

Sciotoville Elementary Academy
K-5 Student
Handbook
2016 - 2017



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To the Student and Parents/Guardians:

Welcome to the 2016-2017 school year! We, the administration, hope parents/guardians and students are ready for an exciting, productive, and rewarding experience at Sciotoville Elementary Academy.

We believe that education is the top priority for all our students. We would like the school day to remain uninterrupted so that every student will have the best opportunity for educational success every day. **In order to allow the best chance for success, we request that students are not signed out during the school day.** Please schedule appointments after school hours or during professional development days, if at all possible.

This handbook has been prepared to provide important information that will enable us to have a successful school year. In it, you will find pertinent information concerning your rights and responsibilities at Sciotoville Elementary Academy.

We strongly urge both students and parents/guardians to carefully read this handbook and keep it for reference throughout the school year. You are responsible for understanding its content.

Thank you for your part in continuing the tradition of educational excellence at Sciotoville Community Schools!

Rick Bowman, Superintendent

Foresta Shope, Principal

SCIOTOVILLE ELEMENTARY ACADEMY

Any business, club, organization, group or school must establish guidelines and rules for its members in order to be successful. Rules establish consistency and help protect the rights and privileges of all members. All students at our school are expected to comply with the rules and by doing so, will benefit by experiencing an enriching educational environment.

VISION

The Sciotoville School Community will empower all of our students to successfully meet the challenges of their futures.

MISSION

We expect no less than our best...every one, every day!

OUR BELIEFS

1. We believe students are our number one priority and that it is our obligation to meet their ever-changing needs.
2. We believe everyone in our school community must be committed to a shared partnership of responsibility toward meeting the needs of our students.
3. We believe character including compassion, kindness, forgiveness, and honesty must guide us in meeting the challenge and reality of constant change.
4. We believe decisions must be fair, based on relevant data, and ultimately be in the best interests of our students.
5. We believe we must model what we are teaching as a parent/guardian, community member, or education.
6. We believe the teaching and learning needs of students are constantly changing, therefore, our teaching tools, methods, and technology must also change.
7. We believe a positive atmosphere is essential and failure is not an option.
8. We believe parent/guardian and community participation is critical to the educational and emotional development of our students.
9. We believe extracurricular activities promote self-discipline and responsibility of our students.
10. We believe staff development is essential to the development and implementation of a high-quality, research/standards-based educational program.

WHO MAKES THE RULES

Sciotoville Elementary Academy's general behavior is determined by those duly constituted by law to make these rules, namely, the Governing Board, the school administration and faculty. Students, for their understanding and input, have also reviewed this handbook.

EAST SCHOOL SONG

Stand up and cheer, come on along for dear ole East High
For today we raise, the blue and gray above the rest
Rah, rah, rah
Our team is fighting and we are bound to win this game
We've got the team, we've got the steam,
For this dear ole East High day
E-A-S-T, E-A-S-T, E-A-S-T East, East, East

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic, for which it stands,
One Nation under God, indivisible, with liberty and justice for all!

THE STAR-SPANGLED BANNER

Oh say, can you see, by the dawn's early light, What so proudly we hailed at the twilight's last gleaming?

Whose broad stripes and bright stars, through the perilous fight, O'er the ramparts we watched were so gallantly streaming!

And the rockets' red glare, the bombs bursting in air, Gave proof through the night that our flag was still there!

Oh say, does that star-spangled banner yet wave O'er the land of the free and the home of the brave?

ACCIDENTS

Accidents that occur on the way to or from school shall be reported to the principal. If a serious accident occurs, the administration will notify the parent/guardian. If the parent/guardian cannot be located, the administration will use his/her discretion as to the best course of action.

Once students arrive at school in the morning, they must immediately come on school property and stay on school property. Skateboards and bicycles are not to be ridden on school property at any time.

CHANGE OF INFORMATION

If any of your contact information changes at any time during the school year, please notify the school immediately. It is extremely important that you notify us of any changes to your contact information in case of an emergency.

ATTENDANCE

Every child age 5 by September 30 of the upcoming school year, who has been identified capable of beginning education, may attend school. Every child of compulsory school age 6-13 must attend school. Attendance in an educational setting is an important component of learning for youth. Good attendance benefits young people academically as well as socially. Students must be in regular attendance if they are to derive benefits from such educationally sound activities as the following: active learning, spontaneous dialogue between teacher and students, electronic media, group discussions, assessments, special instruction, and individual help. **Any student arriving between the hours of 8:30 a.m. – 9:30 a.m. is considered tardy. Any student arriving after 9:30 a.m. but before 11:30 p.m. is considered 1/2 day absent.** Any student arriving to school after the school day begins must sign in at the office. **A student who was present at the beginning of the school day but leaves school before 2:00 p.m. is considered 1/2 day absent.** *Perfect Attendance* is granted to students who have zero absences from school with no sign-outs or tardies. *Excellent Attendance* is granted to students who have missed no more than three (3) excused days, with no more than three (3) sign-outs and no more than three (3) tardies. Students who have missed an excess of ten (10) days will be required to present a doctor's excuse for those absences. Any missed class work must be completed. Tardy Policy is as follows: 3 tardies will be equal to 1/2 day absence, 6 tardies will be equal to 1 full day absence.

The Sciotoville Elementary Academy is a community school established under Chapter 3314.041 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in daily classroom discussion and work. We ask that parents refrain from signing their children out of school unless it is an extenuating circumstance. Parents/Guardians will be required to sign their child out of school before the child will be permitted to leave. Please assist us in keeping the school day sacred. Every student is expected to be in school every day.

EXCUSED/UNEXCUSED ABSENCE

To ensure your child's safety and protection, parents/guardians are requested to call or notify the school on the day their child is absent, unless previous notification has been given. A student who has been absent from school or left school early shall, upon his/her return, bring a written excuse from his/her parent/guardian or a doctor's excuse stating the length of time and reason for his/her absence. This excuse will be given to the office. All students who were not in class the previous day must check in with the office. **Excused** absences are given for the student's personal illness, death in immediate family (parent/guardian, grandparent, brother, sister, aunt, uncle, nephew, niece), and other reasons to be considered on an individual basis. **A note from parents/guardians will be accepted for only ten days per school year. All other absences must have a doctor's excuse. All school work during any absences will need to be made up.** Examples of unexcused absences include, but aren't limited to the following: Missing the bus, oversleeping, out-of-town (without prior permission for approved travel), needed at home, no means of transportation.

Friendly Letter Home: A friendly letter will be sent to parents of students that have 1 unexcused absence to notify of attendance problems.

A-Team Meeting: Any student having 5 or more absences will be required to have a conference with the Building Attendance Team or Member(s) to review attendance policy and consequences of continued absences. Parents will be required to attend the meeting with the student.

Court Program: All students labeled as habitual or chronically truant to school (after 4, 8, 12 unexcused absences) will be turned over to the juvenile court system and are required to follow the recommendations of the court in regards to the student's educational standing.

A student who misses assigned work because of any absence will make up the work in a reasonable amount of time, depending upon the length of absences. A student, who is absent for one day, should be ready to make up the work the next day. Generally, one day of make up should be allotted for each day of absence. For a prolonged absence the teacher may alter this general rule. Make up work is the responsibility of the student. The student should ask for the make up work and discuss with the teacher the work and time allotment for make up upon return to class.

The After-School Attendance Tutoring Program is designed to provide a great opportunity for students to improve their academic performance and attendance and to assist students in overcoming their academic difficulties caused by chronic absences.

