

GEORGE G. DODGE INTERMEDIATE SCHOOL

STUDENT HANDBOOK

“Commitment to Learning for All”



2024-2025

MISSION STATEMENT

Our mission is to create a positive learning community in which we will maintain high expectations and strive to meet the unique needs of all learners while integrating safety, responsibility, and respect.

This Agenda Belongs to:



George G. Dodge Elementary School

has been recognized with the

2022-2023 Silver Award

*by the Ohio PBIS Network and the State Support Team
for implementation of school-wide*

Positive Behavioral Interventions & Supports



WELCOME

The faculty, staff, and administration would like to take this opportunity to welcome you and your family to our George G. Dodge Intermediate School family. We are committed and dedicated to supporting our students as they grow academically, socially, and emotionally as evidenced by our designation as a 2022 Ohio School to Watch/2022 National Forum School to Watch. Dodge has also received the PBIS Silver Award Distinction from the State of Ohio in 2023. It is our honor and pleasure to serve you and your child during the 2024-2025 school year, and we look forward to partnering together to have an amazing year. The student/parent handbook was created to acquaint you and your family with important information about the daily operations and expectations of our school. It is not meant to be comprehensive, but attempts to answer some frequently asked questions. Please read it, familiarize yourself with the expectations, and utilize it as a reference tool throughout the school year. We are always available to talk with you, answer your questions, or address your concerns. Please feel free to stop in or give us a call.

Again, welcome to George G. Dodge Intermediate School! We are looking forward to a fantastic school year.

The George G. Dodge Intermediate School office is open from 7:00 a.m. until 2:30 p.m. and can be reached by calling 330.486.2200.

IMPORTANT CONTACT INFORMATION

Reginald B. Holland, Principal 330.486.2200/ rbholland@twinsburgcsd.org

Ciara L. DeVille, Assistant Principal 330.486.2202/ cdeville@twinsburgcsd.org

Alexa Travers, School Psychologist 330.486.2208/ atravers@twinsburgcsd.org

Cheryl Lyndon, School Counselor 330.486.2209/ clyndon@twinsburgcsd.org

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George G. Dodge Intermediate School PTA:

Merkisha Rush, President

Lauren Wallace-Enriquez, Vice President

Maria Hamilton, Treasurer

Charmaine Simerton, Recording Secretary

Alyssa Hauff, Corresponding Secretary

Claudia Schmida, Volunteer Coordinator

FOREWORD

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 certain 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 rules as of the 2024-2025 school year. If any of the rules or administrative guidelines herein are referenced after the date of Board adoption, the language of 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 website.

MISSION OF THE SCHOOL

Our mission is to create a positive learning community in which we will maintain high expectations and strive to meet the unique needs of all learners while integrating **safety, responsibility, and respect**.

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Director of Pupil Services
330.486.2400

Complaints will be investigated in accordance with the procedures described on page 21 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

George G. Dodge Intermediate School opens its doors to students at 7:00 am daily. Our school hours are 7:15 am - 2:10 pm.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school.

In order to keep parents or guardians informed on 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 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 teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the students must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documents, to the School office.

GENERAL INFORMATION

George G. Dodge Intermediate School Procedures and Guidelines

ACADEMIC INTEGRITY

Artificial Intelligence (AI) programs are not a replacement for creativity, originality, and critical thinking. However, in specific circumstances and with permission from the instructor, as well as with proper citations, AI programs may be used as a tool. The use of artificial intelligence is academic dishonesty and violates the student handbook if using artificial intelligence without attribution or without expressed permission from the instructor.

ATTENDANCE AND ABSENCE FROM SCHOOL

When a student is absent from school, a parent must call the school 330.486.2268 before 7:00 am giving the reason for the absence. George G. Dodge Intermediate School has a voicemail system, and parents may also call any time after the school day and leave appropriate information. Parents will be contacted by the school at home or work if they have not called the school. Excessive absence due to illness (3 days/18.99 instructional hours or more) will require a medical excuse from your doctor. 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.

The following "medical excuses" will not count toward a student's excessive absence hours:

- personal illness,
- illness in the family necessitating the presence of the child,
- quarantine of the home,
- health care provider appointments (doctor, dentist, mental health provider, etc.),
- medically-necessary leave for a pregnant student in accordance with Policy 5751,
- death in the family, or
- other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or a parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. Medically excused absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to the recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

ARRIVAL & DISMISSAL

ARRIVAL

George G. Dodge Intermediate School opens at 7:00 a.m. There is no supervision for students arriving prior to this time. Please do not drop off your child before 7:00 a.m. When students arrive at school, they are to go to their lockers and then to their homeroom. Homeroom begins at 7:15 a.m., if you arrive after this time, you are tardy. When arriving after 7:15 a.m., parents/guardians must escort students to the Welcome Center to sign-in.

All tardiness to school is unexcused unless the bus is late. Missing the bus and getting up late are not acceptable excuses for tardiness to school. If a student arrives after 9:15 a.m., the student will be considered absent one-half day. Students must have a pass from the office before reporting to class when tardy to school.

DISMISSAL

- School is dismissed at 2:10 p.m. and students will remain in their last class until their bus is called.
- Walkers and students staying for after-school activities should remain in their classrooms until dismissed.
- Parent pick-up of students will require written notification to the office. Emails to the teacher are not sufficient notice as the teacher may be absent and his/her email will not be accessed. We encourage advanced notification due to the large number of parent pick ups. Parent pick-up is in the Welcome Center. 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.
 - When walking to and from school, a permission pass must be on file in the school office.

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 edible 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 is why we have adopted the Blackboard Connect Notification Service which will allow us to send telephone messages to parents/guardians about school emergencies and 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 types 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 and email addresses up to date and notify your building secretary with any changes.

