

# SHELBY CITY SCHOOLS

## FAMILY-STUDENT HANDBOOK 2020-2021



Auburn School  
109 Auburn Avenue  
419-342-5456  
*Kelly Kuhn, Principal*

Dowds School  
18 Seneca Drive  
419-342-4641  
*Kristin Kaple-Jones, Ed.D., Principal*

Dear Students and Families,

Welcome to the Shelby City Schools!

We are all eager to work with you to assure the best educational program and environment for every child. Working cooperatively in this endeavor will allow us to help each child develop to his or her fullest potential.

This district handbook has been written to provide you with the important information about our K-4 schools. It includes specific building information, rules and routines, school health and safety guidelines, parent activities, and school policies and procedures.

We encourage you to call your child's school any time, become involved in your building PTO, and communicate any questions, comments, or suggestions to the staff. Your opinions and communications can only help to constantly improve the quality of education in our schools.

Sincerely,

Kelly Kuhn  
Auburn School

Kristin Kaple-Jones, Ed.D.  
Dowds School

## WHERE TO GET ANSWERS TO YOUR QUESTIONS

YOUR CHILD'S TEACHER can help if it is a matter concerning your child's progress, what is being taught, or any other matter directly related to the classroom. Please call your child's teacher or send a note to arrange a conference.

THE SCHOOL SECRETARIES can help you with routine matters concerning school situations.

Mrs. Cathy Gardner at Auburn, 419-342-5456

Mrs. Dee Dee Paulo at Dowds, 419-342-4641

THE PRINCIPALS can help you on matters relating to school-wide operation policy, provide you with school information, or help you resolve a problem.

Mrs. Kelly Kuhn at Auburn, 419-342-5456

Dr. Kristin Kaple-Jones at Dowds, 419-342-4641

THE SUPERVISOR OF TRANSPORTATION can help you with problems dealing with transporting students by bus.

Mr. Kelly Stanford at Support Services Division, 419-342-6581 (routes)

Mr. Andrew McFarland at Shelby Middle School, 419-347-5451 (discipline)

THE SUPERINTENDENT OF SCHOOLS is responsible to the Board of Education for the administration of the school system. He recommends policies to the Board and is responsible for implementing Board-adopted policies.

Mr. Tim Tarvin at the Shelby Board of Education, 419-342-3520

### TITLE IX COORDINATOR

Mr. Paul Walker at the Shelby Board of Education, 419-347-6496

### BOARD OF EDUCATION MEMBERS

Mr. Scott Rose, President

[rose.scott@shelbyk12.org](mailto:rose.scott@shelbyk12.org)

Mr. Randy Broderick, Vice President

[broderick.randy@shelbyk12.org](mailto:broderick.randy@shelbyk12.org)

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Mrs. Lorie White

[white.lorie@shelbyk12.org](mailto:white.lorie@shelbyk12.org)

### PTO

The Parent Teacher Organization is an important partner in your child's elementary education. Through the activities of this organization, you get a chance to learn more about your child and see some of the products of their work and talents. It also provides opportunities for the parents to work with the school staff and get better acquainted. The PTO conducts or assists with fundraising projects throughout the year. These funds are then used to purchase materials and equipment to enhance the educational offerings and atmosphere of your child's school.

Be sure to join your school's Facebook page, too!

# ARRIVAL AND DEPARTURE

## SCHOOL ARRIVAL AND DEPARTURE

Due to bus schedules, Auburn and Dowds have a slight variation in their arrival and dismissal schedules. Please pay close attention to the times appropriate to your student's school.

**Auburn:** Pupils should arrive between 8:20 and 8:50 a.m. Students will be counted tardy after 8:50 a.m. School personnel are not responsible for the supervision of students and school doors do not open before 8:20 a.m. Breakfast is only served to students arriving prior to 8:40 a.m.

Special Schedule Considerations: In the case of a 2-Hour Delay, students may arrive in the building beginning at 10:20 a.m., and school will start at 10:50 a.m. No breakfast is served on 2-Hour Delay days. On 2-Hour Early Release days, students will be dismissed at 1:23 p.m. The daily schedule remains otherwise intact (lunch/recess times do not change). Please contact the office if your student's dismissal arrangements may change.

**Dowds:** Pupils should arrive between 8:20 and 8:40 a.m. Students will be counted tardy after 8:40 a.m. School personnel are not responsible for the supervision of students and school doors do not open before 8:15 a.m. Breakfast is only served to students arriving prior to 8:40 a.m.

Special Schedule Considerations: In the case of a 2-Hour Delay, students may arrive in the building beginning at 10:15 a.m., and school will start at 10:40 a.m. No breakfast is served on 2-Hour Delay days. On 2-Hour Early Release days, students will be dismissed at 1:15 p.m. The daily schedule remains otherwise intact (lunch/recess times do not change). Please contact the office if your student's dismissal arrangements may change.

## SIGNING IN/SIGNING OUT PROCEDURES

Students arriving late to school must report to the school office and be signed in on the Student Attendance Register. If it is necessary for students to leave school during school hours, a note should be sent to the office that morning. Students leaving the school during school hours must be signed out by the parent/guardian on the Student Attendance Register before leaving the building. Parents are urged to arrange medical/dental appointments outside the school day. Written permission should be sent by the parent/guardian for someone else to remove a student from school.

Please remember throughout the day, the main entrance is the only door accessible. All other entrances are locked.

## WALKING TO AND FROM SCHOOL

1. Please discuss with your child the safest route to and from school. Please impress upon your child that it is important that he/she obey the safety patrol and crossing guard.
2. Please remind your child about not walking through or playing on private property.
3. Walk on sidewalks. Use appropriate crosswalks.
4. Wear clothing appropriate to weather (when raining - raincoats and umbrellas, when snowing - warm coats, gloves and boots).
5. Warn your child about not talking to and accepting rides from strangers and about reporting suspicious strangers to you and the school.
6. The school is directly responsible for supervision of students only while they are on school property during school hours. Once they leave the school property, this becomes the responsibility of the parents.

