderly manner.**
2. **Students should make one trip through the line except with teacher permission.**
3. **Students should remain seated and raise their hand if they need something.**
4. **Students should clean up the floor/table area before emptying their tray.**
5. **Students are not to take food from the cafeteria.**
6. **Students should wait quietly to be dismissed.**
7. **Students should not bring fast food, soda, or drinks in glass containers.**

Search and Seizure
(Brd Pol. #5771, 7440)

Under what circumstances are School authorities authorized to search a student?

- School authorities may search the person or property of a student whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.
- Property includes, but is not limited to vehicles, purses, knapsacks, gym bags, etc.
- Search does not require the student's consent.
- Student lockers and desks are the property of the District and may be searched at any time.
- Random canine searches of any property may be conducted at any time.
- Video cameras may be used in public areas and on school buses. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board Policy.
- Anything that is found in the course of a search, that could be used as evidence of a violation of School rules or the law may be taken, held, or turned over to the police.
- The School reserves the right not to return items which have been confiscated.

Outside of District personnel, who may interrogate a student and under what circumstances can the interrogation take place?

- The School recognizes its responsibility to cooperate with law enforcement and public child welfare agencies.
- Investigation by law enforcement and public child welfare agencies can take place at School in emergency situations or if the violation being investigated occurred on School property.
- Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.
- Before students are questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the administrator (or a designated guidance counselor) will remain in the room during questioning.
- If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.
- If the law enforcement agency removes a student from school, the building administrator will notify a parent.

DISTRICT
BULLYING AND OTHER
FORMS OF AGGRESSIVE
BEHAVIOR
POLICY



BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

(Brd. Pol #5517)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly

prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5515.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher or school administrator. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the

school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not

apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students to the extent that State or Federal funds are appropriated for these purposes . Time spent

by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

DISTRICT COMPUTER POLICY



Computer Use by Students
(Brd. Pol. #7540 and 7540.03)

COMPUTER TECHNOLOGY AND NETWORKS (Brd. Pol. #7540)

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety form annually*.

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students and staff members from the District's network.

The Board authorized the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

The Superintendent shall review the DTP and report any changes, amendments or revisions to the Board annually.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

(Brd. Pol. # 7540.03)

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- i. safety and security while using email, chat rooms, social media, and other forms of electronic communications.**
- ii. the dangers inherent with the online disclosure of personally identifiable information and,**
- iii. the consequences of unauthorized access (e.g., “hacking”) cyberbullying and other unlawful or inappropriate activities by students online.**

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and

instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social medial for personal use from the District's network.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

WIRELESS COMMUNICATION DEVICES (WCD'S)

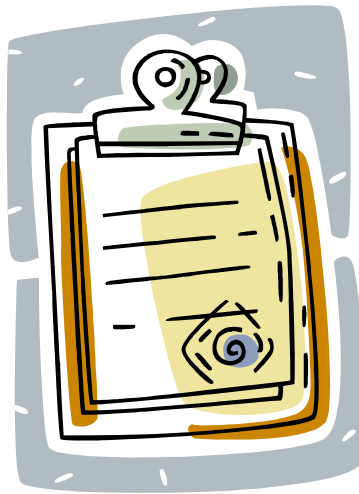


Wireless Communication Devices (WCD's)
(Brd. Pol. #5136)

REVISED POLICY WILL BE PROVIDED IN WRITING ONCE SCHOOL BEGINS

ADDENDUM 4

SCHOOL FORMS (SAMPLES)



**TROTWOOD-MADISON CITY SCHOOLS
School Records Update Form
2012-13**

DATE _____

Dear Parent/Guardian:

Please fill in the following information needed to update your child's school records for this school year. We appreciate your immediate attention to this matter. Thank you. **(PLEASE PRINT)**

Student Name _____ **Grade** _____ **Birth Date (mo/day/yr)** _____ **Sex (circle one)** Male/Female **Race** _____

Address _____ **City** _____ **Zip Code** _____ **Social Security # Student** _____

Home Phone _____ **Cell Phone** _____ **Has custody changed?** ____ Yes ____ No

Father's Name _____ **Place of Employment** _____ **Work Phone** _____

Mother's Name _____ **Place of Employment** _____ **Work Phone** _____

Email address _____

Foster Parent (if applicable): _____
Name _____ Phone _____

Name of Agency _____ **County** _____ **Phone #** _____ **Name of Caseworker** _____
(It is the parents' responsibility to notify the school if custody, address, or phone number changes.)