BUILDING SECURITY

Our school is equipped with an electronic security system and interior and exterior cameras. All exterior doors are locked at all times. In order to gain access to the building, all visitors are expected to proceed directly to the Welcome Center to sign in and obtain a visitor's pass and to sign out before leaving the building. Morning parent drop-off takes place in front of the Welcome Center. Students proceed to their classroom/locker unassisted. To facilitate parent pick-up in the afternoon, parents enter the Welcome Center no earlier than 2:10 p.m. While these security measures might present an occasional inconvenience, the safety of our children depends upon using this security system and monitoring visitors to the school.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

BULLYING PREVENTION

The staff at George G. Dodge makes bullying prevention education a priority. Through our on-going character education program, classroom guidance, small group and individual guidance, positive behavior procedures, 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/Bullying at the end of this handbook and Board of Education Policy 5517.01.

CALAMITY DAYS

There will be no practices, meetings, contests, or other related activities on a day when school is canceled 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.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

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 the student's 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.

Control of Casual-Contact Communicable Diseases

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the

school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult; C. preparation of standards for the readmission of students who have recovered from casual contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

Please refer to BOE policy 8453 for Control of Non Casual-Contact Communicable diseases and 8453.02 Control of Blood Borne Pathogens.

Immunizations

Students MUST be current with all immunizations required by law, included 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 contact the principal.

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

CODE OF CONDUCT (See also “Discipline”)

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Students are afforded rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by the district Code of Student Conduct or actions taken thereunder.

Students are subject to all provisions of the Twinsburg City School District Code of 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 and field trips 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 the Code of Student Conduct may include: detention, emergency removal, 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.

Please note: The Twinsburg City School District's Code of Conduct and Discipline Guidelines appear at the end of this handbook.

CUSTODY

Students must reside within the Twinsburg City School District with legal guardian/parent to attend the Twinsburg City Schools. A copy of the legal document giving 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 must be submitted, as soon as possible, to a building administrator to be placed in the student's file. Please reference Board Policy 5111 for more details.

DEBTS

Various scheduled fees are due. Students 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 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.

PROTECTION OF STUDENT RECORDS & 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 designated 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. Please also refer to Board of Education Policy 8330 regarding Student Records.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary

records, and communications with family and outside service providers.
Students and parents have the right to review and receive copies of all educational records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov .

Parents and eligible students may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board within twenty (20) days after receipt of the Superintendent’s annual public notice.

DISCIPLINE (See also “Code of Conduct”)

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their ability. It is necessary to establish basic rules that all students must follow in order to provide an environment that is conducive to effective learning.

The Board of Education:

1. expects the teacher-pupil relationship to be one of mutual respect,
2. recognizes the teacher (or other supervising staff member) as the person of authority in the classroom and building,
3. authorizes principals to use such reasonable disciplinary measures necessary to ensure a properly functioning school, and
4. gives full support to teachers and administration in their efforts to maintain a positive atmosphere for learning within the school.

A list of disciplinary actions that are part of the Twinsburg City School District Discipline Guide appear at the end of this handbook. This list has been created as a sample of consequences a student might experience at George G. Dodge Intermediate School. It is a representative list and is not meant to be comprehensive. Specific disciplinary actions will depend on the severity of the offense and the violator’s previous behavior. Please keep in mind that more than one disciplinary action may be applied at a time and repeated violations of the Student Code of Conduct will warrant increased discipline, including possible recommendation for expulsion.

The goal of discipline is not solely to punish a student. We recognize that disciplinary consequences can also be learning opportunities and strive to allow students to move beyond a mistake and try to make better choices in the future.

DRESS CODE GUIDELINES

All students are expected to be dressed appropriately for age and weather conditions. A neat appearance and good personal hygiene are expectations for a school environment. Shorts and skirts that are of modest length are acceptable in warm weather. Shorts and skirts must cover private areas and underwear when sitting or standing. Pockets should not hang below shorts. Clothing containing reference to chemical substances, tobacco, profanity, sex, or gang affiliation is unacceptable. Other unacceptable clothing items include spaghetti straps, halter tops, see-through clothing, and bare midriffs. Children will be asked to remove hats and hoods indoors. Flip-flops, open-toe sandals, and Crocs are *not recommended* for school. For maximum protection of little feet, sturdy athletic-type shoes are recommended. The principal reserves the right to deem any clothing inappropriate that brings undue attention and/or causes a classroom or school disruption. Clothing Guidelines include facial covering and masks. The matter of inappropriate dress will be discussed privately with the child and parents will be contacted to bring replacement clothing.

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, a 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 the 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.

EMERGENCY DRILLS

George G. Dodge Intermediate School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills (ALICE Drills) will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Students will be trained on all drill procedures throughout the school year.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

EMERGENCY EARLY RELEASE

PARENT NOTIFICATION: 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. Parents are encouraged to include a neighbor's name and phone number for "early dismissal" purposes. This should be on the emergency card which is to be completed at the beginning of each year. **Parents should keep the school office informed of telephone number changes and changes to email addresses.**

EMERGENCY MEDICAL AUTHORIZATION

The State of Ohio requires that all students have Emergency Medical Authorization information on file before a child can attend school. A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

Your child must have all the required information on file via **PowerSchool Enrollment** (online) by the end of the first week of school. For liability reasons, failure to submit the required information will result in your child being sent home and prohibited from returning to school until the information is completed and on record. Changes in information during the year *must be* updated on **PowerSchool Enrollment** as soon as possible. Parents who do not have internet access should contact the main office for assistance.