## BICYCLES/SKATEBOARDS/ROLLERBLADES

1. Bicycles may be ridden by students in grade K-4.
2. Bicycle riders are to obey all traffic rules and regulations.
3. Bicycles must be walked in the crosswalk, on school grounds, and especially in bus lanes.
4. Once on school grounds, bicycles must be parked in the racks provided.
5. The school accepts no responsibility for bicycles parked on school grounds.
6. Only one rider is to be on a bicycle.
7. No skateboards, scooters, roller blades, or shoe roller blades are permitted to be ridden to/from school.
8. Any bus rider wishing to ride a bicycle to school must have permission from the principal.
9. Not following the rules may result in the loss of bicycle-riding privileges.

## CAR RIDERS

1. Car riders should be dropped off at the designated drop off zone after 8:20 a.m. (Auburn) or 8:15 a.m. (Dowds).
2. Please do not park in staff parking area.
3. Car riders are dismissed at 3:15 p.m. (Dowds) or 3:23 p.m. (Auburn), or immediately following the shuttle busses. Students should be picked up at the designated area. Dowds parents need to escort their child back to the car. Auburn car riders are placed in their cars at dismissal. Please yield to buses. Do not block them. The bus lane is marked with yellow lines. **Do not park in or block the bus lane.** \*Specific traffic flow directions are available in the office.

## EMERGENCY SCHOOL CLOSING

Please subscribe to text/e-mail alerts as per the instructions on the school website for the most up-to-date information regarding closings and delays. In case of unexpected bad weather, please do not call the school. Our phones must be kept open for emergencies. For any special instructions, please listen to the following local radio stations:

Mansfield Station	WMAN 1400 AM
Mansfield Station	WRGM 1440 AM
Mansfield Station	WVNO 106.1 FM
Mansfield Station	WYHT 105.3 FM
Willard Station	WSWR 100 FM

If students need to be dismissed early due to weather conditions, they will be sent home on the bus or walk home, unless we have specific instructions from the parents on file in the office. Parents are advised to have alternate arrangements made so that your child knows where to go on days when school might dismiss early. Please be sure to discuss such emergency dismissal plans with your child. Return the emergency dismissal plan form to school. Make them aware of their responsibilities.

The decision will be made by the Superintendent whether to “hold” or “dismiss” students in the event there is a tornado watch or warning. Parents wishing to pick up their students may do so by stopping in the office.

## SCHOOL BUS TRANSPORTATION

Only those students who are listed as bus students are permitted to ride buses to and from school. Walkers and car riders are not permitted to go home with students on the bus. If a bus student is not riding the bus home, a note of explanation must be sent to the office. A bus rider will not be permitted to ride a bus that he/she is not assigned to ride unless the transportation supervisor approves the change.

Students being transported by the bus to and from school or on field trips are subject to the same rules of conduct as in the classroom. Student behavior problems will be reported to the Transportation Supervisor and the building administration. Disciplinary action will be taken. Students who miss the P.M. bus should not walk home but should come immediately to the office for assistance.

### BUS PICK-UP AND DROP-OFF PROCEDURE:

The Ohio Department of Education and the Shelby Board of Education have adopted the following rules and regulations for all students preschool through high school.

1. Bus routes and bus stops within the District will be established by the Transportation Supervisor. Routes will be established to provide safe and efficient operation. These routes will be approved by the Board annually.
2. Routes established may only be changed by the Board with the recommendation of the Transportation Supervisor and the Superintendent. The Transportation Supervisor is permitted to temporarily alter a route.
3. If a student is to be picked up or dropped off at a babysitter during the entire school year, parents must provide this information prior to August by calling (419) 347-6496. Should changes in the babysitting arrangements be necessary during the school year, parents must notify the transportation department two (2) weeks prior to the change. Any changes, however, will depend upon these reasons: bus population, location of pick-up or drop-off, and length of the route.

4. **Students are not permitted to ride on a bus other than their regular A.M. or P.M. bus except in an emergency.** Emergency changes may only be made with the Assistant Principal, Principal, or Transportation Supervisor's permission. An emergency **IS NOT**:
  - a. Last minute babysitting arrangement changes
  - b. Slumber party, overnight stay, or going home with a friend
  - c. After-School Party
  - d. Evening activities involving school, community, or church
5. Bus drivers are not permitted to make changes in their routes without the approval of the Transportation Supervisor or Superintendent, except in emergency situations.
6. Please notify the Transportation Department at Bus Garage: (419) 342-2442, when student pick up is not needed that day.
7. School Bus Stops (O.A.C. 33301-83-13)
 

Pick-Up crossing the road in front of the bus:

  - a. Stand in a designated safety spot chosen by the driver.
  - b. Wait until the bus stops and watch for the driver's hand signal. When the driver lowers his/her hand check traffic both ways and go straight across the road in front of the bus and walk down to the door.
  - c. Quickly and quietly walk to your assigned seat.
8. Drop –Off crossing the road:
  - a. Once off the bus, take 10 steps forward until you can see the driver's hand and face.
  - b. Watch for the driver's hand signal. When the driver lowers his/her hand, go to the center of the road and stop. Look both directions, making sure it is safe before proceeding.
  - c. If the driver sounds the horn, this means danger. Look for traffic first, and then look at the driver for further instructions.
  - d. Once across, go to your designated safety spot chosen by the driver, and wait until the bus leaves.
    1. NEVER go back and pick up something you dropped.
    2. Do not go to the mail/paper box until the bus leaves.

The pick-up and drop-off for the right hand stops are basically the same except you will not be crossing the road. The driver will pick up at designated safety spots. In the afternoon your child is required to stand at the designated safety spot until the bus leaves.

At the bus stop in the afternoon where there are students on both sides of the road, the additional rules apply.

- a. The cross over students get off first, follow driver instructions as noted above, cross the road, and stand in their designated safety spot.
- b. The right side drop off students get off the bus and stand in their designated safety spot.
- c. The students stay in their designated safety spot until the bus pulls away. Again, NEVER go back and pick up anything. Do not go to the mailbox until the bus leaves.

