

Important Dates – Samuel Bissell Elementary School

2019-2020 School Year

August 2019	January 2020
20 – Sneak Peak (5-6 pm)	7 – School Resumes
21 – School Starts/1 st Day for Students	20 – No School (Dr. Martin Luther King, Jr. Day)
26 – 2 nd Grade Open House (6-7:30 pm)	21 – PTA Meeting (7-8 pm)
27 – 3 rd Grade Open House (6-7:30 pm)	28 – Parent/Teacher Conferences (4:30-7:30pm)
	30 – Parent/Teacher Conferences (4:30-7:30pm)
September 2019	
2 – No School (Labor Day)	February 2020
17 – PTA Meeting (7:00-8:00 pm)	13 – Valentine’s Party (2:30-3:15 pm)
20 – Read-a-Thon Kick-Off	14 – No School
23-30 Read-a-Thon	17 – No School (President’s Day)
30 – No School for Students (Data Day)	
	March 2020
October 2019	2-6: Bissell Book Fair
9- No School for Students (Curriculum Day)	3 – PTA Meeting (7:00-8:00pm)
11 – No School (NEOEA Day/Bissell Blood Drive)	5 – 3 rd Grade Spring Concert (Petitte)
18 – 1 st Quarter Ends	13 – 3 rd Quarter Ends
21-25 Bissell Book Fair	23 – 27 Spring Break
22 – Parent/Teacher Conferences (4:30-7:30pm)	30 – School Resumes
24 – Parent/Teacher Conferences (4:30-7:30pm)	
31 – Harvest Party (2:30-3:15 pm)	April 2020
	9 – PTA Meeting (7-8 pm)
November 2019	10 – 14 No School (Good Friday/Data Day)
4 – PTA Meeting (7-8 pm)	15 – School Resumes
5 – No School for Students (Election Day)	24 – Bissell Family Fun Night
11 – Veterans Day Program	
18 – 2 nd /3 rd Grade Concerts (Thomas)	May 2020
27 – 29 Thanksgiving Holiday	19 – 2 nd Grade Fine Arts Festival (6-7:30 pm)
	21 – 3 rd Grade Fine Arts Festival (6-7:30 pm)
December 2019	25 – No School (Memorial Day)
2 – School Resumes	28 – Field Day
9-13 – Bissell PTA Holiday Shop	
20 – Winter Party (2:30-3:15 pm)/2 nd Quarter Ends	June 2020
23 - Winter Break Begins	2 – Last Day for Students

Samuel Bissell Elementary School

1811 Glenwood Drive

Twinsburg, OH 44087

Main Office: 330.486.2100

Attendance: 330.486.2105

School Hours: 9:00am-3:40pm

Principal	Mrs. Johnson	330.486.2101	Secretary	Mrs. Dreiling	330.486.2104
Assistant Principal	Mr. Winter	330.486.2103		Mrs. Rahal	330.486.2105
Guidance Counselor	Mr. Hoffmann	330.486.2100	Cafeteria		330.486.2109
School Psychologist	Mrs. Hrach	330.486.2102			
2nd Grade	Mrs. Finn	330.486.2146	3rd Grade	Mrs. Potkalitsky	330.486.2122
	Ms. Conrad	330.486.2148		Mrs. Langhoff	330.486.2127
	Mrs. Doyle	330.486.2149		Mrs. Depew	330.486.2117
	Mr. Harrison	330.486.2100		Mr. Doloresco	330.486.2134
	Mrs. Holiday	330.486.2153		Mrs. Dorland	330.486.2126
	Ms. Jolly	330.486.2155		Mrs. Engler	330.486.2132
	Ms. King	330.486.2152		Mrs. Rohwedder	330.486.2143
	Mrs. Labus	330.486.2150		Ms. Bilinski	330.486.2119
	Mrs. Springer	330.486.2151		Mrs. Kinsella	330.486.2118
	Mr. Wrobel	330.486.2144		Mr. Labus	330.486.2123
	Mrs. Wrobel	330.486.2156		Ms. Babcock	330.486.2128
	Mrs. Ziska	330.486.2147		Mrs. Watson	330.486.2124
Art	Mrs. Wilner	330.486.2116	Intervention Specialists	Mrs. Dehil	330.486.2133
	Mrs. Castrigano	330.486.2140		Mrs. Marlow	330.486.2136
				Mr. Eustace	330.486.2110
Music	Mrs. Thomas	330.486.2115		Ms. Wertman	330.486.2100
	Mrs. Pettite	330.486.2130			
			Reading Specialist	Mrs. Magyar	330.486.2154
Physical Education	TBD	330.486.2112	Reading Specialist	Mrs. Krzeminski	330.486.2100
	Mr. Schwed		Reading Specialist	Mrs. Kocsis	330.486.2100
			Math Specialist	Mrs. Mueller	330.486.2100
			Occupational Therapy		330.486.2100
Clinic	Clinic Aide	330.486.2106	Speech Therapist	Mrs. Quartieri	330.486.2100
Media Center Asst.	Mrs. Allen	330.486.2114			
Technology Resource Specialist	Mrs. Mold	330.486.2131			

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the 2019-2020 school year. If any of the policies or administrative guidelines references herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current Board policies and administrative guidelines are available from the building principal and on the District's web site.

Greetings Students and Parents!

Welcome to Samuel Bissell Elementary School. We have the Best Students, Best Staff and Best Teachers. It is our pleasure to serve you and your child during the 2019-2020 school year. We are committed and dedicated to providing your child with a quality education. Not only will we focus on your child's academic development, but his/her social growth is important as well. It is our belief and vision that:

Every day we show respect to our school and one another. Through hard work and organization, we strive to reach our goals. We celebrate our achievements and take responsibility for our actions and our learning.

BISSELL TIGERS ROAR! Respect, Organization, Achievement, Responsibility

I am always available to meet or speak with you. Feel free to call me with any questions or concerns. Again, welcome to Samuel Bissell Elementary, where "Tigers Learn to Roar."

Sincerely,
Mrs. Johnson
Principal

Some exciting programs you will find at Bissell....

Students participate in our "**Community of Caring**" initiative, which brings students from different classes together to eat lunch and discuss different character traits.

Student Leadership – Second and third grade students have the opportunity to take on leadership roles at Bissell. They are elected by their teachers and peers to become part of the **Student Council**. Members of the Student Council have many responsibilities, including collecting recyclable materials, putting up and taking down the American Flag and reading the morning announcements. Third grade students can also become part of **Safety Patrol** or work at the **Bissell Bookstore**.

Students receive '**Random Acts of Kindness Doves**' for going out of their way to help their peers and/or teachers. Students are recognized on the morning announcements for their acts of kindness.

Students of the Month are recognized for outstanding academics and citizenship each month. Special recognition is given at Board of Education Meetings, as well as lunch with principal.

Students learn about showing **GRIT** in everything they do by doing their best and persevering through difficult assignments.

Students attend **art, music and physical education** classes once every three days for 45 minutes.

Breakfast and Lunch are offered at Bissell daily. The district provides healthy meal choices and offers free and reduced breakfast and lunch to students who qualify.

Golden Paw Tickets - Students earn 'Golden Paw Tickets' throughout the school day for making positive choices. Each month the class that earns the most tickets receives a special reward.

Computer Lab - Students visit the computer lab twice a week (once with their classroom teacher and the other time under the direction of our Technology Resource Assistant).

Library - Students attend library once a week for 45 minutes where they listen to stories, visit centers and check out books to take home for the next week.

The Leveled Book Room is a wonderful resource at Bissell. Early in the school year, teachers determine at which level their students are reading and work to improve their skills in small groups.

Paws on Child Hunger provides a bag of child-friendly nutritious food items each Friday to Bissell children who qualify, ensuring that our Tigers have healthy food to enjoy over the weekend.

P.T.A. - The Bissell P.T.A. coordinates many committees and activities throughout the school year in support of our students and staff.