FACILITY & EQUIPMENT USE

Use of the school facility must be cleared with the appropriate supervisor/coordinator/director, who will in turn arrange with the building principal 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.

Students must receive teacher permission before using any equipment or materials in the classroom. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. This includes, but is not limited to, library books, physical education equipment, recess equipment, etc.

FEES

The Twinsburg City School District will charge the following academic fee to George G. Dodge Intermediate School students for the 2024-2025 school year: **\$105.00**. 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 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 note that school fees must be paid in order to view report cards and participate in field trips. 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.twinsburgcsd.org

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

FIELD TRIP POLICY

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office.

Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

At George G. Dodge Intermediate School, we realize the great value in alternate learning experiences and specifically in field trips. In order to learn any academic subject, one of the best ways is to have hands-on experience. The subject then becomes clearer and more relevant to the student. He/she learns easily and without pressure because the knowledge becomes a part of his/her life. In addition, overnight trips provide the opportunity to learn the skill of living together with the students' peer group, and to experience living away from the home and the family. It is very obvious that these trips become a major responsibility for all those involved. First, and foremost, in all of our planning is the safety of all students. We feel it is necessary that these trips be viewed as a privilege for those students attending. It is imperative that due to the tremendous responsibility involved, students prove they will be able to handle themselves appropriately on such trips. Therefore, students with an excessive amount of office discipline referrals may not be permitted to attend field trips. The decisions will be at the discretion of the administrators and staff. Additionally, truancy or excessive absence may disqualify a student. Parents will be notified prior to the possibility of their student being excluded from a field trip.

It is our hope and expectation that this policy does not exclude students but rather sets a minimum level of expectation for daily behavior in school and as representatives of our student body.

All fees/fines must be paid prior to attending a grade level field trip.

GIFTED EDUCATION

Every second, third, and fifth grade student is considered for the following year's services based on testing. Additional students may be added to the upper grade classes, as additional test results are available.

Tier 1: SUPERIOR COGNITIVE ABILITY for SINGLE SUBJECT TEAM-TAUGHT GIFTED CLASSROOMS PLACEMENT - 128 or above on the Cognitive Abilities Test (or comparable scale) PLUS 95th percentile or above in one or more of the following academic areas: Reading and/or Mathematics based on the Measure of Academic Progress (MAP) testing (or comparable scale)

Tier 2: SPECIFIC ACADEMIC for ENRICHMENT CLUSTER GROUP CLASSROOMS PLACEMENT - 95th percentile or above on the Measures of Academic Progress (MAP) testing (or comparable scale) in one or more of the following academic areas: Reading and/or Mathematics

Tier 3: SUPERIOR COGNITIVE ABILITY—UNIQUE NEEDS - 132 or above on the Cognitive Abilities Test (or comparable scale)

GRADE REPORTING

Grades will be available for electronic viewing throughout the year. Parents that do not have access should call the George G. Dodge office at 330.486.2200. The grading periods and the dates report cards are sent home are located on the school calendar. **Parent-teacher communication is encouraged.**

GRADING SYSTEM

Interpretation of Grades Quality Point Values Grade Calculations

A – Outstanding (90-100%) A = 4 points A 3.50 – 4.00 B – Above Average (80-89%) B = 3 points B 2.50 – 3.49 C – Average (70-79%) C = 2 points C 1.50 – 2.49 D – Below Average (60-69%) D = 1 point D 0.50 – 1.49 F – Failing (0-59%) F = 0 points F 0.00 – 0.49

If a student receives a final point average of 3.50, 2.50, 1.50, or 0.50, the teacher may at their discretion assign the grade above or below.

PRINCIPAL'S LIST, HONOR AND MERIT ROLL:

A student must achieve a 4.00 to be placed on the principal's list. A student must achieve a 3.50 nine-week grade average or above in order to be placed on the honor roll. Students achieving a 3.00 to 3.49 nine-week grade average will be placed on the merit roll

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 a counselor should make an appointment through the counselor during their lunch and/or recess time. Parents are encouraged to contact the counselor for information or assistance whenever necessary by calling Mrs. Cheryl Lyndon at 330.486.2209 or Mr. Jacob Moauro at 330.486.2273.

HALL PASSES

During class time a student may not be out of the classroom without his/her teacher's permission. When permission is given, a pass is required.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Director of Student Wellness at 330.486.2011.

HOMEWORK

Regularly scheduled meaningful practice of previously taught lessons intended to prepare for future assessments. Homework provides parents an excellent way to communicate with the school which allows you to support the learning activities taking place at school. Homework should offer your child an opportunity to extend or enrich classroom learning and give them 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 or with the principal. The 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. 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 4: 40 minutes per night Grade 5: 50 minutes per night Grade 6: 60 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 their 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 and dedication to your child's tasks will reinforce a continued appreciation for themselves and for the school.

In accordance with School Board Policy, our teachers are encouraged to extend students' education beyond the regular school day by making meaningful homework assignments.

INCOMPLETES

Students should be aware that failure to complete class requirements may merit a failing grade.

"Incompletes" may be assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the students.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Twinsburg School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be active participants. The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

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".

To inquire about the procedure or programs, a parent should contact a guidance counselor at 330.486.2209.

*Parents who believe their child may have a disability should contact the office at 330.486.2208.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

POWERSCHOOL ENROLLMENT

The Twinsburg City School District uses PowerSchool Enrollment instead of student Emergency Cards. All students must have all necessary information completed in PowerSchool 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 for transport. All registration information will be entered online instead of on paper. If you do not have internet access, please contact the main office for assistance.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

INTERNET/NETWORK 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 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.

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.

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.

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.

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

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.

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 fall under the guidelines set forth in Policy 5136 & 5136.01.

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.