As you can see there are many rules and steps a driver must perform to ensure your child's safety. Please help us by going over the rules with your children and if you have any questions, call the bus garage.

#### VIDEO CAMERAS IN TRANSPORTATION VEHICLES

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, have utilized video cameras on all school vehicles transporting students to and from curricular and extracurricular activities.

## HEAD LICE

Students who are found to have head lice while at school **cannot** ride the bus home from school that day. Other arrangements for transportation home must be made.

## **BUS REGULATIONS**

### STUDENT CONDUCT ON SCHOOL BUSES:

Although the Shelby City School District furnishes transportation in compliance with State Law, it does not relieve parents of the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus – and only at that time – he/she becomes the responsibility of the District. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

3301-83-08 Pupil transportation management policies:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps (see paragraph J of rule 3301-83-20 of the Administrative Code)
  - a. No living creatures can be transported on the bus.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

### BUS CONDUCT REPORT

In the event of bus misconduct, the driver will notify the student, parent, transportation supervisor, and bus disciplinarian. The bus disciplinarian is Mr. Andrew McFarland, assistant principal at Shelby Middle School. He can be reached at [mcfarland.andrew@shelbyk12.org](mailto:mcfarland.andrew@shelbyk12.org) or (419) 347-5451. Your child needs to report bus problems to the driver as a first step. The bus disciplinarian will call home and send a copy of the report home as well. The bus disciplinarian will meet with the student(s) involved in the Bus Conduct Report.

Possible discipline measures may include but are not limited to: loss of recess, change of assigned seat on the bus, and three, five or ten day bus suspension. The bus disciplinarian may recommend suspension of bus riding privileges for the remainder of the year if misconduct continues.



## IMMUNIZATIONS REQUIRED FOR DAY CARE, HEAD START, PRE-SCHOOL AND SCHOOL ATTENDANCE

VACCINES	IMMUNIZATIONS REQUIREMENTS FOR DAY CARE, HEAD START & PRE-SCHOOLS	IMMUNIZATION REQUIREMENTS FOR SCHOOL*
<b>DTaP/DTP/DT/Td</b> <b>Diphtheria,</b> <b>Tetanus,</b> <b>Pertussis</b>	4 doses of DTaP or DTP or any combination.	<b>Kindergarten:</b> 5 doses of DTaP, DTP, DT or any combination, if the fourth dose was administered prior to the 4 <sup>th</sup> birthday. <b>Grade 1 – 12 **</b> 3-4 doses of DTaP, DTP, or Td or any combination
<b>POLIO</b>	3 doses of OPV or IPV or any combination	<b>Kindergarten:</b> 4 doses of any combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the 3 <sup>rd</sup> dose of either vaccine was administered prior to the 4 <sup>th</sup> birthday. <b>Grade 1 – 12</b> 3 doses of OPV or IPV or any combination of OPV or IPV
<b>MMR</b>	1 dose of MMR administered on	<b>K – 12</b> 2 doses of MMR. Dose 1 must be administered on or after the 1 <sup>st</sup> birthday. The 2 <sup>nd</sup> dose must be administered at least 28 days after dose 1.
<b>Hib</b> Heamophilus Influenza Type B	3 or 4 doses depending on the vaccine type and the age when the child began the 1 <sup>st</sup> dose and the last dose is after 12 months or 1 dose given on or after 15 months of age	None
<b>HEP B</b>  Hepatitis B	3 doses of Hepatitis B	<b>K -7</b> 3 doses of Hepatitis B. The 2 <sup>nd</sup> dose must be administered at least 28 days after the 1 <sup>st</sup> . The 3 <sup>rd</sup> dose should be given at least 16 weeks after the 1 <sup>st</sup> dose and at least 8 weeks after the 2 <sup>nd</sup> dose. The last dose in the series (3 <sup>rd</sup> or 4 <sup>th</sup> dose) should not be administered before age 24 weeks*** <b>Grades 8-12</b> Hepatitis B not required
<b>Varicella</b>  Chickenpox	None	<b>K-3 2009-2010</b> <b>(K-4 2010-2011)</b> 1 dose of varicella vaccine must be administered on or after the 1 <sup>st</sup> birthday

\*The 5<sup>th</sup> dose of DTaP, DTP, or DT and 4<sup>th</sup> dose of Polio will not be required until Kindergarten. At Kindergarten, these doses will be required if the 4<sup>th</sup> DTaP, and 3<sup>rd</sup> Polio were administered prior to the 4<sup>th</sup> birthday. The Hepatitis B and Varicella requirements will be progressive.

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

\*\*\*Previously, the 3<sup>rd</sup> dose could not be given before the child was 6 months old. There has been a change, the 3<sup>rd</sup> dose is given at or after 24 weeks of age (as long as all the other spacing is correct) the dose counts and does not have to be repeated.

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

Only full doses of vaccine using proper intervals shall be counted as valid doses.

## MEDICAL INFORMATION

Each year parents fill out an enrollment form with emergency medical information and submit it to the school. This information is necessary in case of an emergency during school hours.

### MEDICAL ATTENTION AT SCHOOL

A student who becomes injured or ill during the school day should be sent to the office. If it is determined that the child needs to go home, a parent or an emergency contact person will be called. The student will be permitted to leave when the parent or emergency contact person reports to the school office and signs the student out of school.

### PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

The school recognizes that students must occasionally take medicine in order to fully participate in school. Whenever possible, medication should either be given by the parent or taken at home.

If medication must be taken by a child while at school, the medication must be kept and administered by the health aide, school secretary, principal, or designee. The medicine must be in the original container. Most importantly, a required permission form must be turned into the office signed by both the parent and the doctor. This form is available in the office and on the school website. Local physicians might also have copies of this form. No medication can be administered until this form is completed and returned to the office along with the medication in its original container. Students are **not** permitted to carry medication with them (except inhalers). All drugs must be turned into the office for dispensing. This includes "over the counter" medications such as cough drops, Tylenol, Advil, Benadryl, etc.