1. The tutoring/make-up sessions will be held after school as scheduled and announced by the building principal.
2. Failure to serve the assigned tutoring/make-up sessions will result in:
 - a. Loss of some or all student privileges (field trips, classroom parties, recess, field day, etc.)
 - b. Loss of privileges to attend or participate in all after school activities (dances, athletic events, etc.)
 - c. Loss of participation in extracurricular activities including musical groups
 - d. Any other disciplinary action as determined by the building principal

In accordance with Ohio Revised Code Section 3314.03(A)(6), a student who fails to participate in one hundred five (105) consecutive hours of the learning opportunities offered to the student, the student will be automatically withdrawn from school by the end of the seventeenth (17th) day after the student has failed to participate.

TRUANCY

Truancy is defined as absence from school without permission of guardian or school personnel. This also includes leaving school without permission at any time during the school day. Truancy will be handled as a disciplinary problem. After 10 unexcused absences the parent/guardian will be referred to the truancy officer. **S.E.A. will use the court system for 4, 8, 12 days of unexcused absences.**

LEAVING SCHOOL

A student is not permitted to leave school property during the school day unless he/she has permission from the administration.

If you become ill during the day, secure permission from your teacher to leave the room. You should then report to the main office.

If it is necessary for you to leave school before the end of the school day, bring a note from your parent/guardian to the office. After leaving your class, come to the office to be signed out. **Please be aware that leaving school before instructional time ends at 3:15 does affect a student's educational experience and interrupts orderly operation within the classroom. In addition, excessive sign-outs may result in disciplinary action and/or referral to juvenile court. In order for your child to receive a quality education it is important that he/she be given every opportunity to succeed and that includes being in class until the end of the school day.**

After checking out of school early or being absent, students must report to the office to check in and present a note or doctor's excuse stating the reason for the absence. **All absences will be unexcused until properly verified.**

RELEASE OF STUDENTS

Students are released to the parent/guardian of record only. A parent/guardian must give advance written notice to the school when requesting a child be released to other designated persons. School personnel will require persons who are requesting to pick up children from school to show proper identification.

APPROVED TRAVEL

A student must have the *Approved Travel Request Form* approved five (5) days prior to the planned activity. Forms are available in the office and on our webpage. All missed class work must be completed and submitted to the satisfaction of their teachers. The student will not be counted absent for these days.

ABSENCE BEFORE SCHOOL ACTIVITIES

If a student is absent the entire day of an activity, he/she may not participate in the activity unless special permission has been given. This policy also applies to **SATURDAY** events. If the event is not on a school day, the attendance rule applies to the last regular school day.

As a school, we are confident that the changes mentioned above to the attendance policies will not only deter students from missing school but also improve student achievement. One way or another, students of SEA will learn, do their work, and attend class whether that is during the normal school day or after school at the aforementioned tutoring sessions. We care about our students and we feel the policy changes are in the best interest of the students.

COMMUNICABLE DISEASES AND PESTS

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

Controlling Head Lice (*Pediculuscapitis*)

- (Adopted from recommendations of American Academy of Pediatrics, Centers of Disease Control, and Harvard School of Public Health)
- The following procedure will be used by staff/school administration when a student at school is observed to be infested with head lice:

1. Upon discovery, the parent/guardian will be notified by the end of the school day.
 2. A fact sheet on education and treatment of head lice will be sent home. This will include a statement to be signed by parent/guardian that treatment was administered.
 3. For a student to be re-admitted to school following lice infestation, he/she must be checked, have no lice/nits, and have a statement signed by parent/guardian that treatment was administered.
- If no nits are found, further rechecking will not be done.
 - If live lice/nits are found, the student will not be readmitted and the entire procedure will need to be repeated. The student **MUST** be cleared for re-admittance upon arrival on school property. Parent/Guardian **MUST** be present at time of check-in in order to present the signed statement of treatment and in case of unsuccessful re-admittance.

If your child is exposed to or contracts a communicable disease (such as chicken pox), **please notify the school.** If we have been alerted to watch for symptoms, it can be helpful to your child and his/her classmates.

NONDISCRIMINATION POLICY

The policy of the Governing Board, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, sex, age or handicap is specifically prohibited.

No student shall be denied admission to the school or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and handicap or any other basis of unlawful discrimination.

Equal access to employment opportunities, records, educational programs, and all other school activities is extended to all appropriate persons.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

Parents/Guardians have the right to inspect and review educational records, seek to amend educational records, and consent to the disclosure of personally identifiable information from educational records except as specified by law. A complete copy of this federal law is available upon request from the Office of the Superintendent.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The Essential 50

(Adapted from Ron Clark's *Essential 55*)

The teachers at Sciotoville Elementary Academy had the opportunity to attend Ron Clark's Educator Conference in Atlanta, Georgia. Mr. Clark is an award-winning educator who co-founded the Ron Clark Academy and wrote *The Essential 55*, which is considered a *New York Times* Bestseller. The staff here shares many of the beliefs that Mr. Clark instills in his students and we have adapted fifty essential guidelines that go beyond the classroom and encourage students to be their very best.

Sciotoville Elementary Academy will implement these "Essential 50" guidelines for the creation of the most conducive learning environments possible, the promotion of positive student conduct, and the enhancement of our family atmosphere. Our students will be expected to respect and abide these guidelines, not only in a school setting, but in any setting they may encounter. Our "Essential 50" are as follows:

Rule 1. When responding to any adult, you must answer by saying "Yes ma'am" or "No sir." Just nodding your head or saying any other form of yes or no is not acceptable.

Rule 2. Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.

Rule 3. If someone in the class wins a game or does something well, we will congratulate that person. Claps should be at least three seconds in length with the full part of both hands meeting in a manner that will give the appropriate clap volume.

Rule 4. During discussions, respect other students' comments, opinions, and ideas.

Rule 5. If you win or do well at something, do not brag. If you lose, do not show anger.

Rule 6. If you are asked a question in conversation, you should ask a question in return. It is only polite to show others that you are just as interested in them as they are in you.

Rule 7. When you cough, sneeze, or burp, it is appropriate to turn your head away from others and cover your mouth with the full part of your hand. Afterward, you should say, "Excuse me."

Rule 8. Do not smack your lips, roll your eyes, or show disrespect with gestures.

Rule 9. Always say thank you when someone gives you something.

Rule 10. When you are given something from someone, never insult that person by making negative comments about the gift or by insinuating that it wasn't appreciated.

Rule 11. Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a month.

Rule 12. Occasionally we may grade each other's papers as a group. When grading other students' papers, if you give someone an incorrect grade, whether it is higher or lower than they deserve, the amount the grade differs from the actual grade will be deducted from your paper.

Rule 13. When we read together in class, you must follow along. If I call on you to read, you must know exactly where we are and begin to read immediately.

Rule 14. Answer all written questions with a complete sentence. Also, in conversation, it is important to use complete sentences out of respect for the person's question.

Rule 15. At times throughout the year, I will give rewards for good behavior, academic performances and other acts worthy of praise. If you ever ask me for a reward, however, it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward.

Rule 16. Homework should be turned in each day for each subject by every student with no exceptions.

Rule 17. When we are in transition from one subject to the other, the change will be swift, quiet and orderly. We should be consistently able to turn from one book to another, complete with all homework and necessary materials, as quickly as possible.

Rule 18. You will make every effort to be as organized as possible.

Rule 19. When I assign homework, there is to be no moaning or complaining. This will result in a doubled assignment.

Rule 20. While you are with a substitute teacher, you will obey the same rules that you follow when I am with you.

Rule 21. We will follow certain classroom protocols. We will be organized, efficient, and on task. In order to do so, we will follow these rules: 1. Do not get out of your seat without permission. Exception: If you are sick, leave immediately. 2. Do not speak unless: You raise your hand, and I call on you. I ask you a question and you are responding. It is recess or lunch. I instruct you otherwise (for example, during group work).