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.

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.

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.

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.

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.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or

school staff member on a website or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;

3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct (See Rule 11: Disruption of School).

Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you met on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

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 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. **Lockers and locker combinations are not to be shared with friends and classmates.** All lockers must have a school issued lock with all appropriate information given to the homeroom teacher. 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 drawstring 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. 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

The lost and found center is located in the back concourse. **PLEASE PUT YOUR NAME ON ANY ITEMS YOU BRING TO SCHOOL** (books, lunches, purses, shoes, etc.) Lost textbooks will be returned to teachers. Lost library books will be returned to the library. Found property should be returned! The lost and found is cleared of all items at the end of each quarter.

LUNCH/BREAKFAST PROGRAMS AND PROCEDURES

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the Twinsburg City School District's Food Services Supervisor/Dietician at mbindus@twinsburgcsd.org. 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 .All applications must be re-submitted annually, as required by the state of Ohio. TwinsburgCity School District allows students (from grades K-8) to charge a maximum of two lunches. 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 2024/2025 school year, school lunches will cost \$3.50 at Dodge.For students who want to purchase milk only for packed lunches, the cost is.50¢. Breakfast is \$2.00 (Costs are subject to change).Meals may be paid for in advance. Payments by check or cash must be done on Mondays only. Parents and/or guardians may pre-pay for breakfast and lunch items using the EzPay system.

Students who choose not to buy lunch may pack a lunch from home.

For more information about our Food Services Program, please contact our Food Services Supervisor/District Dietician Mr. Mark Bindus at mbindus@twinsburgcsd.org.

MAKE-UP WORK DUE TO ABSENCE

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

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.

MASK POLICY

During times of elevated communicable disease/community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolutions in alignment with public health officials and in accordance with government edicts. Because school settings can be a source of community spread, wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

The Twinsburg City School District Face Covering Policy is as follows:

All students in Grades K-12 shall wear a face mask unless they are unable to do so for a health or developmental reason. If a student refuses to wear a mask parents will be contacted and the student will be sent home for the school day. Preschool students are encouraged to wear face masks.

Any student who is unable to wear a mask due to a health reason will need to present medical documentation from a physician. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons cannot or should not wear a mask. Students are also required to wear masks, as noted in this policy, while being transported on District school buses or other modes of school transportation.

Cloth face coverings/masks should:

- fully cover the mouth, nose, and chin,
- fit snugly against the side of the face so there are no gaps,
- not create difficulty breathing while worn,
- be held securely through either a tie, elastic, etc. to prevent slipping, and • be worn as intended.

Cloth face coverings/masks should not:

- include respirators (unless medically necessary), or
- include masks designed to be worn for costume purposes.

Students who disregard the requirement to wear a face covering/mask will face the following consequences:

1st Offense - The student will receive a verbal warning and a new mask to wear. A call to the

student's parents will also be made.

2nd Offense - The student's parents will be called and the student will need to be picked up from school.

3rd Offense - The student may be reassigned by the Superintendent or designee to an online/virtual learning environment if it is determined that the reassignment is necessary to protect the health and safety of the student or others. However, considerations for students identified disability or social/emotional needs will be given.

All student face coverings/masks should also comply with dress/grooming requirements outlined in the Student Code of Conduct (Rule 12), or disciplinary action may be taken. Finally, any person may be required to temporarily remove a face covering/mask when instructed to do so for identification for security reasons. Failure to comply with such a request violates this policy and may lead to disciplinary or other action. (Board Policy 8450.01)

MULTI-MEDIA CENTER

Students may come to the library for independent study any time during the day using special passes that are issued by the teacher/librarian. Library books will be checked in and out at times designated by the multi-media personnel.

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/GUARDIAN VISITS

All visitors must enter through the Welcome Center to sign in and provide a valid state ID. Visitors must display a visitor identification badge when in the building. Please note that unarranged and/or unannounced classroom visits are not permitted. School Board Policy does not permit students from outside schools to attend classes at the Twinsburg City School District.

PERSONAL COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is restricted during school hours as per the student handbook. PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers, etc.) will be permitted as approved by the classroom teacher or principal.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), wearables, 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., extracurricular 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 silenced while stored in the school-provided phone caddy. **Students in Kindergarten through Sixth Grade are prohibited from using PCD's 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 should be stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep their PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person, including posting on social media, shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Staff members are expected to support the expectations outlined in this policy and as stated in the student handbook. Violations to this policy are to be promptly reported to building/department administration.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

PERSONAL PROPERTY & STUDENT VALUABLES

All personal property should be marked with the student's name, including clothing, boots, lunches, personal books, etc. Children are discouraged from wearing good watches and jewelry to school which is too often taken off during gym, recess, etc., and forgotten. Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. 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. The School is not liable for any loss or damage to personal valuables.

PLAYGROUND EXPECTATIONS

- Practice safety at all times.
- Treat others as you wish to be treated.
- Follow the directions and instructions of all adults on the playground.
- For your safety, please remain in the designated play area.
- Throwing objects, including snowballs, is prohibited at all times.
- Please do not hit, push, kick, trip, or grab other students. These behaviors could cause serious accidents or damaged clothing.
- Spitting is unsanitary and is not permitted.
- Hardballs and bats are not to be brought to school
- Line up quickly and quietly at the end of recess. Exit and enter the building in an orderly fashion.
- Students who misbehave will lose recess privileges or be given other appropriate consequences.
- Horseplaying is strictly prohibited. *See rule 37 in the Code of Conduct*

RECESS: *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 day to several days.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)



Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through multi-tiered systems of support (MTSS) ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. When our tigers have found their voices, our students roar into George G. Dodge Intermediate School, where they earn their “stripes.” At Dodge, our students follow the three expectations of Be Respectful, Be Responsible, and Be Safe.