The state law forbids the dispensing of any medication, even by the health aide, without specific permission. If a child must receive medication, the medicine must be in the original container, with the following information on the label – the child's name, the name of the medicine, the time to take it, and the dosage recommended. The required form signed by the doctor and parent must also accompany any medication. **All such medicine must be brought to/from the office by an adult. Children are not permitted to transport medication.**

### INHALERS

In order for a student to possess and use an inhaler, the required form signed by the doctor and parent must be submitted to the principal or health aide.

### HEAD LICE

Unfortunately, students sometimes get head lice. When an active case of head lice is found, the student will be sent home to be treated with the proper shampoo. The parent/guardian will be instructed concerning the shampoo procedure, nit removal, other cleaning recommendations from clothing, bedding, combs, brushes, upholstered furniture, and carpeting. **The student must be accompanied by a parent/guardian upon returning to school.** A recheck will be conducted by the health aide or her designee unless a note from the Shelby Health League or physician is presented by the parent. If nits (lice eggs) are still present, the parent/guardian will be notified immediately as the student must be **NIT-FREE or be excluded from school until the hair is nit-free.** If a student does not return to school within **two days, the student's absence will be considered unexcused.**

**\*\*\*Students with head lice are also not permitted to ride the school bus to or from school until they have been cleared.**

## COVID-19 FACE COVERING POLICY

**In the event that local, state, or federal health officials issues any mandate regarding the wearing of face coverings that conflicts with provisions of this policy, the District will suspend the conflicting provisions of this policy and comply with the mandate from health officials.**

### STAFF

All school staff members must wear a face covering made of cloth/fabric that covers the employee's nose, mouth, and chin, unless covered by an exception recognized by the Ohio Department of Health. A face shield made of flexible plastic that wraps around the wearer's face and extends below his or her chin may be an acceptable face covering under certain circumstances as determined by the Superintendent or his or her designee. "Staff members" is an inclusive term and includes but is not limited to all salaried and hourly employees, vendors, contractors and volunteers.

A staff member may be required to answer questions and/or supply documentation as appropriate if he or she requests not to wear a face covering. The Superintendent or his or her designee's decision to grant or deny an exception or whether a face shield may be used is final.

### STUDENTS

All students in grades pre-K through 12 must wear face coverings while: (1) on a school district bus, (2) on district property (including when moving in the hallways and common areas of school buildings), and (3) in classrooms when physical distancing of six feet is not possible.

Requests for exceptions under this section as well as those necessary for students with a documented health or developmental condition shall be considered by the Superintendent/designee, who may request documentation justifying the exemption.

The face covering requirement does not apply while:

1. The student is eating;
2. The student is engaged in outdoor recess and/or physical education class where students are able to maintain physical distancing of at least six feet;
3. The student is in a classroom in which all students are able to maintain at least six feet of physical distance during instruction; and
4. Students are engaging in activities where wearing a face covering would significantly impair a student's ability to receive necessary services (Ex. administration of medication, provision of speech therapy).

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students or staff who harass or bully students with exemptions or engage in behavior that interferes with any student or staff member's ability to comply with this policy.

### GENERAL PROVISIONS

Failure or refusal to wear a required face covering by a staff member or student may result in discipline in accordance with other District policies, handbooks, and/or codes of conduct, as applicable. If a student who is required to wear a face covering does not have one, he or she will be provided an acceptable face covering by a staff member.

This policy shall supersede any conflicting provisions in other District policies, handbooks or procedures.

The Board authorizes the Superintendent to amend these requirements as necessary to meet federal and state guidelines.

## STUDENT ATTENDANCE AND ABSENCE POLICY

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are legitimate, the child misses critical instruction time and learning opportunities. This often has long-term, negative effects on a child, such as lower achievement and a greater chance of not graduating on time.

The following notification of Absence Procedures have been adopted by the Shelby Board of Education in accordance with requirements of the Missing Child Act:

- Parents should call the school office in the morning of the day of the student's absence within 2 hours of the start of the school day. Parents will be called if there is a question concerning the validity of the message.
- Arrangements of pre-planned absences should be completed in advance whenever possible.
- An attempt to contact parents will be made if the school has not received notification of the student's absence.
- In the event that phone contact has not been completed, parents are required to send a written note along with any other required documentation explaining the absence on the day the student returns to school.

A legitimate excuse is defined in the Ohio Revised Code as:

- Illness of the child;
- Illness in the family necessitating the presence of the child. The principal may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
- Quarantine of the home;
- Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable causes may be shown by the applicant child for a longer absence;
- Medical or dental appointment. The principal may require the written statement of a physician or dentist if it's deemed appropriate;
- Observance of religious holidays;
- College visitation. The principal may require verification of the date and time of the visitation by the college, university, or technical college;
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- Absences due to a student being homeless; or
- Emergency or other set of circumstances in which the judgment of the principal constitutes a good and sufficient cause for absence from school.

The Shelby City Schools follow the guidelines for truancy as established by House Bill 410: Habitual and Chronic Truancy. Every minute that a student misses school is documented as absent. Minutes are accumulated toward a student's attendance status.

### ATTENDANCE STATUS

- **Excessive Absence** - A student is considered to have excessive absences when the student is absent for 38 or more hours in one month or 65 or more hours in one school year *with or without* a legitimate excuse.
- **Habitual Truancy** - A student becomes habitually truant when the student has been absent *without* a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.

### ABSENCE INTERVENTION PROCESS

The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Parent and/or student communication via face to face meetings, email, phone calls;
- A warning letter to parents after 12 hours without legitimate excuse;
- An absence intervention meeting may be required with parent/guardian and the student after 30 hours without legitimate excuse;
- Referral to Richland County Juvenile Court Truancy Education Program (TEP) after 48 hours without legitimate excuse;
- A letter will be sent home when a student meets Excessive Absence status. Any further absences must be documented with a doctor's excuse, court documentation, documentation of death in immediate family, or principal's approval.
- When a student reaches Habitual Truancy status, a referral will be made to Richland County Juvenile Court for formal truancy proceedings.
- A student may be retained at the K-8 level or lose credit at the high school level if they exceed the following limits:
  - K-8: 120 hours
  - High School: 32 hours for a nine weeks course, 65 hours for a semester course or 124 hours for a year-long course.