GENERAL INFORMATION

ABSENCE PROCEDURES: Phone voice mail is available to notify the school of student absences between 4:00 p.m. and 8:00 a.m. on the following day. Please call direct to [330.486.2105](tel:330.486.2105) with student name, teacher name, date(s) of absence and the reason. School staff may be contacted directly at 330.486.2105 or 330.486.2100 between 8:00 a.m. and 9:30 a.m. to report absences. If no parental call is received on the day of an absence, a phone call will be made to the student's primary contact person's phone number by the Blackboard Connect Notification Service.

We ask for your assistance so time consuming verification calls by our office staff, are kept to a minimum.

An excused absence gives the student the privilege of making up work that has been missed. It is the responsibility of the student to talk with the teacher to make up work at the earliest possible convenience of the teacher. A student has the same number of days to make up the work as the student was absent from school.

ACCIDENTS OR ILLNESSES occurring during the school day should be reported to the classroom teacher immediately. Teachers will issue a pass to the clinic as indicated. The clinic does not treat home illnesses or accidents unless the physician has written a note indicating the need for care at school. It should be understood by parents/ guardians and students that the clinic cannot diagnose ailments or dispense medication of any kind without physician and parent/guardian authorization.

Students with a temperature of 100 degrees or more, having diarrhea, vomiting, or unexplained rash will be sent home according to health department regulations. Parent/guardian will be notified to arrange for transportation when necessary. No child can be released to anyone other than those indicated on the child's emergency card unless permission is received from the parent/ guardian first. All communicable diseases should be reported to the office.

ACHIEVEMENT & DIAGNOSTIC: Achievement and Diagnostic Tests will be given to students in grades 2-3 in the fall and/or spring of each school year. Please see the school calendar for exact dates. Parents are encouraged to see that their child receives the proper amount of sleep and have good nutrition the week of these tests. Parents should also encourage students to do their best on the tests. Results of these tests will be shared with parents.

ATTENDANCE: Regular attendance and punctuality are essential in providing for the development of personal responsibility and for continuous growth in learning experiences. Time lost from the classroom can never be made up completely since many extras beyond textbook content and completion of assignments contribute to the learning process. There is no substitute for actual daily participation and hands on activities in class! If no parental call is received on the day of an absence, a phone call will be made to the student's primary contact person's phone number by the Blackboard Connect Rapid Notification Service.

Attending school is both necessary and the law. Students are required by Compulsory Attendance Laws in the State of Ohio to attend school for the full time school is in session. Students may be excused from school for the following reasons:

- 1.) Personal illness.
- 2.) Illness in the family.
- 3.) Death of a relative.
- 4.) Quarantine for contagious disease.
- 5.) Observance of religious holidays.
- 6.) Circumstances which, in the judgment of the Superintendent or designee constitute a sufficient cause for absence. (Twinsburg Board of Education Policy: 5200.)

R.C. 3321-01 et seq., 3321.13(B) (2), 3321.19, 3321.38, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-51-13)

Excessive absence due to illness (15 days or more) will require a written medical excuse from a doctor.

BIRTHDAYS: Parents wishing students to celebrate a birthday at school may do so by donating a book to the school library or by providing a small non-edible treat for the class. Elaborate birthday parties with elaborate treats are not appropriate for school and should not be planned during school hours.

BLACKBOARD CONNECT: Keeping you informed is a top priority at the Twinsburg City School District. That's why we have adopted the Blackboard Connect Notification Service which will allow us to send telephone messages to parents/guardians about school emergencies, school delays, or cancellations due to inclement weather. Parents/Guardians may also be called to verify absences. The Blackboard Connect email notification will also provide information about school events.

What you need to know about receiving calls sent through Blackboard Connect:

- Your Caller ID will display the school's main phone number when general messages or attendance calls are delivered. Only the student's primary contact person will get these type of calls.
- Your Caller ID will display 411-000-0000 if the message is an emergency. Up to four people Designated as emergency contacts will get this type of call.
- Blackboard Connect will leave a message on any answering machine unless it has a privacy manager.
- Blackboard Connect will leave a message using direct dial numbers only – no extensions.
- Please keep your contact phone numbers up to date and notify your building secretary with any changes.

BULLYING PREVENTION: The staff at Samuel Bissell Elementary School makes anti-bullying education a priority. Through our on-going classroom guidance lessons, small group and individual guidance, positive behavior procedures, Character Word of the Week, and assemblies, students are taught about bullying and what to do if they are bullied or witness someone else being bullied. Please support this effort at home by reminding your child to tell

an adult right away if they see someone bullying another student. Please also refer to the Code of Conduct RULE 22: Harassment at the end of this handbook and Board of Education Policy 5517.01.

BUS DAMAGE: Parents are responsible for any damage or act of vandalism to the bus by their child.

CALAMITY DAYS: There will be no practices, meetings, contests, or other related activities on a day when school is cancelled by the superintendent due to inclement weather. Any special events to occur will do so at the discretion of the superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be made on the District's website, local television and radio stations.

CLINIC AND MEDICAL INFORMATION: INJURY OR ILLNESSES occurring during the school day should be reported immediately to the supervising teacher. He/she will issue an excuse admitting the student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or **dispense medication without a medical authorization form, including aspirin.** Students who are too ill to attend class are generally too ill to remain in school (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) Parents will be notified to arrange for transportation when necessary. **The child should remain home for 24 hours fever free without fever reducing medication before returning to school. Students should remain home for 24 hours after the last episode of vomiting.** The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. A student emergency card is on file in the office for this purpose.

All communicable diseases should be reported to the school nurse.

MEDICATION POLICY: Should it be necessary for a student to take medication at school, parents MUST adhere to the Board of Education procedure 5330. See the information and form included in student folder. Forms are available in the school office.

USE OF MEDICATIONS: Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the School Nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications - No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

IMMUNIZATIONS: Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

VISION AND HEARING SCREENING: The purpose of vision and hearing screening is to aid in the detection of school-age children who have or are at risk for developing a vision/hearing disorder. These screenings are required by the Ohio Department of Health on an annual basis and will be administered during the school year to the following students:

- All new students (with no previously documented screenings)
- All students in grades K, 1, 3, 5, 7 (vision only), 9 and 11
- All students with undocumented follow-up from the previous school year

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

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

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CUSTODY: Students must reside within the Twinsburg City School District with their legal custodian to attend the Twinsburg City Schools. A copy of the legal document giving a parent custody (in case of parent separation or divorce) is required when students are enrolled. **IMPORTANT: For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights should be placed in the student's file.**

DEBTS: Families have the responsibility of paying all financial obligations before the end of the school year. Report of grades and copies of records will be withheld on a nine-week basis for fees, fines, athletic equipment, or damaged property, and charges that have not been paid. Contact the principal if you have any problems with meeting the deadlines.

DIRECTORY INFORMATION and FERPA: Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. For additional information, please refer to Board of Education Policy 8330. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within twenty (20) days after receipt of the Superintendent's annual public notice.

DUE PROCESS: Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. There are two facets to due process: substantive and procedural. Substantive due

process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal. Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of an expulsion, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973. For further information, refer to Board of Education Policy 5611.

DRESS GUIDELINES: Personal appearance, both in clothing and personal hygiene, often reflects a student's attitude and conduct within the school setting. ALL students are expected to be appropriately dressed as to age, maturity, and weather conditions. Students should always dress neatly and in good taste. Shorts which are loose fitting and knee length are permitted. However, cut-offs, bicycle shorts, spandex or Lycra clothing, and clothing in poor repair are some examples of inappropriate school dress. Any clothing containing reference to chemical substances, tobacco, profanity, sex, or gang affiliation are unacceptable. Other inappropriate items of dress include tank tops, tops with spaghetti straps, see-through clothing, halters, bareback apparel, bare midriffs, head bands, hats, and head covers, flip flops and crocs. Any clothing that brings undue attention and causes classroom disruption will be judged inappropriate by the administration. Any clothing deemed inappropriate for school wear will be discussed privately with the student. Parents will be notified to bring a change of clothing to school. If parents cannot be reached or choose not to come in, the student will spend the day in an Alternative Learning Environment. Please explain this policy to your child.