POSTERS AND SIGNS

Any poster displayed by an organization or an individual in the school must have the approval of the administration. Any literature distributed must also have the appropriate approval.

PTA

George G. Dodge has an active Parent Teacher Association that supports our school through many activities and fundraisers during the year. Meetings are held monthly at George G. Dodge at 7:00 p.m.

RELEASE OF DIRECTORY INFORMATION

Our board policy does not permit the release of directory information to any organizations. The Twinsburg City School District will release athletic/school news and recognitions. If you do not want your student recognized, notify the school by the last school day in September. Parents/guardians may request a copy of information from a student’s record in accordance with the Family Educational Rights and Privacy Act (FERPA). Parent/guardian should complete and submit a Request to Inspect and Review Student Record form, which are located in the Dodge Office. Administration/Guidance will comply with a legitimate request for access to a student's records within a reasonable period of time. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. Both parents shall have equal access to student records unless otherwise stipulated by court order or law. Requests for copy of record information must be picked-up personally with proper identification. They cannot be mailed, faxed or sent with student. 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.

RELIGIOUS OBSERVANCE

As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for a religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include birthday announced over the PA, the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick them up for an excused dismissal from school.

SCHEDULING AND ASSIGNMENT

The Principal will work with the School Counselors to assign each student to the appropriate classroom and program. Because of the many variables that go into the careful consideration of the make-up of each class, there are no parent requests for a specific teacher and we can not guarantee a particular placement for a child. Any questions or concerns about the assignment should be discussed with the Principal.

SERVICES AVAILABLE IN THE TWINSBURG CITY SCHOOL DISTRICT

- Psychological and testing services for students as determined by the Response to Intervention team (RTI)
- 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 ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT FUND-RAISING

The following general rules apply to all fund-raisers:

- () Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- () Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

- () Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- () Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- () Students may not engage in house-to-house canvassing for any fundraising activity.
- () Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

TARDINESS TO SCHOOL

Homeroom begins at 7:15 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 (AIT). Circumstances may arise in which it is necessary for students to arrive after our starting time 7:15 a.m. or to be picked up from school prior to dismissal (2:10 p.m.). The following times are used to determine tardies and absences for students:

Signed in after 7:15 a.m. – tardy

Signed in after 9:15 a.m. – ½ day absence

Signed in after 11:15 a.m. – whole day absence

Signed out before 11:15 a.m.- whole day absence

Signed out after 11:15 a.m. but before 12:55 p.m. - ½ day absence

TEXTBOOKS

Books are classified with a condition when issued. Students must pay for any damage of a book. If a book is lost, the student must pay for a replacement. To minimize damage, students are expected to cover every textbook issued to them. Your name must be written in ink on each of your books.

TRANSPORTATION

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

- Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
- Students must wait in a location clear of traffic and 20 steps away from the bus stops.
- Behavior at the school bus stop must not threaten life, limb or property of any individual.
- Students must go directly to their assigned seat so the bus may safely resume motion.
- Students must remain seated keeping aisles and exits clear.
- Students must observe classroom conduct and obey the driver promptly and respectfully.
- Students must not use profane language.
- Students must refrain from eating and drinking on the bus.
- Students must not use tobacco on the bus.
- Students must not have alcohol or drugs in their possession on the bus.

- Students must not throw or pass objects on, from or into the bus.
- Students must not put head, arms or any object out of the bus windows.
- Students may carry on the bus only objects that can be held in their laps.
- Students must leave or board the bus at locations to which they have been assigned.
- 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 the 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 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 a school bus while they are in the process of being picked up or dropped off. Students will ride on assigned buses only. Parents must request, in writing, to permit deviation from this rule by filling out a Stop Change Request Form **(ONE DEVIATION ONLY)**. Please allow one week for processing. Students must get on and off the bus at their assigned stop. Additional guidelines concerning appropriate behavior on the bus are included in this handbook. A request for a change in routine at dismissal (**parent pick-up instead of bus ride**) must be in written form received by 9:30 a.m.

Video Recordings on School Buses- Video cameras are located on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's his/her actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions: A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSFERRING AND WITHDRAWING FROM SCHOOL

When moving out of the school district, parents must contact the main office a week prior to leaving. All fees and fines must be paid and school-issued Chromebooks/chargers must be turned in in order to complete any transfer of records.

TRUANCY

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

- Excessive absences from school
- 10 or more occurrences of tardiness
- Leaving school without permission
- Being absent from school without a parent's knowledge
- Being absent from class without permission
- Obtaining permission to go to a specified place and failing to report there
- Being absent from school for reasons not excused.

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
- Referral for truancy if applicable

VACATION

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

WEBSITE

Please refer to the district website at www.twinsburg.k12.oh.us for the latest information about our schools. You can click on "GEORGE G. DODGE" for specific updates about George G. Dodge Intermediate School. Check often for the latest news!

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 school SAFEid 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 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.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior ,including excessive truancy, will be tolerated. For further information refer to board policy 5500 and 5600 .

TWINSBURG CITY SCHOOL DISTRICT

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. It is the belief of the staff and administration of Twinsburg City Schools that our students are young adults. 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.**

However, The Twinsburg City School District is committed to building healthy relationships within each school. To that end, restorative practices is a strategy used to build community, repair harm, and restore and promote healthy relationships. To find the root cause of student behavior, rule violations are often best resolved by utilizing restorative practices. These practices include dialogues, peace circles, conferencing, and peer-led mediation. At the discretion of the school's Administration, consequences can be reduced or eliminated with the active participation in a Restorative Practice.