Revised March 2018

## **EQUAL EDUCATION OPPORTUNITY**

Shelby City Schools is a equal education opportunity and an equal employment opportunity institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

## **NON DISCRIMINATION STATEMENT**

The Shelby City Board of Education will not permit discriminatory practices. To assure compliance with this policy the Board will:

1. promote the rights and responsibilities of individuals as set forth in the state and federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. encourage positive experiences for children and youth and adults.
3. work towards a more integrated society and enlist the support of individuals as well as private and governmental groups and agencies, in such an effort.
4. use communications and active techniques to air and reduce the grievances of individuals and groups consider the potential benefits or adverse consequences that the Board's decision might have on the human relations aspect of the school community.

## **STUDENT RECORDS**

### CONFIDENTIALITY OF STUDENT RECORDS

1. Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "Privacy Act." Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this information.

### PARENTS' ACCESS TO STUDENT RECORDS

1. Parents requesting access to their child's records must be granted access within 45 days of the request. Inspection and review of records must take place only in the presence of a school official (principal) so that proper interpretation and security is provided.
2. Parents have the right to receive copies of their child's records. The school may charge a reasonable fee to cover the cost of duplicating the records.
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

### NON-CUSTODIAL PARENTS' ACCESS TO STUDENT RECORDS

A divorce or change in custody does not change the rights of a natural parent to their child's records. Under federal law, there is no distinction made between custodial and non-custodial parents with regards to student records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless these rights are given to them by the custodial parent.

### CHILD CUSTODY

Whenever a child custody order or decree (including a temporary order) is issued resulting from an action of divorce, alimony, annulment, or dissolution of marriage, and the order or decree pertains to a child who is a pupil in a public school, the custodial parents shall notify the school of the custody arrangements by providing

the school principal with a certified copy of the order or decree. Whenever there is a modification of any child custody order or decree, the custodial parent shall provide the school principal with a certified copy of the order or decree that makes the modification.

When custody order or decree papers are in effect at the time of enrollment into a school district, they must be presented at that time (Ohio Revised Code 3313.672). The custodial parent must inform the school in writing of any legal limitations in the rights of the non-custodial parent. Without such notice, the school shall presume that the student may be released into the care of either parent.

#### REPORTING OF PUPIL PROGRESS

The school strives to keep students and parents informed of the student's academic, emotional and social development as the student advances through the grades. Shelby Schools report pupil progress through parent-teacher conferences, interim reports, and progress reports.

Progress reports are sent home with students at the end of each grading period. However, if a student owes school fees, his or her progress report will be held in the office until fees are paid or parents have made appropriate arrangements through the office. District-wide parent-teacher conference days will be scheduled in the fall and other conferences may be requested by the teacher or the parent. Interim reports are sent home to parents midway through the grading period for students who: 1) are experiencing academic or other problems or 2) are repeating a grade.

## STUDENT DRESS CODE

The personal appearance of each student should not disrupt nor tend to disrupt the educational processes and the environment of the school or the individual classroom. Disruption occurs as attention is drawn to an individual. No student shall act in any manner that endangers (or could endanger) his/her personal health and safety or that of his/her fellow students.

1. All clothing should be clean and properly fitted. Ripped or torn clothing will not be permitted. Any decision regarding torn clothing or improperly fitted clothing is an individual judgment made by school personnel. Pajama bottoms, lounge pants, and boxer shorts are not permitted.
2. Each student must wear some type of shoe. Students must wear gym shoes for gym class. Skate shoes are not permitted to be worn. Close-toed shoes may be required for recess.
3. Excessively low cut, short (exposing the midriff), or see-through shirts will not be permitted.
4. All shirt straps or sleeves should extend to the edge of the shoulder.
5. Skirts and shorts which are too short for sitting or bending are not permitted (fingertip length when hands are held in a relaxed position at the side of the body). Spandex and like material, yoga pants, and leggings, worn without an article of clothing over them of appropriate length, are not permitted.
6. Students must wear adequate underclothing. In addition, excessively baggy or droopy pants are not permitted. All shorts, pants, dresses or skirts must have a hem. NO CUTOFFS.
7. Hair must be kept neat and clean, and worn in a manner that doesn't present a danger or disruption to the class.
8. Jewelry and/or other adornments should not attract undue attention, nor pose a health or safety threat to themselves, to any student, or staff member. Chains may not be worn on clothing.
9. Obscene or suggestive tattoos or patches, pictures, and words on clothing are prohibited. Students shall not wear or exhibit clothing, buttons, etc., which suggest drugs, alcohol, tobacco, or weapons. No student shall display racial/hate epithets at school or any school activity.
10. Hats, headbands, bandanas, hoods or sunglasses may not be worn during the school day.
11. Coats must be removed in the building and kept in designated area.

The principal retains the right to alter the dress code at any time for any individual or for the school in general. The decision regarding any piece of clothing, hairstyle, or jewelry is an individual judgment of the principal or assistant principal.



# STUDENT CODE OF CONDUCT

Effective school discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to live with the consequences of their actions.

Misconduct by a pupil that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District are considered within the scope of these policies.

Students found to be in violation of the Board-adopted student code of conduct may be subject to school discipline, including, but not limited to, removal from class, denial of attendance at extracurricular activities (including field trips), detention, community service, suspension/expulsion, and/or participation in commencement.