Rule 22. You may bring a bottle of water and leave it on your desk.

Rule 23. Quickly learn the name of other teachers in the school and greet them by saying things like, "Good morning Mrs. Graham," or "Good afternoon Mr. Smith."

Rule 24. Flush the toilet and wash your hands after using the restroom. Make sure that any toilet paper, paper towels, or other garbage is disposed of properly.

Rule 25. We will have visitors to our school. When our visitor arrives, and if the teacher instructs you to do so, you will shake hands, tell him or her who you are, and welcome the person to our school.

- Rule 26. Do not save seats in the lunchroom. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.
- Rule 27. If I or any other teacher in school is speaking to or disciplining a student, do not look at that student. You wouldn't want others looking at you if you were in trouble or being reprimanded, so don't look at others in that situation. If you are the student I am talking to, do not get angry or fuss at students who are looking at you. Let me know and I will handle the situation."
- Rule 28. If you have a question about your homework, you may contact the teacher, using the form(s) of contact provided by the teacher. Remember to allow teachers time to respond to your questions in a timely manner.
- Rule 29. There are several manners dealing with food that you must follow: Do not chew with your mouth open; Do not talk with your mouth full; Do not play with your food; Never start eating off of your tray until you are at your seat, Always say "thank you" when picking up food in the cafeteria; Treat all kitchen staff with respect and kindness, and remember, they are the ones who are fixing food and giving it to you If you have to go to the rest room, you must raise your hand and ask permission from the on-duty adult(s).
- Rule 30. After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.
- Rule 31. When we ride on a bus, we will always sit facing forward. We will never turn around to talk to other students, stick anything out of the windows, or get out of our seats. When we exit the bus, we will always thank the bus driver and tell him to have a good day.
- Rule 32. When we go on field trips, we will meet different people. When I introduce you to people, make sure that you remember their names. Then, when we are leaving, make sure to shake their hands and thank them, mentioning their names as you do so."
- Rule 33. Whenever you are offered food, never take more than your fair share or be greedy. Not only is it wasteful, but it is also disrespectful to others when you do not leave enough for them.
- Rule 34. Whether we are in school or on a field trip, if someone drops something, pick it up and hand it back to them.
- Rule 35. If you approach a door and someone is following you, hold the door.
- Rule 36. If someone bumps into you, say "Excuse me," even if it was not your fault.
- Rule 37. On a field trip, enter a public building quietly.
- Rule 38. During an assembly, do not speak or look around and try to get the attention of your friends in other classes.
- Rule 39. When we return from a trip, thank those for taking the time to take you on the trip.
- Rule 40. When we have to go up stairs, we will use the right side to travel.
- Rule 41. When in a line, walk single file, behind the person in front of you with your arms at your sides. You should face forward at all times. There will be absolutely no talking.
- Rule 42. Never cut line. If someone cuts in front of you, do not say or do anything about it. Let it happen, but let me know about it. I will handle the situation. If you fuss with someone who has cut in line, you could get in trouble as well. It's not worth it; just let me know what happened. Please handle all disputes with other classmates in the same manner, by coming to me with any problems before you take matters into your own hands.
- Rule 43. If any child in this school is bothering you, let me know. I am your teacher, and I am here to look after you and protect you. I am not going to let anyone in this school bully you or make you feel uncomfortable. In return, I ask that you not take matters into your own hands; let me deal with the student.
- Rule 44. Stand up for what you believe in. You shouldn't take no for an answer if your heart and mind are leading you in a direction that you feel strongly about.
- Rule 45. Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.
- Rule 46. Live so that you will never have regrets. Never let fear, doubt, or other obstacles stand in your way. If there is something you want to do, go for it and don't stop until you make it happen. If there is something you want to be, do whatever is necessary in order to live that dream.
- Rule 47. Accept that you are going to make mistakes. Learn from them and move on.
- Rule 48. No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it to me, because I will respect that, and oftentimes I will forget any disciplinary measures because of your honesty.
- Rule 49. Carpe Diem. You only live today once, so don't waste it.
- Rule 50. Be the best person you can be.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves in such ways that they respect and consider the rights of others. Students must conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The administration develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes: 1. Misconduct by a student that occurs off school property, but is connected to activities or incidents that have occurred on school property; and 2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of an official or employee.

If a student violates this code of conduct, school personnel, students and/or parents/guardians should report the student to the school's administration. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

CODE OF CONDUCT DISCIPLINE/BEHAVIOR PROGRAM

The Governing Board believes that good discipline in the school setting provides each student with the most favorable atmosphere for learning. In order to better address behavior problems associated with the school and to be more effective in the administering of discipline, the staff and administration have collaboratively developed a behavior program that increases the Disciplinary Alternatives based on the severity/frequency of the behavior exhibited by the student. Copies of this discipline program will be posted in the school and written copies made available to students and parents/guardians. Each teacher has established classroom management procedures for handling behaviors within the classroom.

When a student exhibits a behavior, the following list of disciplinary alternatives will be used to address the emotional, social and academic needs of our students.

Disciplinary Alternatives

1. Student Conference
2. Limiting Activities
3. Written Assignment
4. After School Detention
5. Removal from Class(es)
6. Parent/Guardian Conference
7. Removal of Non-permitted Items
8. Payment of Damages
9. Suspension from Bus Transport
10. Counseling Program for Tobacco Violations
11. Alternative Learning Center (ALC)
12. Saturday School
13. Out of School Suspension
14. Alternative School Referral
15. Referral to Law Enforcement Agency
16. Court Referral
17. Expulsion from School

It should be noted that disciplinary alternative #8, Payment of Damages, is not noted as a disciplinary action at any specific level of the disciplinary program. This is because payment may be assessed at any level of discipline where the behavior has caused damage to or loss of property public or private. Payment will be determined by the cost of the repair and/or replacement of the damaged or lost item.

The following is a behavior code that should be used to direct the conduct of students while attending curricular or extra-curricular activities of Sciotoville Elementary Academy. The staff and administration shall retain the right and responsibility to deal with unlisted situations in the best interest of the school, staff, and students.

The classroom teacher is empowered to take appropriate disciplinary action for up to the point at which time the responsibility of administering the disciplinary action is transferred to the school's administration.

Behavior	Definition
Throwing Objects	Throwing or shooting paper wads, spit wads, rubber bands, pencil, paper clips, coins, or any other object that causes disturbance or could inflict injury to another
Talking	Talking or making noises without permission
Being out of Seat	Leaving seat without permission or sitting in the wrong seat as assigned by the teacher
Lacking Preparation	Attending class without proper materials with which to work...i.e. pencil, pen, paper, textbooks, etc.
Disruption	Bothering others by actions such as pinching, poking, flipping, kicking, etc. that tend to distract from their ability to concentrate