EARLY PICK UP/DISMISSAL (PARENT PICK-UP): Parent pick-up of students will require written notification to the office or your child's teacher. **Emails to the teacher are not sufficient notice** as the teacher may be absent and his/her email will not be accessed. This is to ensure your child's safety. We encourage advanced notification due to the large number of parent pick-ups. End-of-the-day parent pick-up uses the car tag system. **To be part of the car line, you must have a car tag displayed in your front window (you will receive a car tag after completing the appropriate pick-up form).** During the day pick-up is in the school office. Photo identification is required every time for parent pick-up. If someone other than a parent will be picking up your child, please be sure they appear on your child's emergency medical card and have photo identification.

EMERGENCY DRILLS: All students will participate in fire/tornado and grade-level appropriate A.L.I.C.E. school safety drills. Students will be expected to know procedures and participate in all emergency drills just as if a real emergency were occurring. All parents should impress upon their children the importance of maintaining a serious attitude toward all emergency drills (following proper procedures could save lives during an emergency). Students, please remember that all teachers have complete authority over all students during an emergency drill.

FACILITY USE: Use of the school facility must be cleared with the appropriate principal/supervisor/coordinator/director for any activity held in a school during the evening, over weekends, and/or during vacations. Completion and approval of the Facility Rental Application must be made for access to the school.

EMERGENCY MEDICAL AUTHORIZATION: When a student becomes ill at school, parents will be notified if it is necessary for the student to go home. If there is no one at home, the student will remain in the office until someone is located to take care of him/her. It is important to designate the name of a relative or neighbor to take over in case of illness or in case of emergency. NOTE: In case of a changed telephone number or a change in address, please notify the school as soon as possible. Current information on your child's school records is **extremely important!**

FEES: The Twinsburg City School District will charge the following Student Academic Fees for the 2019/2020 school year: \$75 for the Integrated Preschool Program (IPP), \$85 for the Kindergarten Preparatory Program (KPP), \$80 for K-3, \$90 for 4-8, \$55 for Grade 9, and \$47.50 for Grades 10-12. This fee covers part of the District's expense for testing and consumable items like workbooks. All students are expected to pay this fee; however, those

with a financial hardship who are part of the free lunch program will have their student fee waived. For those receiving reduced price lunches, the academic fee will be reduced by 50%. Course fees and co-curricular fees may also apply and are also eligible for a fee waiver/reduction depending on free or reduced price lunch status. In addition, fees will be assessed to students participating in extracurricular activities. Extracurricular activity fees, including those charged for participation in athletics and club activities are eligible for a fee reduction. Please refer to the Board approved Student Fee Schedule which can be obtained through your child's school office or found on the District website at www.twinsburg.k12.oh.us.

FIELD TRIPS: Classes may be taking field trips during the course of the school year. Your child's teacher will send a permission slip home prior to any such trip. It is necessary that the slip be signed and returned to the school for your child to participate.

GRADING PROCEDURES: Progress Reports are issued four times each year or every nine (9) weeks with Interim Reports updated on Progressbook during the mid-term of each grading period. This enables communication on student progress every four to five weeks. The purpose of Progress Reports and Interim Reports is to inform both the students and the parent/custodian of the academic and social progress of the student. The final nine week grades are an accumulation of various forms of evaluation including: Test scores/quizzes (including both formal and informal check-ups), Class participation (in both oral and written form), Independent seat work (daily work), Independent activities (extended class assignments), Group projects/activities, Portfolios and Homework.

GUIDANCE DEPARTMENT: The guidance counselor is available to help all students in adjusting to our school and assist any students that have school, personal or social questions. Students wishing to see Mr. Hoffmann can make arrangements through their classroom teacher. Parents are encouraged to contact the counselor for information or assistance whenever necessary by calling 330.486.2100.

HOMEBOUND INSTRUCTION: Samuel Bissell Elementary School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, please contact the school office.

HOMEWORK: Distributing homework assignments is the responsibility of your child's classroom teacher. Homework provides an excellent avenue of communication between parents and the school (so that they may know and support the learning activities taking place at school).

Homework should offer your child an opportunity to extend or enrich classroom learning and give him/her the opportunity to reinforce concepts and skills which have been introduced by the classroom teacher. Successful completion of all homework assignments is essential to the development of "independent" work habits. If you have questions or problems concerning homework during the year, you are encouraged to discuss the situation with your child's teacher.

Teachers will assign a wide variety of home tasks, some of which you may not recognize as traditional homework. Often, your child will be working on an idea or project which he/she began in school. Your child will benefit tremendously from your encouragement (in every way possible) to study independently at home. Spelling, arithmetic computation, solving of mathematical problems, the use of reference materials, the writing of reports, and reading are a few examples of typical homework.

The amount of homework will vary from grade level to grade level. Homework is usually assigned four nights each week (Monday through Thursday). Teachers may, at their discretion, suggest experiences or activities which you may provide at home as an extension of class work. The following homework guidelines have been established:

Grade 2 20-25 minutes per night

Grade 3 30-35 minutes per night

Parents' assistance is requested by providing a quiet, well-lit place for your child to do homework and by helping your child in planning a suitable time for completing his/her responsibilities. Your interest in listening to oral reports, reviewing spelling words, sharing your knowledge of a given subject, or helping your child search out information on a subject can be most helpful as your child develops independent work habits at home. Your interest in his/her tasks and your appreciation of his/her success will reinforce his/her feelings about himself/herself and the worth of what he/she is doing.

INDIVIDUALS WITH DISABILITIES: The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodations. Additionally, in accordance with State and Federal mandates, the district seeks out, assesses and appropriately services students with

disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment.”

POWERSCHOOL ENROLLMENT (FORMERLY KNOWN AS INFOSNAP): The Twinsburg City School District uses PowerSchool Enrollment (formerly known as Infosnap) in place of paper emergency cards. All students must have all necessary information completed in PowerSchool Enrollment prior to the beginning of the school year. Students will need two (2) contacts other than the parent and identify the persons that the child may be released to in the event of illness, emergency or transport. All registration information will be entered online instead of on paper. If you do not have internet access, please contact the main office.

INTERNET/NETWORK USER POLICY

1. To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read and sign their school’s handbook or agenda containing the Acceptable Use Policy. All students are bound and required to adhere to all Network/Internet bylaws and policies established by Administration and the Board of Education. Approved accounts will be created for students in grades 2-12.
2. When you obtain a Twinsburg City School District (TCSD) network account, it is understood the account is to be used for class work or individual school related research. You are responsible for your account’s use or misuse. The school code of conduct applies.
3. TCSD may also provide students with Google Apps for Education (GAFE) accounts. Google Apps for Education run on an Internet domain purchased and owned by the school and is intended for educational use. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child’s use of GAFE when accessing programs from home.
4. Students are responsible for their own behavior at all times. Students should take all reasonable precautions to prevent others from being able to use their account. Passwords must be constructed so that they are not obvious or easily determinable. Under no conditions should a student provide his or her password to another person.
5. Your accounts (TCSD and GAFE) and the files on them are school property, not your private property. School personnel reserve the right to inspect its property. Students should have no expectation of privacy.
6. Access to the TCSD network and GAFE is considered a privilege. TCSD maintains the right to immediately withdraw the access when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred for further investigation and account restoration, suspension, or termination.
7. The use of personal communication devices (hereafter referred to as “PCDs”) on campus is a privilege which the District grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in Policy 5136 & 5136.01. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”, e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. All policies set in place in the AUP continue to apply when the student uses his/her PCD on campus. In addition, cell phone watches are also considered PCDs and are included in the guidelines set forth in Policy 5136 & 5136.01.
8. Students may connect to the TCSD wireless network from a PCD (and only wirelessly) with their network username and password for educational purposes only. However, they may not do so in a classroom without explicit teacher approval.
9. The District reserves the right to inspect a student’s PCD if there is reason to believe that the student has violated any School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Students must surrender their PCD to district personnel upon request. See policy 5136 – Personal Communication Devices.
10. Avoid illegal activities. These include tampering with computer hardware or software, unauthorized entry into computer files, or vandalism or destruction of computer files. Obey all copyright laws applying to

software and its use. We are governed by the U.S. Copyright Code, PL 94-553 and PL 96-517 Section 117, and U.S. Code 2510.

11. Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Students must respect the right of others in the school and on the internet at large. Personal attacks are an unacceptable use of the network.
12. Harassment, intimidation, or bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.
13. If you are the victim of a personal attack ("flame"), respond rationally if a response is appropriate and bring the incident to the attention of a person in authority.
14. Users must be aware that there are many services available on the internet that could potentially be offensive to certain groups or users. The Twinsburg City Schools cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy is subject to change per Board of Education Action during the school year.

LOCKERS: Lockers are Board property and assigned to students for their personal use. Any locker difficulties should be reported immediately to the office. **Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.**

Book bags and draw string bags are to be kept in lockers and are not permitted to be carried during the school day. For further reference, see Board Policy 5771.

Students should not leave any item in their gym lockers overnight. Do not leave items in any locker over vacations. Any item left in any locker is at the student's own risk. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is not responsible for the loss or theft of money that students bring to school and/or keep in their lockers.

LOST AND FOUND: Throughout the school year, personal items of clothing continually turn up in the office. Students are encouraged to check the lost and found for lost articles. At the end of each month, articles that have not been claimed will be donated to a charity. When practical, it is advisable to mark or sew the child's name on all items of clothing and label other personal property in some manner.

LUNCH/BREAKFAST PROGRAMS AND PROCEDURES: Student breakfast and lunch programs are designed to provide every student with balanced meals that are both nutritious and tasty. So that no student is neglected, a government-subsidized, free and reduced breakfast and lunch program is available for families who qualify. Students who were using the program at the end of the previous school year will continue with the program until new applications are required by September 18th. Any family not using the program last school year, but who may now qualify, may request a temporary application by calling the school. All applications must be re-submitted annually, as required by the state of Ohio. Twinsburg City Schools allows students (from grades K-6) to charge a maximum of one lunch and one breakfast. Students who have outstanding charges and come to school without lunch money will receive a cheese sandwich, 1-2 servings of vegetable, 1 serving of fruit and milk (barring a dairy allergy). If a student comes to school with no money on more than two consecutive days, cafeteria managers are required to contact the child's parent/guardian to investigate and determine the cause of the situation. For the 2019-2020 school year, school lunches will cost \$3.00 Bissell and Wilcox, \$3.25 (Dodge). For students who want to purchase milk only for packed lunches, the cost is 50¢. Breakfast is \$1.75 (Costs are subject to change). Meals may be paid for in advance. Payments by check or cash must be done on Mondays only. If parents would like to have the option to have to prepay for milk for their child, please contact Mark Bindus at mbindus@twinsburgcsd.org so that this a la carte option can be enabled for your child in our Point of Sale computer system. Forms and information regarding the School Lunch Program can be obtained through your child's school. There is also an option to pay for school lunches online. Parents who would like their child (ren) to purchase milk off of their prepaid lunch account can do so by contacting District Dietitian Mark Bindus by e-mailing him at (mbindus@twinsburgcsd.org). Each student's account must be enabled to allow for such purchases. At Samuel Bissell Elementary School breakfast is served between 8:45-9:00. Lunch is served from 11:05-1:20 (Please speak with your child's teacher to find out when your child will have lunch).

FRUIT AND VEGGIE PATROL AT WILCOX AND SAMUEL BISSELL ELEMENTARY SCHOOLS

(Catching Students in the Act...Of Eating Fruits and Vegetables):

Please remember to pack fruits and vegetables in your student's lunch or to encourage them to purchase fruits and vegetables in their school cafeteria each day. One day each month, the Fruit & Veggie Patrol will "walk the beat" during the Wilcox and Bissell lunch periods to catch students eating their fruits and vegetables. If they are "caught in the act," they receive a fun prize!

What counts as a fruit or vegetable? Any fruit or vegetable counts, whether it is a school lunch or a packed lunch!

•Fresh fruit, Dried fruit, Canned fruit, 100% fruit juice or vegetable blend, Salad, Veggies: On the side, in a sandwich, in pasta, in soup, in a casserole, in anything!

What is the goal of the program? To promote and encourage fruit and vegetable consumption among students.

Why fruits and vegetables?

The program is a fun way to get students excited about eating healthy in an effort to help meet the 2010 Dietary Guidelines developed by the USDA. The guidelines call for decreased consumption of refined grains, excess sugars, and fats, and an increased fruit and vegetable intake. Most fruits and vegetables are naturally low in fat and calories, but high in vitamins, minerals, and dietary fiber. Eating a diet high in fruits and vegetables may reduce the risk of obesity and chronic diseases when combined with an overall healthy diet.

Follow this link to the American Academy of Pediatrics for tips to increase fruit and vegetable intake in your student: <https://www.healthychildren.org/English/healthy-living/nutrition/Pages/How-to-Get-Your-Child-to-Eat-More-Fruits-and-Veggies.aspx>

LUNCH CHARGING AND MEAL REPLACEMENT: Students are allowed to charge up to 3 lunches. When a student charges, they will be sent home with a charge slip to notify the parents of the charged meal. Once a student has reached their limit, student will receive a "Replacement Meal" at no charge, which includes a Turkey and Cheese Wrap, and everything else the student has already taken on their tray (up to two vegetable servings, one fruit serving and milk of the student's choice). To make this substitution as comfortable as possible, our replacement entrée, Turkey and Cheese Wrap is available to all students as part of a regularly price lunch every day. After a student receives 3 alternate meals in a row (or a student has received multiple alternate meals in a one month period), we will have school administration call home to inform the parent of the situation and to discuss the availability of free and reduced meals.

LUNCH ROOM BEHAVIOR

- 1.) All students are to follow the lunchroom procedures that are explained and demonstrated on the first day of school.2.)
- 2.) Talking is permissible unless abused and must be in a normal tone of voice or lower.
- 3.) No student shall leave his/her seat unless granted permission by the person on lunchroom duty.
- 4.) Each student is to leave his/her area (tabletop and floor) free of litter before being dismissed.
- 5.) Appropriate table manners are expected.

MAKE-UP ASSIGNMENTS: Please contact the school prior to 10:00 a.m. for make-up assignments if your child is going to be absent for two or more days but is well enough to do class work. Make-up assignments will be prepared and ready for you to pick up in the office the next day. *There will be a 24-hour notice given to teachers for make-up work.

MAKE-UP WORK DUE TO TRAVEL: The Twinsburg City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be taught again by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the office, in writing, at least a week prior to leaving. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school.

NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY POLICY: The Twinsburg City School District affirms that no person shall, on the basis of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This policy shall prevail in all Board policies concerning school employees and students.

Copies of the District's complaint procedures, Administrative Guideline 2260B and 2260.01B may be obtained from the District Compliance Officer. A formal complaint concerning Title VI of the Civil Rights Act of 1964 (race,

color, and national origin), the Age Discrimination Act of 1975, Title IX of the Civil Rights Act of 1964 (sex), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (disability) can be made in writing to the District Compliance Officer listed below:

**Director of Pupil Services, Twinsburg City School District, 11136 Ravenna Road, Twinsburg, Ohio 44087
330.486.2400**

Inquiries concerning the application of this policy may be referred to the District Compliance Officer or the Superintendent of Schools. The Superintendent may be reached at:

**Superintendent of Schools, Twinsburg City School District, 11136 Ravenna Road, Twinsburg, Ohio 44087
330.486.2000**

PARENT CONFERENCES: Parents who wish to discuss the progress of their child with teachers are encouraged to do so. Please call the teacher and arrange an appointment to discuss your concerns. Special days in the fall and spring are set aside for parent conferences (see school calendar). Any parent who wishes to have a conference with a teacher should call the teacher and set up an appointment in advance. Parents wishing to observe their child in the classroom must contact the teacher. Observation (Classroom) - Advance notice must be given by parent(s) wishing to observe their son/daughter's classroom in order to set up a mutually acceptable time.

PARKING LOT; Parents who are bringing students to school in the morning or picking students up in the afternoon are cautioned not to pass the buses. Those who do pass these buses may receive citations. Parents are cautioned to watch for students when they are in the parking lot. **Also, please make sure that cars are not parked in the bus lanes.** When dropping off or picking up students in the back of the building, have your student use the sidewalk and follow traffic pattern. Please exercise extreme caution whenever you are driving through the parking lot. Please adhere to the 15 mph per hour speed posting on school grounds.