1. **Disruption of School:** A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction of the normal school day. While this list is not intended to be inclusive, the following acts illustrate the kinds of offenses covered by this rule: occupying the school grounds or part thereof with intent to deprive others of its use, setting fire to or damaging school property, creating false fire alarms or 911 calls, making bomb threats, unusual dress or appearance, student strikes or walkouts.
2. **Damage to or Defacing of School or Private Property:** A student shall not misuse, cause or attempt to cause damage to the school, school property, private property or school premises while at school or at any school activity on or off school grounds. Students shall not deface or attempt to deface or demonstrate a lack of respect for school property or private property while at school or at any school activity on or off school grounds.
3. **Harmful Behavior:** A student shall not cause physical or other pain, injury, or harm or behave in such a way that could cause physical or other pain, injury, or harm to school staff, other students, or visitors while on school property, including school buses, or while in attendance at school-sponsored activities. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the policy.
4. **Threat/Intimidation:** A student shall not cause another person to believe that physical harm may come to them. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not encourage another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor.
5. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, intend to use, or conceal any object which could be considered a dangerous weapon or look-alike weapon or an instrument capable of harming others on school property or at any school activity on or off school grounds. This category would include, but not limited to: firearms, knives, ice picks, razors, brass knuckles, clubs, matches, cigarette lighters, laser pens, irritating chemicals, fireworks, or other explosives.
6. **Tobacco, Alcoholic Beverages and Drugs:** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look-alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra curricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes where they contain nicotine or not, are also prohibited.

A student shall not possess, use, handle, transmit, sell or conceal alcoholic beverages or look-alikes, drugs (including steroids), look-alike drugs, or substances which are thought to be drugs, sold as drugs, or inferred to be drugs while on school property or at any school related activity. A student shall not show any evidence of use of

those items listed above. A student shall not possess or use those items listed above at any school-related activity or while on school premises.

7. **Misuse of Technology:** The Shelby City Schools provides internet access and technology for educational purposes only. Students are not permitted to install any type of program, software, or application on a school device. No student shall gain access, attempt to gain access, or alter any type of school data. This would include, but not limited to, damage to or tampering with computers, software, hardware, files, programs, and calculators. Any violation of the Computer User Agreement, which includes the above, will result in disciplinary action.
8. **Electronic Devices:** Unauthorized use of electronic devices that can transmit or receive information or signals during the school day is prohibited. Students are required to keep the devices in a designated location at the school's discretion. The school is not responsible for any lost, stolen, or damaged electronic devices.
9. **Insubordination:** A student shall not fail to comply with directions of all school personnel during the school day or at school activities. Students shall not fail to comply with the provisions of the Student Dress Code.
10. **Student Respect for all School Personnel:** Shelby students are reminded of their obligation respect ALL school personnel at ALL times. School personnel have protection under Ohio Law from disrespectful types of student harassment for twenty-four hours each day. Any conduct away from school which has a detrimental effect on school discipline and welfare may come within the scope of the school's authority.
11. **Profanity/Obscenity/Offensive Displays:** A student shall not use profanity or obscene language, gestures, signs, pictures of publications, objectionable material, written or verbal, while communicating with any other person on school grounds or at any school activities. Furthermore, no student shall display gang symbols/colors, or racial/hate symbols or slurs while at school or at any school-sponsored activity.
12. **Harassment, Hazing and Bullying:** All Shelby City Schools abide by the Board-adopted policy entitled Hazing and Bullying (JFCF). Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, physical, or cyber act that a student has exhibited toward another particular student more than once and causes a school distraction. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.  
  
This includes sexual harassment which can include but is not limited to unwanted touching, verbal comments of sexual nature, sexual name calling, repeated propositions, and unwanted body contact. Students are encouraged to report all types of harassment, hazing and bullying to school personnel.
13. **Appropriateness:** Students are expected to keep displays of affection consistent with what is expected in a place of business or learning institution. Close contact, hugging, kissing, etc. will not be tolerated in or about the school building. Students are prohibited from engaging in sexual activity on school grounds or at any school activity.
14. **Theft:** A student shall not cause or attempt to take into possession the public property of the school district or the personal property of another person.
15. **Class Disruption:** No student shall be involved in actions that disrupt the educational process of other persons in a class, activity, or organized function of the school.
16. **Extra-curricular Activities, Clubs, Organizations and Teams:** Participation and attendance in/at extra-curricular activities, clubs, organizations, and teams is a privilege, not a right. A student will be removed from or denied membership/attendance in extra-curricular activities, clubs, organizations, or teams if that student

does not comply with rules published for that activity, club, organization, team or event, or if that student engages in any activity at any time that may bring discredit to our school, community, or any school activity or school organization.

17. **Forgery/Falsification, Plagiarizing/Cheating:** No student shall falsely use in writing the signature of another person. No student shall falsify any document or information in any manner. No student shall fail to tell the truth. No student shall plagiarize, copy, or allow the plagiarism of his/her own work or the work of another person. No student shall receive unauthorized help of any kind on a test, examination or other assessment given by school personnel.
18. **Gambling:** No student shall gamble on school grounds or at any school activity.
19. **Unauthorized Sale or Distribution:** No student shall solicit any form of compensation, nor shall he or she sell or distribute, or attempt to sell or distribute, any object or substance which has not been authorized for sale or distribution by the building administration.
20. **Assigned Area:** No student shall be out of his/her assigned area during the school day unless he/she has been properly authorized to do so. Once on school property, student must remain on school grounds until school is dismissed.
21. **Loitering:** Students may not loiter or otherwise gather inside, outside, or within sight of the school building before or after school.
22. **Repeated Violations:** A student shall not repeatedly violate any part of the Shelby City Schools Student Code of Conduct.

### DISCIPLINE PLAN

Students are expected to follow school rules. If they choose not to follow them, they will be given consequences/interventions.

For minor infractions, the consequences *may* be as follows:

- ~ warning
- ~ missing recess or loss of other privileges
- ~ lunch detention/Noon Room
- ~ demerit(s)
- ~ note home to parents
- ~ call to parents
- ~ before/after school detention

The consequences get more severe if the behavior continues or presents a serious infraction. In this case, consequences *may* be as follows:

- ~ missing recess or loss of other privileges with a call to parents
- ~ before/after school detention with a call to parents
- ~ required conference with parents
- ~ alternative education program
- ~ in-school detention
- ~ out-of-school suspension

The consequences are determined by the severity of the offense and the history of the child's behavior.