Cheating	Using, submitting or attempting to obtain data or answers dishonestly, be deceit or by means other than those authorized by the teacher
Loitering/Missing	Spending too much time in the restroom, halls, or leaving an assigned area without permission
Lack of Participation	Laying head down or sleeping in class
Leaving Activities	Leaving a school-sponsored activity without the permission of the person in charge
Dress Code	Dressing or grooming in a manner, which disrupts the teaching and learning of others as determined by the Governing Board approved School Dress Code
Forgery	Writing the name of another person or altering times, dates, grades, passes or permits
Gambling	Playing any game of chance or skill for money or items of value
Hall Disruption	Yelling or making loud noises while in the hallways during class changes or while classes are in session
Hazing	Conspiring to, engaging in or committing any act that tends to injure, frighten, degrade, or disgrace a fellow student
Inappropriate Materials	Using, possessing, or supplying any materials or items considered to be disruptive to the educational process (cell phones, pagers, any device which may transmit information off school grounds, electric amusement devises, laser pointers, pornographic materials, etc.), dangerous to the school community (glass containers, fireworks, knives, etc.)
Disobedience	Failing to regard reasonable requests, directions, or commands by school personnel
Littering	Throwing of paper, food, trash, or any other materials on the floor inside the school building, on school buses or on school grounds
Profanity	Swearing, cursing and obscene gestures
Public Affection	Demonstrating inappropriate public affection for another person. Including, but not limited to, kissing, hugging, hand holding, whistling, etc.
School Disruption	Disturbing or interfering with normal school activity, curricular or extra-curricular
Spitting/Intent to Spit	Ejecting liquid from the mouth/Intending to spit on a person or property
Verbal Abuse	Willfully intimidating, insulting, threatening, challenging, or in any other manner, verbally abusing other students, staff members or other member of the school community
Skipping	Being absent from assigned class or assigned area without permission of staff member
Pushing, Shoving, Punching, Kicking	Minor physical conflict, including but not limited to occurrences on school property, school buses, or any school sponsored activity
Fighting	Physical conflict, including, but not limited to, occurrences on school property, school buses, or any school-sponsored activity
Insubordination	Knowingly refusing to comply with reasonable school rules or with reasonable instructions of school personnel with extreme defiance
Malign	The intentional act of defaming another's character or reputation
Spitting	Intentionally spitting on a person or property
Profanity/Verbal Abuse	Directing toward any school personnel, or member of the school community any extreme disrespect, profanity or obscene language, written or verbal, including using any and all obscene gestures and signs
Sexual Misconduct	Touching inappropriately another person, any act of indecent exposure, or sexual harassment
Smoking/Tobacco	Smoking or possessing or using any and all forms of tobacco products (including possession of matches and lighters on school grounds, school buses, in school building, or at any school sponsored activity)
Theft	Stealing or attempting to steal money or property of another
Threatening	Stating verbally or in writing the intent to do harm to a student, staff member , or any other person
Vandalism	Causing damage to or destruction of the property of another, public or private
Bomb Threat/False Alarms	Making a knowingly false statement regarding the possession of explosive or incendiary materials or activating the fire alarm system or firefighting equipment on school property, except in an actual emergency

Assault/Physical Threat	Intentionally causing or attempting to cause severe physical injury or intentionally behaving in such a way as could reasonably cause severe physical injury to a student, staff member or any other person. Stating verbally or in writing, in a malicious manner, a threat to do violence or commit serious injury to a student, staff member or any other person. Such behavior shall include, but not be limited to occurrences on school property, school buses, or at school-sponsored activities
Defamation	The calculated malicious uttering of false charges or misinformation to damage another's reputation
Use or Possession of Drugs or Alcohol	Use or possession of drugs, mood altering chemicals or substances, drug paraphernalia, or look alike or counterfeit substances, narcotics, controlled substances of any kind, alcoholic beverages or any other intoxicant on school property, school buses, or at school sponsored activities. This includes bringing such items into the school for another person, to a school sponsored activity, having such items at one's desk, placing them in a locker or hiding place on school property or school bus
Intoxication	Showing behavior or action inconsistent with normal behavior or action caused by any alcoholic beverage, narcotic, drug, or other controlled substance while on school property, school sponsored activity
Sale or Distribution of Drugs	Selling or distribution drugs, mood altering chemicals or substance, drug paraphernalia, look alike or counterfeit substances narcotics, controlled substance of any kind, alcoholic beverages or any other intoxicant on school property, school buses, or at school sponsored activities. This includes bringing such items into the school for another person, to a school sponsored activity, having such items at one's desk, placing them in a locker or hiding place on school property or school bus
Possession or Use of Weapons or Dangerous Instruments	Possessing, transmitting, or using any kind of firearm, razor, club, chain, knife, or other item which can be considered a weapon or used as a weapon. This includes bringing such items into the school building, on school buses, onto school grounds, or to school sponsored activity for oneself or for another, having such items at one's desk, placing them in a locker, hiding them in or on school property or school bus
Inappropriate Restroom Behavior	Horseplay, urinating and defecating on floor or walls, vandalism, loitering, etc.

Nonviolent Crisis Intervention Training Program

The *Nonviolent Crisis Intervention Program* is a safe, nonharmful behavior management system designed to help human service professionals provide for the best possible *Care, Welfare, Safety, and Security* of disruptive, assaultive, and out-of-control individuals—even during their most violent moments.

Nonviolent Crisis Intervention will only be used as a last resort, if a student becomes physically aggressive toward themselves, another student, or any staff member. Any staff providing Nonviolent Crisis Intervention has been trained and is certified for the 2016-2017 school year.

STUDENT SUSPENSION

The administration may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than ten school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than ten days remain in the school year. The administration may apply any or all of the period of suspension to the following year. The Board may adopt guidelines to permit the administration to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below will be followed for all out-of-school suspensions:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify the parents/guardians if a suspension is to be issued.
4. Within 24 hours, a letter will be sent to the parents/guardians stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension will be sent to:
 - A. Superintendent
 - B. Treasurer
 - C. Student's school record (not for inclusion in the permanent record)
6. Permanent Exclusion: If the offense is one for which the School may seek permanent exclusion, the notice will contain that information.

APPEAL PROCEDURE

Should a student or a student's parents/guardians choose to appeal the suspension, he/she must do so in writing to the Superintendent or his/her designee within 10 days of the notice of suspension. The Superintendent is the designated hearing officer for all suspensions. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing. The student may be excluded from school during the appeal process.

Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten days but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall give the student and parents/guardians written notice of the intended expulsion, including reasons for the intended expulsion. The student and parents/guardians or representative will have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parents/guardians of the student. The notice shall include the reasons for the expulsion, the right of the student or parents/guardians to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session. The Superintendent may initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the expulsion hearing.

Expulsions involving firearms must be for one year. An expulsion involving a knife may be for any period of time not to exceed one year. Students may be permanently excluded from school for commission of serious crimes specified by law. These serious crimes are basically included in levels three and four of the Discipline/Behavior Program with the addition of murder, aggravated murder, voluntary or involuntary manslaughter and rape or gross sexual imposition.

A student or a student's parents/guardians may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or parents/guardians. The student may be excluded from school during the appeal process.

Any student who is expelled from school for more than 20 days or into the following semester or school year may be referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent will provide the student and his/her parents/guardians with the names, address and telephone number of the public and private agencies providing such services.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Discipline Policy for Students with Disabilities

Any student identified as having a disability or any student in the referral process will be subject to the school discipline plan and to the discipline procedures as established in the Operating Standards for Ohio Schools Serving Children with Disabilities. No disciplinary action shall interfere with a student's educational placement, as determined by the student's individualized educational plan.

DRESS CODE

The school's dress code is established to teach grooming and hygiene, instills self-discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

The current administration has the authority and responsibility to determine what is appropriate attire for a student. Students and parents/guardians are encouraged to use good judgment when selecting the school wardrobe.

Examples of appropriate clothing are:

1. dress shirts
2. dress pants
3. sport shirts/T-shirts
4. jeans / khakis
5. dresses/skirts (reaching below mid-thigh)
6. shorts below mid-thigh

Shorts must meet the above requirements of reaching below the mid-thigh. No short-shorts will be allowed at any time.