PERSONAL PROPERTY: All personal property should be marked with the student's name, including clothing, boots, lunches, personal books, etc. Children are discouraged from wearing expensive watches and jewelry to school, which are too often taken off during gym, recess, etc., and forgotten. Also, toys, video games, tape recorders, pagers, cell phones, radios, etc., should not be brought to school.

PETS: Many times students want to share their personal pets with classmates. Unfortunately, the school must request that pets NOT be brought to school due to liability concerns for other students.

PHYSICAL EDUCATION

Students have Physical Education two times per week. On these days, they must wear loose, comfortable clothing, and wear or have tennis shoes with them. Medical exclusion from P.E. will be handled in the following manner:

- 1.) A written note from the parents to be excused for one class with reason for exclusion.
- 2.) To be excused for more than one class, a doctor's note will be required with the following information:
 - a.) **Description of ailment or condition.**
 - b.) **Participation limitation of student.**
 - c.) **Date to return to full participation.**

** Because students are often eager to participate in gym activities, this information in written form is important to the physical education teacher to ensure that the student is not participating more than he/she should be. This situation is also true with children with chronic types of illness such as asthma for whom there should be a note on file regarding physical education participation limitations.

** As in all classes, all necessary precautions will be taken to ensure the safety of the children during their participation in all physical education activities.

PLAYGROUND RULES

- 1.) Have fun, be nice, and be safe.
- 2.) Treat others as you wish to be treated.
- 3.) Follow the directions and instructions of all adults on the playground.
- 4.) For your safety, please remain in the designated play area.
- 5.) Throwing objects, including snowballs, is prohibited at all times.
- 6.) Do not hit, push, kick, trip, or grab, etc. other students. These behaviors could cause serious accidents or damaged clothing.
- 7.) Spitting is unsanitary and is not permitted.
- 8.) If space allows, footballs, soccer balls, kick balls, and Frisbees may be used on the grass. No tackle or rough play allowed.
- 9.) Hardballs and bats are too dangerous and cannot be brought to school.
- 10.) Line up quickly and quietly at the end of recess. Exit and enter the building in an orderly, respectful manner.
- 11.) Students who misbehave will be denied recess privileges or given other appropriate consequences.

PLEASE NOTE: Recess is a privilege. Students who choose to break the rules will be assigned to a restricted area during recess time for a period of one (1) to ten (10) days.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS): The Twinsburg City School District is a believer in recognizing students for their positive accomplishments, not only academically, but behaviorally, as well. Our district PBIS model is based on the following statement, which shows how our students progress from “cubs” at Wilcox Primary School to “tigers” at Twinsburg High School:

- **At Wilcox Primary School, our students start out as “cubs.” Once they get their footing, they move onto Samuel Bissell Elementary School, where tigers learn to “roar.” When our tigers have found their voices, our students roar into George G. Dodge Intermediate School, where they earn their “stripes.” Once the last stripe has been achieved, our tigers enter R.B. Chamberlin Middle School, where they learn how to take “pride” in their school and community. Finally, our students, who were once cubs, leave Twinsburg High School, Tiger “Strong!”**

Interwoven throughout each of our schools, are the ideas of respect, responsibility, caring and safety, which are consistent in each school’s PBIS program.

P.T.A: Parents are encouraged to become involved in P.T.A activities during the school year. Meetings are held bi-monthly at Samuel Bissell Elementary School. P.T.A needs your help and support. Please participate!

RECESS: All children are expected to go outside during recess unless it is raining or the temperature drops below 20° F. If you wish your child excused from recess for health reasons, please send a note on the day you wish him/her to stay in. If your child is to stay in for more than one day, you must send a statement from your doctor to this effect. Please have your child dress appropriately for the weather; hats, mittens, and boots are needed when the weather is cold and snowy. Please remember to mark all outer clothing with your child’s name or initials.

RELIGIOUS OBSERVANCE: As within any public school, students have varied religious beliefs. Please send a note to school if you wish for your child to be excluded from school activities, which may include parties, birthdays announced over the P.A., Pledge of Allegiance, etc. Also, please indicate if you would like your child to have alternative activities or if you wish to have him/her dismissed from school.

REPORT CARDS: Report cards are issued and sent home four times per year or every nine weeks, at the end of each grading period per the school calendar. Interim reports are no longer sent home as parents can access their child’s grade information on Progress Book.

SERVICES AVAILABLE IN THE TWINSBURG CITY SCHOOL DISTRICT:

- Psychological and testing services for students as determined by the Response to Intervention (RtI) team
- Speech, hearing, and language therapy
- Title I Reading assistance and/or remediation
- Occupational/Physical therapy
- Art, music, and physical education classes taught by highly qualified teachers
- Conferences twice a year, or upon request
- Special education services
- Beech Brook School-Based Mental Health Services

STUDENT RESPONSIBILITIES: Samuel Bissell Elementary School’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. Student must arrive at school on time, prepared to learn and participate. If for some reason, this is not possible, parents should contact the school office. In order to keep parents informed of their child’s progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the school’s administrative office. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT SUPERVISION AND WELFARE: Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students. The Superintendent shall maintain and enforce the following standards:

- A. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.

- C. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

TARDINESS TO SCHOOL: Homeroom begins at 9:00 a.m. If you arrive after this time, you are considered tardy. All tardiness to school is unexcused unless the bus is late. Missing the bus and/or getting up late are not considered excused tardies. Excessive tardiness will be considered truancy and may result in an Attendance Intervention Team Meeting. Circumstances may arise in which it is necessary for students to arrive after our starting time (9:00 a.m.) or to be picked up from school prior to dismissal (3:40 p.m.).

TELEPHONES, STUDENT USE: Students are only permitted to use the office telephone when directed by a teacher. Students are not permitted to call to make after school arrangements.

Per Board of Education Policy 5136:” For purposes of this policy, communication

Device\ (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers (e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students in Kindergarten through Sixth Grade are prohibited from using PCDs during lunch and recess.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school sponsored activities, at the discretion of the bus driver,

classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.”

TRANSPORTATION: Please take the time to review the following “SAFETY SCHOOL BUS RULES” with your children:

1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must not put head, arms or any objects out of the bus windows.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must leave or board the bus at locations to which they have been assigned.
15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.

To maximize the safety of our students and standardize procedures across the state – all bus drivers now use a hand signal for all students to board their school bus. The driver will open the door to activate the red lights, and will have his/her hand raised. The driver will ensure traffic has stopped and then will signal by dropping their hand to let students know it is safe to approach the bus. Each student shall be assigned a residence side designated place of safety. Students are to remain at their designated place of safety and are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce, as much as possible, the potential of a student being injured by the school bus while they are in the process of being picked up or dropped off.

TRUANCY: Students absent for one of the reasons listed below are considered truant. Truancy might include, but is not limited to:

- 1.) Leaving school without permission.
- 2.) Being absent from school without parent(s) knowledge.
- 3.) Being absent from class without permission.
- 4.) Obtaining permission to go to a specified place and failing to report there.
- 5.) Being absent from school for reasons not excused.
- 6.) 10 or more occurrences of tardiness.

In accordance with the Requirements of Ohio House Bill 410, it is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students’ attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools can no longer suspend or expel students for missing too much school. Instead, districts will amend or adopt policies that outline the district’s interventions and plan for students who miss too much school.

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian,
- Development and implementation of an absence intervention plan, which may include supportive services for students and families,

- Counseling,
- Parent education and parenting programs,
- Mediation,
- Intervention programs available through juvenile authorities, and
- Referral for truancy if applicable.

VACATION: Any vacation absence from school must be approved in advance by the principal. The request must be submitted on a form available in the school office at least one week prior to the requested day(s). This will enable the principal to meet with the teacher and enable the teacher to prepare work if he/she feels it is necessary. All vacations are authorized unexcused absences and are subject to procedures outlined in House Bill 410.