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, edibles 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. If the illegal substance is found through vaping, rule #32 will also apply. For more information refer to Board Policy 5530. (EMIS Code 10: Alcohol/Code 11: Drugs)

Note: Any student found supplying, selling, attempting to sell, offering to sell, or attempting to distribute a controlled chemical, drug, or "look-a-like" will be recommended for immediate expulsion (this applies to all offenses including a student's 1st offense).

1st Offense: *10 day out-of-school suspension (possible referral for expulsion) for possession and/or use.* In all cases, a police report will be filed when students are found in possession of drugs.* **If the student enters a treatment program, and the agency verifies in writing the student's involvement, the suspension will be reduced to 5 days O.S.S., provided that the full 10-day suspension may be imposed if the treatment program is not completed. A completed assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

2nd Offense: *10 day O.S.S., referral for expulsion* **If an expelled student enters a treatment program, and the agency verifies in writing the student's involvement, the expulsion will be reduced to 10 days out of school. If the student does not complete the treatment program, the expulsion will be reinstated. A complete assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

3rd Offense: *10 day O.S.S., referral for expulsion*

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, IPADS, MP3 players, tablets, games, laser pointers, etc. eReaders will be permitted for academic purposes only.

Other items that are deemed hazardous to the safety of others, such as mace, or harmful sprays, are

prohibited.

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. **Failure to turn over a prohibited article to staff or administration will result in an out-of-school suspension for insubordination.** (EMIS Code 18)

Consequences:

1st Offense: Article will be confiscated and returned to the:

- A. Parent or guardian
- B. Student, at the discretion of the assistant principal, if a parent or guardian is unable to retrieve the item

2nd Offense: Verbal warning through suspension, in conjunction with Restorative Practices

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)

Consequences for All Offenses:

- Emergency removal
- 10 days O.S.S. and recommendation for expulsion
- Notice given to fire and police department
- Restitution/possible prosecution

RULE 4: ASSAULT

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

Consequences:

1st Offense: O.S.S. (5 days)

2nd Offense: O.S.S. (10 days) refer for expulsion

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)

Other Physical Confrontations - Other physical confrontations such as pushing may result in a 1-3 day, out-of-school suspension.

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.

The Twinsburg City Schools views the school bus as an extension of school, meaning students are subject to disciplinary actions if they are to display any behaviors that would result in a consequence within the school building, including: students who 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 also a violation of the Code of Conduct. Students may be suspended from school for bringing these items. (EMIS Code 18)

Consequences:

Verbal Warning through suspension, in conjunction with Restorative Practices

RULE 6: CAFETERIA CONDUCT – VOICE LEVEL 2

All students are to follow the lunchroom procedures that are explained and demonstrated on the first day of school.

- A. You must eat in the cafeteria. No food is to leave the lunchroom.
- B. Talking is permissible unless abused and must be at voice level 2 or lower.
- C. Arrive to the lunch area on time. No line cuts.
- D. Appropriate table manners are expected.
- E. Students will sit in their designated area and remain seated until dismissed. Each student will be dismissed when his/her area (table top and floor) is free of refuse.
- F. It is each student's responsibility to properly dispose of all of their refuse and clean their place at the table. Failure to do so may result in cleaning duty.
- G. No glass-bottled beverages are permitted in the cafeteria area.

Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), A.L.E, 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)

Consequences:

Verbal Warning through suspension, in conjunction with Restorative Practices

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 discernible. 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 login 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, including Natural Language Processing Tools (for ex: ChatGPT, etc.). 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 is subject to change per Board of Education Action during school year. (EMIS Code 18)

Consequences:

Verbal Warning through suspension, in conjunction with Restorative Practices

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)

Consequences:

1st Offense: A.L.E. (lunch/recess)

2nd Offense: A.L.E (1 day)

3rd Offense: A.L.E (1-3 days)

Additional Offenses: May result in Out-of School Suspension

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)

Consequences:

1st Offense: O.S.S. (1-5 days) and restitution

2nd Offense: O.S.S. (5 days) and restitution

3rd Offense: O.S.S. (10 days) and restitution

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)

Consequences:

TOWARD STUDENT

1st Offense: A.L.E. (lunch/recess, ½ day, or full day)

2nd Offense: A.L.E (1-3 days)

3rd Offense: O.S.S. (1-3 days)

TOWARD STAFF

All Offenses: Administrative Discretion- Verbal warning through suspension, in conjunction with Restorative Practices

Conduct of this type directed at a staff member, is cause for out-of-school suspension. (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)

Consequences:

Administrative Discretion

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 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 at all times.
- 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 shorts and skirts that assure acceptable standards of modesty. Shorts and skirts must cover private areas and underwear when sitting or standing. Pockets should not hang below shorts. All pants and shorts must be worn at the students' waists and properly secured. See-through clothing is not permitted.
- 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. Clothing, including facial coverings/masks, 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,

sweatbands or hats of any kind, sunglasses, goggles, outerwear coats or jackets, or headphones during school hours unless approved or for religious reasons. However, students are not allowed to wear hoods in the building.

- H. Non-clear book bags or gym bags must be secured in lockers or locker rooms. Student possessions must be secured in the student locker at all times. Students are not permitted to carry a non-clear book bag during the school day.
- I. Students 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)

Consequences:

1st Offense: Warning and student will change into appropriate attire (Student held in ALE until changed)

2nd Offense: Change clothing and A.L.E Administrative Discretion: (lunch/recess, ½, or full day)

3rd Offense: Change clothing and A.L.E (1-3 days)

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)

Consequences:

1st Offense: Administrative discretion, 5 day driving suspension

2nd Offense: Administrative discretion, permit revoked the remainder of the semester

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)

Consequences (All Offenses):

- Emergency removal, 10 O.S.S., referral for expulsion.
- Notify the police and fire departments.