Examples of inappropriate clothing are:

1. shirts or pants with messages of distaste, violence, drugs, alcohol or tobacco or anything considered disruptive to the educational process.
2. muscle shirts, tank tops, spaghetti straps (exposing too much of the shoulder, underarm, or chest – no cleavage can be exposed). Straps must be at least 3 inches wide and tight around the arms.
3. plunging neckline (too revealing) or cut-out shirts
4. belly shirts (exposing any portion of the stomach or back)
5. mini skirts / short shorts (mid-thigh or higher)
6. pants with excessive rips and tears
7. baggy pants that drag the floor
8. immodest, tight fitting, or revealing clothing, **wearing tights/leggings as pants-if wearing tights there must be a garment over the tights (skirts, shorts, etc.)**
9. hats and headwear
10. wallet chains, chains, or other items which may be perceived as potential weapons
11. coats (during instructional hours)

All decisions as to the appropriateness of attire will be decided by school administration.

Any school time missed as a result of a dress code violation such as being sent home to change clothes, etc. will be considered unexcused.

**WE PROHIBIT THE WEARING OR DISPLAYING OF GANG IDENTIFYING ITEMS,
CLOTHING, SIGNALS AND/OR WRITTEN OR DRAWN MATERIALS.
Items of this nature will be confiscated.**

Violations will result in appropriate disciplinary action.

SEXUAL HARASSMENT POLICY

Sciotoville Elementary Academy is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and illegal and will not be tolerated. Ohio and Federal Laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical contact of a sexual nature. Such offensive behavior includes but is not limited to the following:

1. Unwanted sexual advances including repeatedly asking someone out for a date after it is clear the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Verbal abuse of a sexual nature, degrading words used to describe an individual, suggestive or obscene language / letters.
4. Physical conduct, touching, assault, impeding or blocking passage.

If a student is subjected to behavior that he/she considers being harassment of any type, he/she should promptly notify a school counselor or administrator. The student will be asked to put his/her complaint in writing and an investigation will be made into the matter.

ANTI-HAZING

The Governing Board prohibits hazing activities. Hazing is defined as participating in an act that involves the coercing of another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or another employee of the school shall encourage, permit, overlook, or endure hazing activities. Students, including leaders of student activities, shall not plan, encourage, or engage in hazing.

Administrators, faculty members, and all other school employees will be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities. All hazing incidents will be reported immediately to the appropriate supervisors, who shall report them to the Superintendent or his/her designee.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy and procedure shall be distributed in writing to all students and school employees. In addition, this policy will be incorporated into building, staff, and student handbooks, and will be the subject of discussion at employee staff meetings or in service programs.

Legal references: O.R.C. 23.7.44; 2903.31 Division A Chapter 2743.

SEXTING

The Governing Board prohibits any type of sexting. Ohio HB 80 prohibits a minor, by use of a telecommunications device, from knowingly sharing, exchanging, sending, or posting a photograph, video or other material that shows a minor in a state of nudity.

Permission, consent, or assumption of risk by an individual sexting or a victim of sexting does not lessen the prohibition contained in this policy.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

BULLYING

The Governing Board prohibits bullying activities. O.R.C. 3313.666 defines bullying as either 1. Any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both (a) causes mental or physical harm to the other student and (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, or 2. Violence within a dating relationship. 3. These acts may occur at school, on school transportation, on school grounds, at school functions sponsored by the school.

Electronic Act will be defined as an act committed through the use of a cellular phone, computer, pager, personal communication device, other electronic communication device, or through the use of social media.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or other employee of the District shall encourage, permit, overlook, or endure bullying activities. Students shall not plan, encourage, or engage in hazing. These acts may be reported to any staff member, administrator, or employee of the Sciotoville Community Schools. Anyone who makes a report of hazing or bullying may choose to remain anonymous. Anyone making a false report or giving false information may be held responsible for giving false information.

BUS REGULATIONS AND INFORMATION

1. Be seated on the bus before it moves and remain seated while it is in motion.
 2. Keep the aisles free of books, duffel bags, etc.
 3. Never touch the emergency door unless instructed to do so by the driver.
 4. Do not put legs or hands through the bus window or throw objects out.
 5. Ride your regularly assigned bus.
 6. Observe the requests and directives of the bus driver.
 7. No food or drink permitted on the bus.
 8. All school rules apply to bus transportation situations.
- We cannot promise portal-to-portal supervision. It is impossible. Supervision can only be provided when school personnel are present.

Once students arrive at school, they are expected to **stay on school property** and not leave school property. If you have any bus questions, please call the school. After school, students waiting for the bus must wait with the teacher/aide, away from the street, until the bus has stopped. Parents/Guardians **MUST** be at the PM bus stop to pick up their child(ren) at the assigned time. The bus drivers have a schedule to keep, they will not allow a child to get off the bus unless a parent/guardian is there, and they will not wait until someone arrives. If you are late arriving at the assigned stop, your child may be taken to Portsmouth City and then picked up by police.

Not following bus rules may result in a bus suspension and/or other disciplinary action. Portsmouth City Schools provides our bus transportation to and from school. The following is the PCS's bus disciplinary action policy: The first 3 referrals will result in written warnings-the principal will be administering discipline according to our code of conduct. 4th referral will result in a 3 day bus suspension, 5th referral will result in a 5 day bus suspension, 6th referral will result in a 10 day bus suspension, and a 7th referral will result in a suspension from the bus for the rest of the school year. If you have any questions regarding this policy, please contact the SEA Office.

CAFETERIA INFORMATION AND REGULATIONS

Sciotoville Elementary Academy has a closed lunch. Students are not permitted to leave the building. Food is not to be delivered to school unless the administration gives permission.

Breakfast and Lunch are FREE to ALL students!

The cost for lunches will be as follows:

School Breakfast	Student	FREE For ALL Students	Adult	\$1.50
School Lunches	Student	FREE For ALL Students	Adult	\$2.75

CAFETERIA RULES

1. Walk to lunch and be seated. Blue card holders may go straight to the lunch line.
2. Wait for a lunch duty teacher to send your table to the lunch line.
3. Stay in single file, do not crowd or push.
4. Observe proper table manners.
5. Loud talking and shouting will not be permitted.
6. Clean your eating area. Pick up trays and wipe up spills.
7. Never throw any food or other objects.
8. **All food and drinks** are to be consumed in the lunchroom.

This is your school; please keep it clean!

GENERAL SCHOOL INFORMATION

ANNOUNCEMENTS

Announcements are made twice daily. The first announcements are made during the morning and then again in the afternoon. No other announcements are made unless an emergency or a very important message. A student group or organization is to have all announcements signed by their respective teacher or sponsor and dated as to when it is to be announced.

STUDENTS ARE UNDER CONTROL OF SCHOOL

All students are under the control and direction of the school Principal, or designee and the immediate control and direction of the teacher or another member of the instructional staff or to whom such responsibility may be assigned by the Principal;

- > while they are being transported to or from school at public expense
- > when they are attending school
- > when they are engaged in a school-sponsored activity on the school premises or away from school premises
- > during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity and only when on the premises

A "reasonable time" shall mean thirty (30) minutes before the school day or school-sponsored activity is scheduled or actually begins or ends, whichever period is longer.

VISITORS

Parents/Guardians are always welcome to visit their child's classroom and observe activity in the school. If you desire to visit the classroom or volunteer, you are to provide us with at least one day of advanced notice. It is necessary for you to identify yourself to the school Principal or a staff member prior to contacting a child once entering school grounds. This is done for the protection of the children, the parents, and the school district. To assure that no unauthorized persons enter the building, all visitors will report to the school office when entering to receive authorization before visiting elsewhere in the building. **Parents/Guardians are not to go directly to their child's classroom at any time.** These requests have been made for your child's safety and protection. Your cooperation in abiding by the requests will be greatly appreciated.

PARKING

To ensure safety of our students, please do not park in the bus loading zone at any time between the hours of 7:30-4:00. Any area that is marked with white paint or signs is considered the bus loading zone.