VISITORS

1. All visitors must enter through the school’s Welcome Center and provide a photo ID.
2. Parents/Guardians may join their child for lunch once during the year. This should occur the week of the child’s birthday. Students with summer birthdays may have a parent join them for lunch during the month of May for June birthdays and September for July and August birthdays.
3. School Board Policy does not permit students from outside schools to attend classes at Twinsburg City Schools.
4. For safety and security of our students, visitors are not permitted on the playground or blacktop during recess.

WEBSITE INFORMATION: Please refer to the district website at www.twinsburg.k12.oh.us for the latest information about our schools.

WELCOME CENTER: The Twinsburg City School District is committed to keeping your children safe while they are in our care. Anyone wishing to visit our schools must first go through one of our five Welcome Centers located at the front of our school buildings. **All visitors must present a current driver’s license or state-issued photo identification,** which will be scanned through our LobbyGuard Visitor System. Once a brief background check is complete, visitors will receive a badge, allowing them to enter the building. Once their visit is complete, visitors must sign-out in the Welcome Center using that same visitor badge. Items for students, such as lunches, glasses, etc., can also be dropped off in our Welcome Centers and office personnel will deliver them to the appropriate person without the requirement of signing in through LobbyGuard.

WITHDRAWAL PROCEDURE: Should it be necessary to withdraw a student from school because of a move or change in schools, advance notification (at least one week) should be given to the school; and a records release form (available in the school office) needs to be signed by the parent/custodian. Scholastic records are mailed directly to the new school.

*All school owned books will be returned to the teacher on the child’s last day.

ZERO TOLERANCE: No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. For further information, refer to Board of Education Policy 5500 and 5600.

TCS D CODE OF STUDENT CONDUCT

Students are afforded constitutional rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or actions taken there under. Consequently, students have a responsibility to conduct themselves in a manner, which contributes to an appropriate school atmosphere. This implies an obligation to be aware of the rights of others and have knowledge of the school. We believe that all students have a right to be treated with respect and dignity. Also, students have a responsibility to treat all members of the education community with respect and dignity and to respect the school’s constituted authority.

Students are subject to all provisions of the Code of Student Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities involving Twinsburg Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, work sessions, emergency removal, assignment to T.A.P., out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures. Any violations of the Student Code of Conduct which involve a staff member may result in consequences up to and including expulsion. Additionally, depending upon the violation, a police report may be filed.

RULE 1: ALCOHOL, DRUGS: A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of narcotics, alcohol, inhalants, intoxicants, non-prescription drugs, prescription drugs or look-a-likes. Any type of drug paraphernalia is prohibited. Students who must take prescription drugs during the day must deliver them to the school nurse and have a release form on file. For more information, refer to Board of Education Policy 5330. (EMIS Code 10: Alcohol/Code 11: Drugs)

RULE 2: ARTICLES PROHIBITED IN SCHOOL: Problems arise when students bring articles to school which are hazardous to the safety of others, or which interfere in some way with school procedures. Items such as the following should be left at home: cameras, iPods, MP3 players, headphones, cell phones, laser pointers, or any audio-visual device. E-readers will be permitted for academic purposes only. Classroom use will be at the discretion of the individual classroom teachers. Upon entering the building, students still in possession of these items are expected to secure them in their assigned school lockers. Electronic devices should be turned OFF and kept out of sight the entire school day. Any student using an electronic device to record on school property or at a school event will have the device confiscated. All recorded items will be erased before the device is returned to the student or parent. Improper use of electronic media will be reported to law enforcement agencies and may result in violation of criminal laws. . Failure to turn over a prohibited article to staff or administration may result in an out-of-school suspension for insubordination.

The school is not responsible for the theft, loss or damage that may occur if these items are brought to school.

Administration will support an investigation when parents file a police report.

Students are not permitted to carry flower or balloon bouquets. The school will not accept or make deliveries of these items. (EMIS Code 18)

RULE 3: ARSON/UNAUTHORIZED USE OF FIRE: A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including buses. Lighting any flame is prohibited. (EMIS Code 8)

RULE 4: ASSAULT: Unwanted physical contact, or attempted actions that could cause, or threaten to cause, physical injury is strictly prohibited. (EMIS Code 22)

RULE 5: BUS CONDUCT: Although the Twinsburg City School District furnishes transportation, in accordance with Ohio law it does not relieve parent(s)/guardian(s), from the responsibility of supervision. When riding the bus to or from school, or waiting at the bus stop, being dropped off at the bus stop; students are expected to conduct themselves in a mature manner and are subject to all school rules and regulations. Any major infraction may result in immediate suspension of bus privileges. (EMIS Code 18)

RULE 6: CAFETERIA CONDUCT: All students will eat in the cafeteria and abide by the following rules:

- a. Students must clear their tables of all debris and place waste materials and trays in the designated areas, during the last five minutes of the period.
- b. Voices are to be kept at conversational levels at all times.
- c. Excessive noises, theft, disruptive behavior, throwing of food, or other materials are actions subject to disciplinary measures.
- d. Students are to remain seated when not cleaning tables; no aimless wandering.
- e. Food/drink may not be taken out of the cafeteria.
- f. Students are not permitted to exit the cafeteria during the lunch periods.

Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), or suspension(s.) Students may not have beverages in hallways, classrooms, office areas, or restrooms during lunch periods, or at any other times during the school day, without permission from the administration. (EMIS Code 18)

RULE 7: COMPUTER USE POLICY AND CONSEQUENCES

Twinsburg City School District Network/Internet User Policy

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read the Network/Internet User Policy. Signature for receipt of the handbook signifies acceptance of this policy.

When you obtain a Twinsburg City School District computer account, it is understood the account is to be used for class work or individual school-related research. You are responsible for your account's use or misuse. The school code of conduct applies. Each computer user is to select a password known only to the registered computer user. Passwords must be constructed so that they are not obvious or easily discernable. Maintaining the

secrecy of passwords is the sole responsibility of each registered computer user. Access to other account files and information is prohibited. This is the same as trying to logon using another account. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL-94-553, and PL 96-517 Section 117 and U.S. Code 2510. Your account, and the files contained in it are school property, not your private property. **You are given the account for your work, but school personnel reserve the right to inspect its property if there is reasonable suspicion of illegal or unethical activities.** It is important to remember that the computer is not a secure environment for private material. Avoid illegal activities at all times. These include altering the computer

hardware or software in any way, unauthorized entry into computer files, or vandalism or destruction of computer files. Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by the school code of conduct. Students must respect the rights of others in the school and on the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack do not respond, and bring the incident to the attention of a person in authority. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups or users. The Twinsburg City School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy subject to change per Board of Education Action during school year. (EMIS Code 18)

RULE 8: CUTTING CLASS: Students, who fail to attend a scheduled class due to an unexcused absence, will be considered truant. Students who are later than 5 minutes will be considered truant. Students who leave class without permission will be considered truant. Students found truant will forfeit the right to make up missed assignments. (EMIS Code 1)

RULE 9: DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property, or the property of another, is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action. (EMIS Code 4)

RULE 10: DISRESPECT: Good conduct shows respect for others. No student shall engage in any act, which disrespects, degrades, disgraces another person, gender or race by written, verbal, or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited. (EMIS Code 18)

RULE 11: DISRUPTION OF SCHOOL: A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety, welfare, or the orderly operation of school events or the educational process. (EMIS Code 18)

RULE 12: DRESS CODE: Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. **Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.**

- A. In general, hair and clothing will be neat and clean, not constitute threat to student health and safety, or damage school property. In reference to what might be detrimental to school property, clothes and footwear (with metal rivets, wheels, cleats or spikes which can damage furniture and floors or may be unsafe) are not permitted.
- B. Students will wear shoes or sandals at all times. Flip flops are not allowed.
- C. Any appearance creating a disruption or distraction of the educational process will be considered improper. Mode of dress exposing the midriff is prohibited as well as halters, spaghetti straps, severely styled T-shirts, oversized basketball shirts (worn without a T-shirt), muscle shirts, and tank tops making for inappropriate disclosure of the body. Cut-out or tattered garments that are deemed inappropriate by principals are not to be worn.
- D. Students are permitted to wear skirts that assure acceptable standards of modesty and shorts mid-thigh or longer in length. Boxer shorts, gym shorts (except in P.E. classes), **spandex-like (tight and form-fitting)** shorts and pants (unless worn with a top that is fingertip length with arms straight down at your sides), and unhemmed cut-offs are not appropriate. All pants and shorts must be worn at the students' waists and properly secured.
- E. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collar, choker chains and "truckers" wallet chains).
- F. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco

use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist or violent messages is inappropriate.