### APPEAL PROCEDURE

If a child is suspended or expelled, he/she has the right to appeal the decision to the Superintendent, to be represented in the appeal by a representative of his/her choosing, and to request that the appeal hearing be held in an executive session.

### SEARCH and SEIZURE, INTERROGATION

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has **reasonable suspicion** that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials will be contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for failure to cooperate.

Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon **reasonable suspicion** that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures.

Students are advised that lockers are the property of the Shelby City School District and are subject to inspection by authorized school personnel. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their assigned locker. No student is permitted to share a locker without the written permission of the administration. Sharing of a locker does not excuse either student from being responsible for the contents within the locker at all times. The Board of Education has adopted O.R.C. 3313.20 (B) (1) (b) as its locker search policy allowing principals within the district or their designees to conduct searches. The statute section reads as follows: "Search any pupil's locker and the contents of any pupil's locker at any time if the Board of Education posts in a conspicuous place in each school building that has lockers available for use by pupils a notice that the lockers are the property of the Board of Education and that the lockers and the contents of all the lockers are subject to random search at any time without regard to whether there is a **reasonable suspicion** that any locker or its contents contains evidence of a violation or a criminal statute of a school rule."

Any work or files created, loaded, displayed, or saved on school-owned equipment, including laptops, is considered to be the property of the Board of Education and is subject to search by school officials without permission of the student. Any work, files, equipment, hardware, or software that is brought to school or to a school-related event or activity is subject to search by school officials without permission of the student. School authorities will seize any material or weapon observed during a search that is deemed to be dangerous to the safety of individuals in school, the property of another person, the property of the school, or is deemed to violate the school code of conduct. School officials have the responsibility to interview students concerning misconduct or crimes occurring on school property, during school hours or school-sponsored activities.

Law officers must secure permission from school officials to interrogate a student. In the event of such an interrogation, reasonable effort will be made to notify parents prior to the questioning. School officials will cooperate with law officers in issues of search and seizure.

### ASSEMBLY CONDUCT

Periodically, assemblies will be held for students. The people who present assembly programs visit many schools each year. They are our guests. Each student should practice the basic rules of courtesy. Appreciation for a performance is best expressed by sincere applause. Shouting, whistling, booing, or stamping of feet is considered inappropriate behavior.

### CAFETERIA CONDUCT AND PROCEDURES

**Breakfast: \$1.25 (reduced \$.30); Lunch: \$2.75 (reduced \$.40); Milk \$.50. Lunch menus are posted on the school website and updated accordingly when there is a snow day.**

Cafeteria charges may not exceed \$25.00 for full-priced or \$4.00 for reduced-price. If charges exceed the allowed amount, milk and crackers will be served for breakfast (at a cost of \$.50) and a cheese sandwich and white milk will be served for lunch (at a cost of \$.50) until the charges are decrease below the allowed amount. Through the Shelby City School Food Service Program, breakfast is available each morning and hot lunches are available each day. Students in Grade K-4 who want to buy lunch will pay for lunch as they go through the line. Students are not permitted to charge except in an emergency. Milk may be purchased separately. *Students who receive lunch benefits and wish to pack a lunch will still be required to purchase milk at a cost of \$.50 if desired.*

Students are encouraged to purchase lunches for the week on Monday morning. Parents may choose to prepay their children's lunches using our "Point of Sale" program. Using this computerized system, students enter their information and proceed through the line receiving their food. Parents may also register for online account access to view their child's balance and deposit money in the account. Please contact the office or Food Service Department for information on how to do so.

Soda pop is not permitted except for special occasions with prior approval of the principal. Students are not allowed to bring in lunches from restaurants/fast food and eat in the cafeteria. Parents are not permitted to order food for delivery to the school at lunch.

Lunch time is a time in which students should be especially considerate of one another. Excessive noise, offensive eating habits, and exchanging food should not occur. Students are not to take food out of the cafeteria. When students are dismissed from the cafeteria, they should leave the table and surrounding areas clean and orderly.

Parents are permitted to take their student out for lunch over the lunch/recess period without a dock in attendance. The student must be signed out and in at the office. Parents/guests are discouraged from having lunch in the cafeteria due to routine and space constraints, except in special cases where advance arrangements have been made with the office and approved by the principal.

# HAZING AND BULLYING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

## School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop. Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as bullying) such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

## Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

## Complaints

### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action.

## 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

## 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

## Intervention Strategies

### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

### 2. Administrator Responsibilities

#### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school detention/suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

#### Report to the Parent or Guardian of the Perpetrator

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

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

#### Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

#### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies.

(Approval date: August 19, 2008)

(Re-approval date: June 15, 2010)



## SEXUAL HARASSMENT

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

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

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

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Title IX Coordinator: The Board directs the Superintendent to appoint a Title IX Coordinator who is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

The District Title IX Coordinator is Paul Walker. His contact information is:

Shelby Board of Education  
25 High School Avenue  
Shelby, OH 44878  
419-342-3520  
walker.paul@shelbyk12.org

## PUPIL SERVICES

HEALTH AIDE: General health screening (vision, hearing, scoliosis, etc.) will be handled by the health aide. Consultation of these topics may be discussed with the health aide individually.

SPEECH THERAPY: Therapy for speech problems is available to students who qualify. Requests for testing could come from parents or teachers.

SPECIAL EDUCATION: Classes for special help for the exceptional child are available for those who qualify. Qualification standards are set by the State Department of Education. The programs are for children with physical, mental, emotional, or social difficulties to such an extent that they require special services in order to develop to the maximum capacity.

GIFTED: The district identifies students in grades K-4 who may be gifted in one or more areas. Parents and teachers may refer a student for testing to the District's Gifted Coordinator.

SCHOOL COUNSELING: Counseling services (note, this is *not* one-on-one clinical counseling) are available from our school counselor through referral. A qualified school counselor is scheduled at each building and is also available on call if needed.