PTO

You are encouraged to be involved in your child's school. Numerous activities are made possible by these parent organizations through financial support and/or personal volunteer efforts. Additional information will be made available throughout the school year.

VOLUNTEERS

We encourage parents/community members to volunteer. To become a volunteer, you must be approved by the school board and have a current BCI/FBI background check.

ROOM PARENTS

A room parent's function is to assist when requested by the teacher to assist with parties, chaperone on field trips, and assist with other functions as they relate to the classrooms, and assist and support school activities when related to that room and the total educational program of the school.

TELEPHONE

THE SCHOOL PHONES ARE FOR BUSINESS USE ONLY. STUDENTS WILL NOT BE PERMITTED TO USE THEM EXCEPT IN EMERGENCY AND WITH THE PERMISSION OF A STAFF MEMBER.

EMERGENCY MEDICAL FORMS

The emergency medical form is one of the most important forms that must be on file with the school. It must be kept up-to-date throughout the school year! It is the first document pulled and referred to when there is an emergency involving your child. It gives the school phone numbers that are current to use to contact parents/guardians at home or work. It also indicates physician names and allergies. The form indicates permission or non-permission to secure

emergency medical assistance. Please locate the Emergency Medical Form in your son/daughters materials, complete it and return it to school within ten days of the first day of enrollment in school.

Anyone not listed on your child's Emergency Medical Form will not be permitted access to your child. Additional persons may be added to this list by visiting the office and completing the appropriate documentation.

UNUSUAL HEALTH CONDITIONS

Parents/Guardians are urged to inform the school if a child has unusual or chronic health conditions, such as asthma, diabetes, etc. Also, the school requests that a release of information form from physicians, hospitals, and clinics be used if students are diagnosed or treated for chronic health conditions. ***This form is not mandatory.*** Parents must give the physician or hospital approval to send the information to the school.

CUSTODY RECORDS

In situations where custody of a child is assigned to one parent by a court decision, the school must have a copy of the court decision in order to abide by the decision. The teachers, secretary, and administration are not able to accept a parent's verbal or written notification as to who has legal custody. Both parents/guardians will be treated as having equal custody and rights until legal documentation is presented to the school office to stipulate otherwise.

In situations involving custody and visitation rights, we strongly urge the parents/guardians to make all arrangements for child care outside of school and not place the child or school staff in any difficult situations.

MEDICATION POLICY

****All medication (prescription or over-the-counter) must be brought to the main office upon arrival to school for safe-keeping. No medication is to be carried by students.**

When it is necessary for a student to take prescription or non-prescription drugs at school:

1. Student or parent must obtain forms in the office that need parent and/or doctor's permission and signature.
2. The student must have a signed note from the parent and/or physician explaining dosage.
3. A prescription with students name must be in the prescription container it came in from the druggist.
4. The office will not be able to administer medication to a student if any of the above steps are not followed.

CLASSROOM CONCERN PROCEDURES

From time to time, parents/guardians have concerns pertaining to their child's classroom performance. Parents/Guardians are requested to contact the classroom teacher first for information and resolution. Teachers can be reached by email or by phoning the school and leaving a message. If situations continue, please notify the office.

END OF THE DAY TRANSPORTATION PROCEDURE

Any changes to a student's transportation plan at dismissal must be submitted to the office in writing before the end of the day. We will not accept a student's verbal request to change their dismissal plan. According to Portsmouth City School bus policy, students are not permitted to change bus plans.

PERSONAL PROPERTY

No skateboards or toys are permitted in school unless they are part of a school project. Parents/Guardians are encouraged to have their child leave at home all non-school items which don't belong in school and can cause distractions. These items may be broken, lost, or taken while at school and we will not take responsibility for their safety, if brought to school.

From time-to-time a child may be asked to bring in items to share with the class related to subjects being studied or a show-and-tell event. In this situation, it is appropriate to bring in items which normally would be discouraged. A note from the child's teacher will usually be sent home to explain the unique situation involved.

Items brought to school deemed to be inappropriate by the school staff will be held by the teacher or placed in the office during the day and may be picked up by the parent.

TECHNOLOGY

Electronic devices (iPods, MP3 players, cell phones, gaming devices, tablets, etc.), will be allowed at each classroom teacher's discretion. We are creating a 21st century learning environment which entails students to become well-versed in digital citizenship. These items may be broken, lost, or taken while at school and we will not take responsibility for their safety, if brought to school. Parents need to be aware that the administration reserves the right to search the contents of a cell phone when there is a reasonable suspicion of harmful or dangerous information in the phone. If a student refuses to cooperate with a teacher's request regarding the use of a personal electronic device the following procedure will be followed:

1st Occurrence: Device will be taken by the teacher, sent to the office, and can be picked up by the student at the end of the school day.

2nd Occurrence: Device will be taken by the teacher, sent to the office, and parents will have to pick up the device from school.

3rd Occurrence: Device will be taken by the teacher, sent to the office, and the student's device privileges will be suspended. The device will remain in the school's possession until the parents/guardians pick up the device.

BUILDING CLEANLINESS AND STUDENT RESPONSIBILITY

All students should show pride in their school. The building should be kept clean and unmarred by students. Students should not throw paper on the floors, leave paper in the desks, or scratch or mark on the walls or desks. Students violating these rules are subject to disciplinary action. **This is your school; please help us to keep it clean.**

BICYCLES

An area is provided for the parking of students' bicycles. The school is NOT responsible for damage to or theft of any bicycle brought to school.

LOST AND FOUND

Students who lose items should first check with the immediate teacher where it is believed the item was left, and then they should check in the main office. Items that are found may be brought to the main office. Lost and found articles are kept in a designated area. **Please encourage** your child to check in the office for lost items. Unclaimed articles are discarded. It is suggested that parents/guardians label lunch boxes and clothing when possible to assist the school in returning the lost items to the proper students.

RESTAURANT FOOD

Food from restaurants is not to be brought to school and eaten. No student is to have food delivered to the school from a restaurant by delivery service, parents/guardians or friends. If coming to school with fast food after an appointment, please consume the food prior to entering the building. Students caught with food may have the food confiscated.

RECESS

Children are outdoors for recess each day, weather permitting and/or the temperature is above 32 degrees. They should be dressed according to weather predictions. If health conditions dictate that your child is unable to participate in outdoor activities, please send a doctor's excuse.

SPECIAL CLASSES

Part of the regular instructional program includes instruction in the areas of Art, Music, and Physical Education. In some instances, there will be special needs for these classes, e.g., gym shoes on some days when a pupil has physical education. It is suggested that the parent become acquainted early in the year when these classes are scheduled.

ASSEMBLY COURTESY

Students are to walk to all assemblies. Do not run. Do not take any coats or books with you, unless the assembly is last period. Students are to sit in their respective assigned areas. Students are to be courteous and patriotic.

DELIVERIES

Any interruption during class is distracting. All items to be delivered to students are to be left in the office. The office will see that the item is delivered. This delivery will usually be made at the close of the school day.

FIELD TRIPS AND ELIGIBILITY

When field trips are taken to enrich the instructional program and provide some firsthand experiences for children, various classes will participate in field trips. These trips are considered an integral part of the instructional program and offer a unique experience for students. There may be rare instances a student may not be permitted to go on field trips due to disciplinary actions.

Teachers will inform parents/guardians of the purpose of the trip as well as the place, date, time, cost, and means of transportation for a trip.

A permission form will be sent home with each student in advance of all field trips for parents/guardians to give permission for their child to participate on any trip. The form must be fully completed and returned to school prior to the field trip in order for your child to be allowed to participate.

Students may be denied the privilege of going on field trips if:

1. Student has been suspended from school or more than 3 days in school suspension and/or assigned a full day Saturday school/9 weeks.
2. Student has been assigned 5 or more detentions/9 weeks, including lunch/recess/after-school.
3. Student has any out of school suspensions.
4. Student has missed 10 or more days of school.
5. Student has been tardy 6 or more times.