- G. Students are not allowed to wear or carry scarves, gloves, bandanas, wave caps, visors, masks, sweat bands or hats of any kind, sunglasses, goggles, outer wear coats or jackets during school hours. Upon entering the building, students are expected to secure these items in their assigned school lockers. Windbreakers and matching jogging suits are acceptable in lieu of sweaters and sweatshirts.
 - H. Backpacks, brief cases, gym bags or book bags of any type are not permitted. Student possessions must be secured in the student locker at all times.
- A student may be asked to change any article of clothing that in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it. (EMIS Code 18)

RULE 13: DRIVING: Although the Twinsburg City Board of Education provides bus transportation, it recognizes the necessity for some students to drive automobiles to school. Driving is a privilege, not a right. In the interest of safety, student-driving practices shall be subject to strict control by school officials and the city police. Students will be sold parking permits based upon space and availability.

Driving Rules and Regulations –

- A. All motor vehicles must be registered before driving to school
- B. A parking tag will be issued upon satisfactory completion of the application. Students must have insurance, parental/guardian permission, etc.
- C. Parking permits must be placed on the student's rearview mirror.
- D. Students are to park in designated student lots only.
- E. All automobiles will be kept locked during regular school hours. Park at your own risk.
- F. No students will be permitted in any automobile during the regular school hours without permission from the administration or parking lot supervisor.
- G. All vehicles must be parked between lines so as not to inconvenience other drivers.
- H. All vehicles must obey all traffic rules (10 M.P.H., not cutting in front of buses, no excessive noise, etc.).
- I. No vehicle is permitted to pass any bus while it is parked or moving on school property.
- J. Repeated tardies to school will result in loss of driving privileges.
- K. By parking on school property students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a 10 day Out-of-School Suspension and possible recommendation for expulsion.
- L. Students who park on school grounds without a parking permit may have their vehicles towed at the expense of the owner.

Students who violate the school's driving rules regulations/Code of Conduct may have their permits revoked. This includes violations in which the student used the vehicle to cut class, leave the school property, or engages in any activity that is against school policy. A student's parking permit will be revoked for the remainder of the year if any contraband described under Rule 1 is discovered in their vehicle while on school property. (EMIS Code 18)

RULE 14: EXPLOSIVES: Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor, is prohibited. (EMIS Code 8)

RULE 15: FALSE ALARMS/BOMB THREATS: It is unlawful to set off fire alarms or falsify bomb threats. No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with fire alarm system or security equipment without just cause. (EMIS Code 14)

RULE 16: FALSIFICATION OF INFORMATION: A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit libel or slander. Libel is defined as defamation expressed in print, writing, pictures or signs. Slander is defamation by speech. (EMIS Code 18)

RULE 17: FIGHTING: A student shall not retaliate to assault. Any student **involved in**, or guilty of, instigating or encouraging others to engage in a physical conflict will be determined to be an active participant. Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department. (EMIS Code 3)

RULE 18: FOOD, DRINK, AND SNACKS: Food, drink, and snacks are only permitted in the Commons. This applies at all times and at all functions. **Food is not to be brought into the building from outside eateries** (including food from the Fitness Center); also, food will not be delivered to the school. (EMIS Code 18)

RULE 19: GAMBLING: Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school. (EMIS Code 18)

RULE 20: GANGS: A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf, or any action that threatens the safety and welfare of others. Students are not permitted to wear gang affiliated “colors,” and/or clothing, use hand signs, graffiti gestures or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police. (EMIS Code 18)

RULE 21: GENERAL MISCONDUCT: Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic (copying, cheating, etc.), or educational (excessive tardiness) process taking place in school, or which possesses a threat to the safety of persons or property is a violation of the code of conduct. (EMIS Code 1: Tardiness/Code 18: Cheating)

RULE 22: HARASSMENT

Verbal: Written or oral innuendoes comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, sexual orientation etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a “campaign of silence” is considered a like form of harassment.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, visitor or other person associated with the district.

Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

“Cyber-bullying,” identity theft, fraud, libel: Cyber-bullying is the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. The harassment does not have to originate on school property or at a school event; where the language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, YouTube, Face Book, or other similar websites) under another person’s identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report of by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and a copy is to be forwarded to the assistant superintendent. Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

Sexting: defined as sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or other form. Violations shall result in disciplinary action as defined below and a referral to the Director of Human Resources and Title VI Coordinator of the Twinsburg City School District. Furthermore, such actions may be reported to local law enforcement and child services as required by law.

Consequences: 1st Offense – 1-10 day Out of School Suspension, possible recommendation for expulsion (EMIS Code 19)

RULE 23: INCITING, INSTIGATING, OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT: A student shall not place his or her self in such a position as to allow, **instigate**, or assist another student to be in violation of any school rule. This specifically includes students who serve as lookouts, and students who encourage other to fight by participating as “go-betweens” and encouraging conflict between other students. (EMIS Code 18)

RULE 24: INSUBORDINATION: A student shall neither disregard nor refuse to obey reasonable directions,

requests, or refuse to identify him or herself. A student shall not refuse to accept a consequence earned as a result of inappropriate behavior. Repeated violations of any rules, directions or disciplinary procedures shall also constitute insubordination. Students must turn over electronic devices upon request. (EMIS Code 18)

RULE 25: LEAVING SCHOOL BUILDING/SCHOOL GROUNDS: Students are not permitted to leave the school building or grounds without the permission of a principal or designee. The office must have permission from a parent/guardian before they can grant the student permission to leave the building. Students are to sign out at the attendance desk prior to leaving the building; they are to sign in upon re-entering. Failure to follow this proper procedure will result in disciplinary action. Students who leave school and engage in criminal activity will be subject to the third level of consequences. (EMIS Code 1)

RULE 26: OBSCENITY: Swearing, profanity, obscenity, vulgar language, gestures or pictures will not be tolerated. Conduct of this type directed at a staff member, is cause for out-of-school suspension. (EMIS Code 18)

RULE 27: PUBLIC DISPLAY OF AFFECTION: A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action. (EMIS Code 18)

RULE 28: REPEATED AND OR FLAGRANT VIOLATIONS OF THE STUDENT CODE: Students who repeatedly, and/or flagrantly violate school rules code will face increasingly severe consequences leading to school expulsion. (EMIS Code 18)

RULE 29: SEXUAL HARASSMENT: Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like toward a fellow student, staff member, or other person associated with the district.

Physical: Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district.

On-line/texting/sexting: behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device in a sexual manner (e.g. pictures, drawings, wording, or similar items).

The harassment does not have to originate on school property or at a school event; where the language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. It is a statement or representation published without just cause with the purpose of exposing another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, YouTube, Face Book, Kik, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly on for 5517 F1 and a copy is to be forwarded to the assistant superintendent. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. (EMIS Code 21)

RULE 30: THEFT: Students are expected to maintain a trustworthy posture, respect the property rights of others, and refrain from acts of dishonesty. Extortion, wrongful possession, use without permission, deceit, gambling, games of chance, and stealing are subject to strict disciplinary consequences. (EMIS Code 5)

RULE 31: THREATS: A student shall not act or behave in such a way as to cause another to believe they may attempt to inflict physical injury to any person or their property. Threats of extreme violence that threaten the overall safety and well-being of others will result in an immediate consequence. Extreme threat is any verbal or written threat to cause extreme or excessive harm to students, staff or facilities. (EMIS Code 19)

RULE 32: TOBACCO/LIGHTERS/MATCHES: Possession, use, selling, or transmission of tobacco/lighters/matches on school grounds, before, during or after school hours, or when school is being used by a school group, or at any school activity, home or away is prohibited. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco, electronic cigarettes and like devices in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for a student to be in violation of this rule. Any type of lighter/matches or vapor is prohibited and will be confiscated and consequences will be issued. (EMIS Code 9)

RULE 33: TRESSPASSING AND/OR LOITERING: It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. A student under suspension/expulsion or in the TAPS program shall not enter upon school grounds without the express permission of an administrator. Only parents/legal guardians, grandparents, older siblings and other relatives; i.e. aunts, uncles are permitted to pick up students on school grounds. An administrator or the police will escort other adults and/or former students off school grounds. (EMIS Code 1)

RULE 34: TRUANCY – Truancy is an unexcused absent from school or class. Repeated truancy will be addressed through school-based interventions to increase school attendance. However, additional actions may result if truancy is not addressed.