FREE AND REDUCED BREAKFAST/LUNCH: Free and reduced price breakfasts/lunches are provided for those children that meet the eligibility requirements. Forms must be completed and submitted online and are also available in the school office. Please contact the Director of Food Services for more information.

CLOTHING: Clothing is provided for needy children through several local organizations. Requests should be made through the school office, health aide, or school counselor.

## MISCELLANEOUS

### CHANGE OF ADDRESS, PHONE, EMERGENCY CONTACTS

Please notify the school office when there is a change in the information on your child's registration card. Your address, telephone numbers, and emergency telephone numbers need to be current at all times. If you move, you will need to provide a new proof of residency.

### VISITORS

WELCOME! Parents and volunteers are always welcome to visit the school. Please schedule visits with teachers at mutually agreeable times, preferably outside of the lunch hour. The safety of children at school is a primary concern of school staff. **Upon arrival at school, enter at the main entrance, come to the office and sign in.** State law requires all visitors to report to the office before visiting a classroom or other area on school property. This sign-in applies to volunteers, business partners, and PTO members as well. We ask that all visitors wear a badge from the office. Students not enrolled at the school are not permitted to come to the building to visit classes or teachers during the school day unless prior approval has been given. Visitors in the building are carefully monitored.

**Volunteering/Chaperoning: According to Board of Education Policy, current and prospective volunteers who have or will have unsupervised access to students on a regular basis are required to have a BCI/FBI criminal record check on file at the Board of Education Office (updated every 5 years). If a volunteer has a current BCI/FBI check already completed for another purpose, he/she may just forward a copy of the results to the Board Office with a signed Volunteer Release form. Otherwise, the Board will cover the cost of the check as long as the volunteer presents the appropriate form from the fingerprinting office at MOESC. Please contact the school office for the appropriate forms and instructions for completion.**

### FEES AND OBLIGATIONS

At the beginning of the school year, parents will be informed of the school fees. Please pay these fees promptly. If there are financial reasons for not paying fees and obligations, please contact the office. If a student loses or damages a book in some way he/she will have an obligation to pay for a replacement.

### TEACHER REQUESTS

Teacher requests for the following school year will be accepted in the spring of each year with a deadline of May 1, or thereabout, depending on the calendar. All requests must be made following the procedure set forth by the district. Teacher requests are NOT a guarantee; school staff consider many educational factors when placing students in classes. Requests received before the deadline will be considered.

### INSURANCE

Accident insurance is available to those wishing to purchase it through an authorized insurance underwriter at the beginning of each school year. Forms are available on the school website.

### FIELD TRIPS

Parents will be asked to provide permission on the student enrollment form for field trips at the beginning of the school year for all field trips. The parent's signature acknowledges that the parent is aware that the child will be away from school, and is aware of the nature of the trip and its purpose. Notification of all planned trips will occur prior to the individual trip.

Parents have the right to deny participation. Only students whose parents provided permission will be permitted to participate in such activities. Some field trips may also require an additional permission slip, specific to the facility being visited, which will also be required outside of the school's consent form.

### FIRE AND TORNADO DRILLS

The fire and tornado drills that we hold regularly are for the protection of students. Leaving the building (fire) or moving to designated areas (tornado) in an orderly and quiet manner may prevent the loss of lives if a disaster should strike.

### LOST AND FOUND

Small lost and found items may be claimed in the office. Larger items such as clothing, book bags, lunch bags, etc. may be claimed in the lost and found box inside the main entrance. Periodically, donations of unclaimed articles of clothing are made to local charities.

### PARTIES

Teachers may schedule classroom parties upon the approval of the building principal. Children appear to especially enjoy these times and gain important social skills through carefully planned experiences.

Students at school are given special recognition on their birthdays. Birthday or any party invitations are not to be passed out at school unless they are for everyone in the class.

Special items delivered by florist, etc., for students will be kept in the office. The student will receive their item at the end of the school day.

### POSTERS AND SIGNS

No signs, posters, or banners may be placed in the building without permission of the principal.

### STUDENT PICTURES AND IMAGES

At various times throughout the year, we may use pictures or images of students (on the school website, for special awards or recognition, submission to the local media, etc.). Please contact your building principal in writing if you do not want your child's picture or image used in this way. In addition, the school cannot control the photographs or images that the press captures/publishes for the newspaper or media website.

### TOYS/ELECTRONICS

Only toys appropriate for recess may be brought to school (this determination is left to the principal's discretion). **The school is not responsible for lost, damaged, or stolen electronic devices.** If students or families choose to bring/send a phone or device to school, students should exercise extreme caution when doing so with the understanding that they are responsible for the care and appropriate use of the device (students are expected to leave their electronic devices turned **off** and in their bookbags while at school). . Students should not share their electronic devices with other students, as the owner of the device is considered to be the sole authorized user at school. Students and families bring these items to school or on the bus at their own risk and own expense.

## ANNUAL FERPA NOTIFICATION FOR 2020-2021

### NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS AND DESIGNATED DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the date the Shelby City School District ("school") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a further explanation, see item 5 below.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

••••• To other school officials, including teachers, within the educational agency or institution whom

the school has determined to have legitimate educational interests. A school official may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a)(1).)

••••• To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2).)

••••• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35.)

••••• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4).)

••••• To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5).)

••••• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6).)

••••• To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7).)

••••• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8).)

••••• To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9).)

••••• To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10).)

••••• Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11).) Specifically, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school

procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school superintendent's office in writing, no later than two weeks after receiving this notice, of the types of directory information you do not want disclosed.

The school has designated the following information as directory information:

- Student's name
- ~••• Student's address
- ~••• Student's telephone number
- ~••• Student's date of birth
- ~••• Participation in officially recognized activities and sports
- ~••• Honors and awards received
- ~••• Weight and height if member of athletic team(s)
- ~••• Major field of study
- ~••• Dates of attendance
- ~••• Date of graduation