CEREMONIES AND OBSERVANCE/PATRIOTIC EXERCISES POLICY

The Governing Board believes an appreciation of the principles upon which our nation is based is promoted by the patriotic ceremonies and observances conducted in the schools.

The board also believes the United States flag is a symbol of our democratic heritage, ideals and freedom and should be properly displayed in schools.

Furthermore, the board believes saluting the flag and reciting the Pledge of Allegiance helps students learn and reinforce the principles upon which our nation is based.

Finally, the board recognizes that the beliefs of some parents/guardians and students prohibit participation in the Pledge of Allegiance, the salute to the flag or other such opening exercise.

SCIOTOVILLE ELEMENTARY ACADEMY 2016-2017 EMERGENCY PARENTAL NOTIFICATION PROCEDURES

The Ohio Revised Code requires that all schools inform students and parents of the Parental Notification Procedures that are included in the school's emergency protocol. The Scioto Elementary Academy, Governing Board has adopted Emergency Action Plans to guide the actions that should be considered by its school, in order to best protect students and staff from harm in an emergency situation.

Part of the Emergency Action Plan Scioto Elementary Academy is to develop a Parent Notification Team to contact parents during an emergency situation. Scioto Elementary Academy has Parent Notification Teams in place for such a situation.

During an emergency, the 'On Scene Commander' (Superintendent or his designee) will follow the adopted protocol based on the nature of that emergency. In the process of handling the emergency, the 'On Scene Commander' will activate the Parent Notification Team at the appropriate time. The Parent Notification Team will then proceed to contact parents in the most effective way, based on the nature of the emergency. There may be various methods of notification used, such as, individual parent telephone contact, The School Messenger phone system, the schools' websites and local media, if necessary.

Student safety is a top priority at Scioto Elementary Academy. Scioto Elementary Academy takes seriously its responsibility of keeping parents informed during a school emergency.

CONTACT NUMBERS IN CASE OF EMERGENCY

Mr. Rick Bowman	Superintendent	740-776-6777
Mrs. Foresta Shope	Principal SEA K-5	740-776-2920

FIRE PROCEDURE

Any ring of the fire alarm will be considered an alarm. Any student ever caught pulling an alarm will be prosecuted to the fullest extent of the law. The fire signal will consist of a high frequency alarm and strobe lights. When this occurs, students are to leave the room and the building without books or coats and should follow the rules posted in their classrooms. The teachers are to see that all windows are closed. When everyone is out of the room, the teacher will close the door. The teachers are to take the classroom list with them for the purpose of taking attendance. Restrooms are to be checked by the teacher nearest to them. Students are to return to the building when an all clear or emergency conditions are clear announcement has been made

TORNADO PROCEDURE

Notification from the office/teacher notification will signal students to follow the tornado procedures posted in the classroom. Students should go to the inside walls of the basement of the Sciotoville Christian Church and cover their heads. Drills are to be taken seriously. **TORNADOES KILL!**

BOMB PROCEDURE

On occasion schools have received bomb threats. When a call is received at school, the students will be immediately evacuated from the building to a designated area and the police and fire departments will be notified. The building will be searched by a team of staff before students and staff is allowed to re-enter the building.

After the administration has consulted with their search team and **if it is determined not to re-enter the building, the students will be moved to an alternate site close to the school building** where students will be kept until they are dismissed. The alternate site for Sciotoville Elementary Academy is the Bottoms during nice weather and Berean Baptist Church in case of inclement weather.

If the administration determines not to re-enter the building, the students would be dismissed from the alternate site to go home or to a pre-arranged location that the parent and student have discussed.

Transportation will not be provided unless students regularly ride the bus to and from school daily. **Students will not be permitted to use the school phone to arrange for transportation or to call their parents/guardians.**

SEARCH AND SEIZURE

Students possess the right to privacy, but that right must be balanced by the school's responsibility to protect the health, safety, and welfare of all its students. School officials will use the standard of "reasonable cause" to conduct searches.

PUBLICATIONS

The school administration or designee has the right to censor all student publications.

SIGNS AND POSTERS

Any organization or student who wishes to post a sign or poster in the building must first secure permission from the administration. The sign or poster must be neatly displayed and promptly removed by the student or organization when its message is out dated.

SELLING AND SOLICITING

Solicitations in the school for money, dues, or membership in organizations, campaigns, societies or associations must be authorized by the administration his/her designee. All sales must be for the benefit of Sciotoville Elementary Academy students or East students or programs.

Food and/or candy for fundraising purposes may only be sold after the school day.

A student or group of students shall not sell items, make collections, conduct membership drives, or sell subscriptions on school property during the regular school day or at school events without authorization by the administration and respective sponsor.

TEXTBOOKS

The Governing Board supplies all textbooks for the student. All books issued must have a number. The student signs in ink the label in the textbook. The teacher will keep a list of textbook assignments until the textbook is returned at the end of the school year.

Each student is responsible for his/her textbook. If any previous damage has been done to the book, it should be recorded on the back of the textbook card before returning it to the teacher. Any student losing or damaging a text will be required to pay a fee, this includes all library books. Damaged book fees can vary depending on the severity of the damage. The teacher and administration, if necessary will determine the fee. If book is lost or damaged to the point where it is unusable, then the student will be assessed a fee that will cover the replacement of the book. **PRECAUTIONS NEED TO BE TAKEN AGAINST THEFT, AS THIS DOES NOT RELIEVE THE STUDENT FROM RESPONSIBILITY.**

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF SCIOTOVILLE ELEMENTARY ACADEMY

Sciotoville Elementary Academy is pleased to make available to students access to interconnected computer systems within the school and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Upon reviewing, signing, and returning policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents/guardians read and sign the policy. The school cannot provide access to any student who does not return the policy as directed with the signatures of the student and his/her parents/guardians.

OFFICE INFORMATION

Students are welcome to come to the school's office during the school day with teacher permission or after school.

HOME INSTRUCTION

If a student must miss school for a period that extends beyond two weeks, the parent/guardian may come to the main office to begin the process of home instruction. Home instruction is free to the student if he/she qualifies under the adopted guidelines.

HOMEWORK ASSIGNMENTS

Please call the school prior to 9:00 a.m. to request homework assignments for same day pick up.

HONOR ROLL

The end-of-year recognition for honor roll at SEA is based on the last nine weeks grading periods. Honor rolls are designated as:

1. Advanced (Learning achieved at the Advanced Level)
2. Accelerated (Learning achieved at the Accelerated Level)
3. Proficient (Learning achieved at the Proficient Level)

INCOMPLETE GRADES

A student may receive an incomplete grade on his/her report card for various reasons (illness, absence, failure to complete required work, etc.) These incomplete grades must be completed in a reasonable amount of time as arranged by the teacher.

INTERIM PROGRESS REPORTS

All students who make unsatisfactory progress in achievement in classroom assignments, homework assignments, and/or tests shall be issued an interim progress report halfway through each nine-week grading period. Interim progress reports shall also be issued if there student assessments result in levels of Basic or Limited. Supplemental and special reports may be issued when a need exists.

ACADEMIC INTEGRITY

Plagiarism is defined as presenting the ideas or words of another as your own. This also refers to direct duplication of materials, copy and pasted from internet, computer, or written material.

Any student found to be guilty of plagiarism will be given a zero for that assignment. Repeated incidents of plagiarism will result in additional disciplinary action. All incidents of plagiarism will be documented and recorded as disciplinary action.