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)

Consequence (All Offenses):

- 10 day O.S.S., referral for expulsion, notification of public authorities

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)

Consequences:

1st Offense: A.L.E. Admin. discretion: lunch/recess, ½ day, full day

2nd Offense: A.L.E. (1-3 days)

3rd Offense: O.S.S. (3-5 days)

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)

Consequences:

1st Offense: 1-3 days O.S.S.

2nd Offense: 3-5 days O.S.S.

3rd Offense: 10 days O.S.S., refer for expulsion

Other Physical Confrontations - Other physical confrontations such as pushing may result in a 1-3 day, out-of-school suspension.

RULE 18: FOOD, DRINK, AND SNACKS

Food will not be delivered to the school by third party services, such as DoorDash or UberEats. (EMIS Code

18)

Consequences:

1st Offense: food or drink is confiscated and student is warned; parent must pick up the food/drink items

2nd Offense: A.L.E lunch/recess and/or cleaning assignment

3rd Offense: A.L.E. (1-3 days)

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)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

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)

Consequence: 1-10 days OSS, possible police report filed

RULE 21: GENERAL MISCONDUCT

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic (i.e. copying, cheating, etc.), or educational (i.e. 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)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 22: HARASSMENT

- A. **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 form of harassment.
- B. **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.
- C. **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.
- D. **“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. 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.: Tik Tok, Instagram,

YouTube, FaceBook, 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 they are 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 and a copy is to be forwarded to the Director of Human Resources. 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.

Consequences (Administrative Discretion):

Restorative Practices through 10 days OSS with a possible recommendation for Expulsion, possible police report

"Sexting" is defined as sending, receiving, sharing, viewing or possessing pictures, text messages, emails, 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. (EMIS Code 19)

Consequences:

All Offenses: Restorative Practices through 10 days OSS with a possible recommendation for Expulsion, possible police report filed

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 each other to fight by participating as "go-betweens" and encouraging conflict between other students. (EMIS Code 18)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 24: INSUBORDINATION/DEFIANCE

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)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 25: LEAVING CLASSROOM/SCHOOL BUILDING/SCHOOL GROUNDS

Students are not permitted to leave their classroom without permission from the teacher. 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)

Consequences:

May result in:

1st Offense: A.L.E. (lunch/recess, 1/ 2 day, full day)

2nd Offense: A.L.E (1-3 days)

3rd Offense: O.S.S. (1-3 days)

RULE 26: OBSCENITY

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

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 27: PERSONAL COMMUNICATION DEVICES (PCDs)

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is restricted during school hours as per the student handbook. PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers, etc.) will be permitted as approved by the classroom teacher or principal.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), wearables, 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., extracurricular 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 silenced while stored in the school-provided phone caddy. **Students in Kindergarten through Sixth Grade are prohibited from using PCD's during lunch and recess.**

Students may appropriately use PCDs (cell phones, AirPods, headphones, smart watches, tablets, etc.) during the following times:

- Before 8:05 a.m. and after 2:55 p.m. (Twinsburg High School)
- Before 7:20 a.m. and after 2:15 p.m. (RB Chamberlin Middle School)
- Before 6:50 a.m. and after 2:10 p.m. (George G. Dodge Intermediate School)

- Before 8:30 a.m. and after 3:20 p.m. (Samuel Bissell Elementary School)
Before 9:00 a.m. and after 3:50 p.m. (Wilcox Primary School)
- At Twinsburg High School and RB Chamberlin Middle School, in the halls during the class change
- At Twinsburg High School and RB Chamberlin Middle School, in the cafeteria during the student's scheduled lunch period
- At Twinsburg High School and RB Chamberlin Middle School, in the study hall during the student's scheduled study hall period(s)
- At school related functions

The following statements describe inappropriate use of electronic devices during the allowable times of the school day:

- Face timing
- Taking videos of any kind - this includes videos of self, students, and staff.
- Taking pictures of any kind - this includes selfies and pictures of students and staff.
- Making any recording on a social media platform.
- Sharing information about an assessment or assignment without explicit permission from the teacher.
- Using an electronic device to harass, bully, or intimidate others.

Inappropriate use of PCDs will result in the following disciplinary consequences for George G. Dodge Intermediate School students, RB Chamberlin Middle School students, and Twinsburg High School students:

- 1st Offense: One (1) Afterschool Detention or - PCD is returned to student at end of the school day.
- 2nd Offense: Two (2) Afterschool Detentions or - PCD must be picked up by parent/guardian.
- 3rd Offense: Student assigned to ALE - PCD must be picked up by parent/guardian.
- 4th Offense: One (1) day Out-of-School Suspension - PCD must be picked up by parent/guardian.
- 5th Offense - Student is prohibited from bringing a PCD to school

+ Refusal to turn over PCD when requested by staff member will result in out-of-school suspension for students in grades 4 - 12.

RULE 28: 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)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 29: 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)

Consequences:

1-10 O.S.S., possible referral for expulsion

RULE 30: SEXUAL HARASSMENT/MISCONDUCT

Ohio and Federal laws define sexual harassment/misconduct 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:

- A. **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.
- B. **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.
- C. **Physical:** Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district. Any student who believes that they are 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 they believe 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 Director of Human Resources. 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.