Other Children in the Home: _____ School Attending: _____

Person(s) authorized to pick up student in case of an emergency _____

EMERGENCY MEDICAL AUTHORIZATION

Student Name _____

School Name _____ Telephone _____

Address _____
City/State/Zip _____

Purpose – To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

Residential Parent or Guardian:

Mother's Name _____ Daytime Phone _____

Father's Name _____ Daytime Phone _____

Other's Name _____ Daytime Phone _____

Name of Relative or Childcare Provider _____

Relationship _____

Address _____ Phone _____

PART I OR PART II MUST BE COMPLETED

PART I – TO GRANT CONSENT

Does your child have any allergies? ____ Yes ____ No If yes, please explain _____

Do you have insurance for your child? ____ Yes ____ No

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor _____ Phone _____

Dentist _____ Phone _____

Medical Specialist _____ Phone _____

Local Hospital _____

Emergency Room Phone _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctor, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child’s medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

Date

Signature of Parent/Guardian

Address/City/State/Zip

PLEASE CHECK ONLY ONE!!

I give consent for this information to be shared with School staff

I do not give consent for this information to be shared with School staff

PART II – REFUSAL TO CONSENT

I do **NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date

Signature of Parent/Guardian

Address/City/State/Zip

**TROTWOOD-MADISON CITY SCHOOLS
FIELD TRIP FORM**

Dear Parent(s):

There will be occasions during this school year when your student's class will be taking educational and/or recreational field trips away from the school. These trips are usually taken during the school day, by school bus, with students arriving back at school in time to be dismissed.

We must have your permission in order for your student to accompany the class on these trips. In order for you to be contacted only once during the school year, we are using this form, which gives your permission for as long as your student is enrolled in one of the Trotwood-Madison Schools this school year.

Normally, you will be informed of each trip by written note from your student's teacher. It is the responsibility of your student to make sure that this information is delivered to you.

Please return this form, properly filled out and signed with your copy removed, to your student's teacher as soon as possible. Your student will not be able to go on any trips unless this form is on file.

Thank you.

Sincerely,

Trotwood-Madison Administrators

I give my permission for my student,

to participate in all field trips sponsored by the school during this school year. I understand that I will be informed about each trip before it is taken, and that it is my student's responsibility to deliver that information to me when requested to do so by the teacher.

Date

Parent or Guardian Signature

Trotwood-Madison City Schools
Parent's Request for the Administration of
Medication by School Personnel

I hereby authorize, request, and give my consent to the principal or his/her delegate (school nurse or other responsible person) to store, supervise, and/or administer the following medication to my child:

Prescribed Medication _____
(Doctor's Written Note Attached)

Non-Prescription Medication _____

Name of Student: _____

Address: _____

City/State/Zip: _____

Name of Medication, Dosage, and Route of Administration: _____

Times of the Day to be Administered: _____

Date to Begin Medication: _____

Date to Complete Medication: _____

It is impossible to arrange for this medication to be taken at home and, therefore, it must be administered during the school hours:

Yes No

Please regard my signature below as my assurance that I release _____

_____ School and any or all of the school's

employees from any liability or damages resulting from the consequences or

adverse reactions of our child's taking or failing to take this medication at

the times prescribed. I also agree to keep the school informed in writing of any

revision in the physician's prescription. I have had the opportunity to ask

questions. They have been fully answered to my satisfaction.

(DATE)

(SIGNATURE BY PARENT OR GUARDIAN)

TROTWOOD-MADISON CITY SCHOOLS
Physician's Request for the Administration of
Medication by School Personnel

The following student is under my care and should receive the medication indicated below. It is not possible to arrange for this medication to be taken at home under the supervision of a parent, and therefore, must be taken during school hours.

Name of Student: _____

Address: _____

City/State/Zip: _____

Name of Prescribed Medication and Dosage: _____

Number of Times/Intervals Medication is to be Administered: _____

Dates Administration to Begin and End: _____

Adverse or Severe Reaction that should be reported to Physician: _____

Special Instructions for Administration of Medication: _____

This Medication Can Be Safely Administered by Non-Medical Personnel: Yes No

(Physician's Name)

(Phone Number)

(Physician's Signature)

(Date)

One Medication per Sheet

SHARING INFORMATION

Date _____

Please let us know if your student or family has had a special recognition, award, and/or accomplishment outside of school. We would like to acknowledge these achievements:

Student's Name: _____

Parent's Name: _____

Date of Achievement: _____

Awarded by: _____

SHARING INFORMATION

Date _____

Please let us know if your student or family has had a special recognition, award, and/or accomplishment outside of school. We would like to acknowledge these achievements:

Student's Name: _____

Parent's Name: _____

Achievement/Date: _____

Awarded by: _____

A NOTE TO SCHOOL

To: _____

Teacher: _____

For Student: _____

Parent: _____

Date: _____

Phone: _____

(Check Applicable)

Is late due to _____

Will be picked up by _____ at _____ AM/PM

Will be going home with _____

Bus# _____

Is returning to school after an absence of _____ days due _____

Other _____

TROTWOOD-MADISON CITY SCHOOLS
3594 North Snyder Road
Trotwood, Ohio 45426-3397
937-854-3050

SCHOOL COMMENT/COMPLAINT FORM

School _____

Principal _____

Name _____

Date _____

Address _____

Phone _____

Child/Children's Name: _____

Concern: _____

I have discussed this issue with: _____

Outcome: _____

I would like the following actions considered to alleviate my concern:

Name: _____

Address: _____

Phone _____