Forgery is defined as the crime of falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected; simulated signing of another person's name to any such writing whether or not it is also the forger's name. Any incident of forgery will be documented and will result in disciplinary action.

2016-2017 TESTING DATES

Ohio's State Tests

Ohio's State Tests measure student progress toward Ohio's Learning Standards. They help us make sure every Ohio student receives a high-quality education. Student test results show that students have the knowledge and skills they need to move successfully to their next steps in education or a career.

Students in grades 3-5 will take Ohio's State Tests in English Language Arts, Mathematics, Social Studies (Grade 4 only), Science (Grade 5 only) in the 2016-2017 school year. All state testing will be administered online.

How long is a test?

Each test will be approximately three hours (180 minutes) and will be divided into two parts. Districts will choose whether their students will take a test in two 90-minute sessions or in one 180 -minute session.

When will districts offer the tests?

School districts will select 15 consecutive days (for online tests) during the windows of dates allocated for the tests:

- English Language Arts test window–March 13 – April 14, 2017
- Mathematics, Science and Social Studies test window –April 3 to May 12

*The state test for grade 3 English language arts will meet the requirement of the Third Grade Reading Guarantee (the Ohio Achievement Assessments will no longer be administered)

This fall, Ohio's third grade English Language Arts test will be administered from Nov. 7-18.

Districts are to select five consecutive days during that window for the test.

More details about the cut scores will be forthcoming. *

For more information regarding testing, please visit: <http://education.ohio.gov/Topics/Testing>

GRADING POLICY

A student is to achieve at least to a level of proficiency in each of the subjects in which he/she is enrolled at the end of each grading period. This achievement level is to be determined by the use of assessments in the following areas:

- Tests
- Quizzes
- Assigned Projects
- Participation
- Teacher Observations
- Attendance

The following percentage scale and grade equivalent scales are to be used for the classroom evaluation and determining of final grade averages.

90-100%	=	Advanced
80-89%	=	Accelerated
70-79%	=	Proficient
60-69%	=	Basic
59% OR LESS	=	Limited

**The student must achieve a level of proficient for three out of four possible areas.

If there are any questions regarding student progress, parents/guardians can log on to Progress Book. For username/password assistance, please call the main office at (740) 776-2920. If parents/guardians do not have internet access, direct inquiries to the main office at (740) 776-2920.

K-5 DAILY SCHEDULE

7:00 a.m. – 8:00 a.m.	BEFORE SCHOOL PROGRAM (AEP)
8:00 a.m. – 8:30 a.m.	BREAKFAST
8:25 a.m.	WARNING BELL
8:30 a.m.	TARDY BELL
8:30 a.m. – 11:30 a.m.	INSTRUCTIONAL TIME
11:30 a.m. – 1:00 p.m.	LUNCH/RECESS (See Schedule Below for Assigned Times)
1:00 p.m. – 3:30 p.m.	INSTRUCTIONAL TIME
3:15 p.m.	PARENT PICK-UP DISMISSAL ONLY
3:30 p.m.	SCHOOL DISMISSAL
3:30 – 5:30 p.m.	AFTER SCHOOL: ACADEMIC ENRICHMENT PROGRAM (AEP)

TWO HOUR DELAY SCHEDULE

NO MORNING PROGRAM.	INSTRUCTION BEGINS PROMPTLY AT 10:00a.m.
10:00 a.m. – 11:30 a.m.	INSTRUCTIONAL TIME
11:30 a.m. – 1:00 p.m.	LUNCH (NO RECESS)
1:00 p.m. – 3:30 p.m.	INSTRUCTIONAL TIME
3:30 p.m.	DISMISSAL
3:30 p.m. – 5:30 p.m.	AFTER SCHOOL: ACADEMIC ENRICHMENT PROGRAM (AEP)

LUNCH/RECESS SCHEDULE

11:30-12:00	4 th /5 th Grade Recess and 2 nd /3 rd Grade Lunch
12:00-12:30	2 nd /3 rd Grade Recess and 4 th /5 th Grade Lunch
12:30-1:00	K-1 Lunch
1:00-1:30	K-1 Recess

SCIOTOVILLE COMMUNITY SCHOOLS
SCIOTOVILLE ELEMENTARY ACADEMY
EAST JR./SR. HIGH SCHOOL
2016-2017 SCHOOL CALENDAR

Wednesday, August 24	New Staff Orientation	9:00 a.m.
August 25, 26, 29	Staff In-Service	No School
Tuesday, August 30	First Day of School for Students	
Monday, September 5	Labor Day	No School
Friday, October 28	End of 1 st Nine Weeks	(43 Instructional Days)
Monday, October 31	Begin 2 nd Nine Weeks	
Thursday, November 3	Staff In-Service	No School For Students
Thursday, November 3	Parent/Teacher Conferences	2:00-8:00 p.m.
Monday, November 21	Staff In-Service	No School for Students
Tuesday, November 22	No School Students and Staff (In Lieu of Conferences)	No School
November 23-November 25	Thanksgiving Break	No School
Monday, November 28	Classes Resume	
Wednesday, December 21	Begin Christmas Break	
Monday, January 2	New Year's Day Holiday Observed for 12 Month Employees	
Tuesday, January 3	Classes Resume	
Friday, January 13	End of 2 nd Nine Weeks	(40 Instructional Days & 1 Conference Day)
Monday, January 16	Martin Luther King Day	No School
Tuesday, January 17	Begin 3 rd Nine Weeks	
Thursday, February 16	Staff In-Service	No School for Students
Thursday, February 16	Parent/Teacher Conferences	2:00-8:00 p.m.
Friday, February 17	No School Students and Staff (In Lieu of Conferences)	No School
Monday, February 20	President's Day	No School
Tuesday, February 21	Classes Resume	
Friday, March 17	End of 3 rd Nine Weeks	(41 Instructional Days & 1 Conference Day)
Monday, March 20	Begin 4 th Nine Weeks	
April 10 – April 14	Spring Break	No School
May 18, 19 & 22	Finals	
Sunday, May 21	Commencement Exercises	
Thursday, May 25	End of 4 th Nine Weeks/Last Day for Students	(44 Instructional Days)
Friday, May 26	Staff Work Day	No School for Students

Make-up Days: 1. February 16* 2. February 20 3. April 10 4. April 11 5. May 26*

*If it is necessary to use February 16 and/or May 26 as make-up days, Staff In-Service / Work Days will be moved to the end of the school year.

168 Instructional Days

2 Parent-Teacher Conference Days

7 Staff Inservice/Work Days

177 Total Staff Work Days

Revised 3/14/16

Special

Tartan

Achievement

Reward

STAR CARD

BLUE CARD

Requirements

No More than 1 day absent
No More than 1 tardy
No detentions
No referral to the office
No levels Limited or Basic

Rewards

Athletic pass (free)
Lunch with Principal
Free Kids' Meal –Sister's Dairy Bar
Free 8 in. Cheese Pizza from
Sciotoville Giovanni's
\$3 off Brain Freeze Purchase
Express Lunch Pass

GREY CARD

Requirements

No more than 2 days absent
No more than 2 tardies
No more than 1 teacher detention
No referral to the office
No levels Limited or Basic

Rewards

Athletic pass (free)
Free Ice Cream Sundae or Shake –Sister's Dairy Bar
Free 7 piece garlic breadstick w/
cheese from Sciotoville
Giovanni's
\$2 off Brain Freeze Purchase

WHITE CARD

Requirements

No more than 3 days absent
No more than 3 tardies
No more than 2 teacher detentions
No referral to office
No levels Limited or Basic

Rewards

Athletic pass (\$2.00)
Free Ice Cream Cone –Sister's Dairy Bar
Free Fountain Drink from
Sciotoville Giovanni's
\$1 off Brain Freeze Purchase