When the superintendent of Twinsburg City School District receives information that a student, sixteen (16) years or older, has accumulated more than ten (10) consecutive days/63.3 instructional hours, or a total of at least fifteen (15) days/94.95 instructional hours of unexcused absences in any term or semester, the following procedure will apply.

Written notice to the Registrar of Motor Vehicles and/or Juvenile Court may be issued by the Superintendent of Schools on any student who:

- 1) Is classified a dropout. 2) Has been absent without legitimate excuse (or extenuating circumstances as determined by the principal) for more than ten (10) consecutive days/63.3 instructional hours or at least fifteen (15) total school days/94.95 instructional hours.
- 3) Is suspended or expelled from school for using or possessing a drug or abuse of alcohol.

As a result of this notification, the student’s temporary instruction permit or operator’s license will be denied. **The Registrar of Motor Vehicles does include OSS for license denial.**

Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and the student’s parents in writing of this action. The student and his/her parent can request a hearing before the superintendent/designee to challenge the information provided to the superintendent. (EMIS Code 1)

RULE 35: UNAUTHORIZED AREA: There are areas “inside” and “outside” of the school and other Board owned properties that are “off limits”. These areas include, but are not limited to the; teacher’s work room, boiler rooms and maintenance areas, staff offices, staff desk, cabinets, computers, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. **In addition, students not in assigned areas are considered being in an unauthorized area; this includes the Fitness Cente.** (EMIS Code 1)

RULE 36: UNAUTHORIZED TOUCHING AND HORSEPLAY: This includes contact that could be described as “horseplay,” tripping, wrestling, etc., that may (or may not be) playful in nature, but is inappropriate in an educational environment. (EMIS Code 18)

RULE 37: WEAPONS AND ITEMS USED AS DANGEROUS INSTRUMENTS: A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm. Toys that resemble weapons (guns, knives, swords, light sabers, etc.) are a violation of the Code of Conduct. Students may be suspended from school for bringing these items. (EMIS Code 6: Firearm/Code 7: Dangerous Weapons/Code 20: Firearm Look-a-like)

OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS PUNISHABLE AS A FELONY. STUDENTS GUILTY OF A WEAPONS VIOLATION MAY BE EXCLUDED FROM SCHOOL FOR A YEAR.

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those that are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives.

TCS D DISCIPLINE GUIDE

The Board of Education: (1) expects the teacher-pupil relationship to be one of mutual respect; (2) recognizes the teacher as the person in authority in the classroom and building; (3) authorizes principals to use such reasonable disciplinary measures as seem necessary to insure a properly functioning school; and (4) gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct on or off school property that directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Twinsburg students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion and referral to the Student Resource Officer.

SOME POSSIBLE DISCIPLINARY ACTIONS

- Verbal reprimand
- Student-teacher conference
- Remedial assignments
- Notification of parents in writing or over the telephone
- Lunch detention
- Loss of privilege - such as recess, assembly, intramurals, field trips, etc.
- Items removed, collected and/or destroyed
- After School Detention - Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
- Parent-teacher conference
- Counseling
- Behavior Contract
- Referral to the school guidance counselor, school psychologist, or school nurse.
- Referral to public service or medical agencies.
- Saturday Detention may be held from 8:00-12:00 noon on Saturday mornings as assigned by the principals. Saturday detentions are provided by the Twinsburg Board of Education as an alternative step to out-of-school suspension. When a student is assigned to Saturday detention, the parent(s) will be notified. The student is to be prompt and equipped with study materials. Sleeping will not be permitted. Tardiness or failure to follow the rules of Saturday detention will lead to further disciplinary action. Parents wishing to appeal the Saturday detention(s) option, must make their appeal to the building principal. If enough supportive evidence is provided, the principal may approve "alternative B" which is one day out-of-school suspension. In most cases, however, students are to serve Saturday Detention.
- Removal from class
- Notification of police, SRO, juvenile court, or other proper authorities. (see BOE Policy 5540)
- Social Privilege Removal - Students are not permitted to participate in or attend after school events, athletic events, practices, club meetings, dances, etc.
- Denial of Participation in Extracurricular Activities in accordance with the rules for the activity and/or school rules, coaches or advisors may deny participation in athletic or other extracurricular activities.
- Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function or be on school grounds. 20.
- *Bus Removal - During bus removal students are not permitted to ride any school bus.
- Alternative Learning Environment (A.L.E.) (1-10 days) During A.L.E., students attend school, but work in an isolated area. Students are to be in the A.L.E. room throughout the entire school day and must leave the school immediately at the regular dismissal time. While serving A.L.E., students may be denied the opportunity to

participate in any school activities including athletics, concerts, dances, etc. Failure to comply with the rules of the A.L.E. class will result in additional days of A.L.E., or out-of-school suspension, or expulsion as appropriate.

- Twinsburg Alternative Program – Suspension alternative program held at the T.A.P. building.

- *Out-of-school suspension - (1-10 days) During out-of-school suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.

- *Expulsion - (1-80 days) Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled.

*In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours. Copies of this correspondence goes in the student's record. The student and/or parent have the right to request an appeal hearing before the superintendent, and the right to be represented in such a hearing. An appeal hearing must be requested in writing to the Board within seven (7) calendar days of the first day of suspension.

-Permanent Exclusion

INTERVIEWING OF STUDENTS BY AUTHORITIES - The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

Investigations of Violations of Law by Law Enforcement Agencies

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

Special Note: Incidences involving two or more students from the same or different buildings may result in equal punishment for all students involved.

REFERENCE LIST

NOTE: The following Board of Education Policies are available in the School Office as they are referenced in the Student/Parent Handbook. This is not an inclusive list. Please check the District website for more information about Board of Education Policies:

Student Assessment and Academic Intervention	2623
Personal Communication Devices	5136
Health Services – Physical Examinations	5310
Student Conduct	5500
Anti-Harassment	5517
Bullying and Other Forms of Aggressive Behavior	5517.01
Drug Prevention	5530
Interrogation of Students	5540
Student Discipline	5600
Removal, suspension, expulsion and permanent exclusion	5610, 5610.01
Suspension of Bus Riding Privileges	5610.04
Prohibition of Extra-Curricular Activities	5610.05

Due Process Rights	5611
Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion	5630.01
Search and Seizure	5771
Waiver of School fees for Instructional Materials	6152.01
Use of Video Surveillance and Electronic Monitoring	7440.01
FERPA Regulations: An Overview for Parents and Students	
Student Records	8330
Preparedness for Toxic and Asbestos Hazards	8431

Twinsburg City School District
Board of Education Building
11136 Ravenna Rd.
Twinsburg, OH 44087
Phone: 330.486.2000
Office Hours:
School Days: 8 am – 4 pm
Summer/Breaks: 7:00 am – 3:00 pm

Board of Education

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Mrs. Tina Davis, Vice-President
Mr. Matt Cellura, Member
Mr. Mark Curtis, Member
Mrs. Angela DeFabio, Member

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- Business Manager: Mr. Chad Welker – 330.486.2003
- Director of Curriculum: Mrs. Jennifer Farthing – 330.486.2015
- Supervisor of Personnel: Mr. Tim Sullen – 330.486.2020
- Director of Pupil Services: Mrs. Denise Traphagen – 330.486.2091

Please follow us on Twitter at the following addresses:

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Mr. Winter, Samuel Bissell Assistant Principal: @S_Winter_SBE