On-line/texting/sexting: In the above prohibited 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). 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.: Tik Tok, Instagram, Youtube, FaceBook, 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)

Consequences:

Administrative Discretion (includes possible ALE or 1-10 days OSS with possible recommendation for Expulsion)

RULE 31: 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. **Consequences:** (EMIS Code 5)

1st Offense: A.L.E. - Administrative Discretion (lunch/recess and/or 1/2 day)

2nd Offense: A.L.E (1-3 days)

3rd Offense: O.S.S. (1-3 days)

***** If the object in question has a value of more than \$50.00, the 1st offense will result in a 3 day out of school suspension.**

RULE 32: THREATS/EXTREME 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. Any verbal or written threat that causes or implies extreme or excessive harm to students, staff, or facilities will not be tolerated and will result in disciplinary action. (EMIS Code 19) All extreme threats will be referred to the school's Threat Assessment Team.

Consequences:

TOWARD ANOTHER STUDENT

1st Offense: A.L.E. Administrative discretion: lunch/recess, ½ day, full day

2nd Offense: O.S.S (1-3 days)

3rd Offense: O.S.S. (3-5 days)

TOWARD STAFF

1st Offense: 10 days O.S.S., with recommendation for expulsion. A police report will be filed.

EXTREME THREAT

1st Offense: Emergency removal, 10 days O.S.S., with recommendation for expulsion. A police report will be filed.

RULE 33: TOBACCO USE/LIGHTERS/MATCHES

Possession, use, selling, or transmission of tobacco 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 cigarette 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, match or vapor is prohibited and will be confiscated; additionally, a consequence will be issued. If the device involved is found to include illegal substances, such as THC, then rule #1 will also apply. (EMIS Code 9).

Consequences:

1st Offense: O.S.S. (1-3 days)

2nd Offense: O.S.S. (3-5 days)

3rd Offense: O.S.S. (5-10 days)

TOBACCO POSSESSION

Consequences:

1st Offense: A.L.E. (1-2 days)

2nd Offense: O.S.S (1-3 days)

3rd Offense: O.S.S. (3-5 days)

RULE 34: TRESPASSING 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 shall not enter upon school grounds without the express permission of an administrator (This includes but is not limited to: after-school activities, sporting events, etc.)

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)

Consequences:

1st Offense: Administrative Discretion

2nd Offense: 1-10-day out-of-school suspension with possible recommendation for expulsion. Police report filed

RULE 35: TRUANCY

Truancy is an unexcused absence from school or class. Repeated truancy may result in placement at T.A.P. and/or develop a plan for addressing excessive absences. (EMIS Code 1)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

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:

- Is classified a dropout.
- 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.
- 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.

RULE 36: 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 to be in an unauthorized area. (EMIS Code 1)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 37: 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)

Consequences:

Verbal warning through suspension, in conjunction with Restorative Practices

RULE 38: 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.

(EMIS Code 6: Firearm/Code 7: Dangerous Weapon/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.

Consequences:

1st Offense & Repeated Offenses: 10-day out-of-school suspension, police report filed, possible recommendation for expulsion/permanent exclusion, and possible prosecution.

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 weapons and dangerous instruments and include, for example, toy guns and toy knives.

TWINSBURG CITY SCHOOL DISTRICT STUDENT ACTIVITIES AND ATHLETICS/PARTICIPATION

CODE OF CONDUCT – Participation in activities is an important part of the overall educational process. However, a student has no absolute rights to participate in activities, as involvement is a privilege, not a right. Commitment to an activity entails additional time requirements and implies the maintenance of top

physical and mental condition. Students participating in any activity outside of school, or during school hours, are subject to the same discipline code as when school is in session. In addition to normal consequences as specified in the handbook, students may receive additional consequences relating to their specific activity.

This code applies to any school sponsored student activity, group, club, team, etc. that forms, meets, or practices at times other than the regular school day and school year. Instructional activities that meet only during class time or are part of the regular curricular program are not considered in this policy.

The Student Activities and Athletics Code of Conduct goes into effect for student-athletes participating in fall sports on the first day of fall sports practices prior to the start of the school year and continues until the last day of school. For all other sports and activities, the Code of Conduct goes into effect on the first day of school and is in effect until the last day of school. For any spring sport that goes past the last day of school, the code of conduct is in effect until the final contest has been completed. Violations of the Code of Conduct are cumulative throughout the participant's two years of middle school participation and four years of high school participation and disciplinary actions may carry over from one season/year to another.

2430.02 — ELIGIBILITY REQUIREMENTS

(Twinsburg City Schools BOE policy)

- A. In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding marking period. During the preceding marking period, the student must have received passing grades in a minimum of five (5) one (1) credit courses or the equivalent which count toward graduation. A student must also earn a minimum 1.25 grade point average during the preceding marking period. Any student who is not eligible must be enrolled in an intervention program as prescribed by the building principal. Students participating in intervention are not permitted to compete in interscholastic or extra-curricular activities, however, such students may be permitted to practice until eligibility is reinstated at the marking period.
- B. A student enrolled in the first marking period after advancement from the eighth (8th) grade must have passed a minimum of five (5) of the subjects in which the student earned grades and met the minimum GPA requirements outlined in section A.
- C. A student enrolled in the seventh (7th) grade for the first time will be eligible for the first marking period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding marking period and received passing grades during that marking period in a minimum of five (5) of the subjects in which the student received grade. A student must also meet the GPA requirements outlined in section A.
- D. Summer school grades and other educational options earned may not be used to substitute for failure to meet the academic standards from the last marking period of the regular school year.

EXEMPTION CLAUSE – Exemption to this would be two required performances per year in concert choir, a'capella choir, and concert band. In addition to this, since marching is definitely a component to the band curriculum and is considered in the actual determination of the overall band grade, marching at football games is also exempt. All band and choir competitions, trips, other performances, etc., however, do fall under this eligibility policy. Students must be academically eligible in order to participate in any other

activity, as specified above.

GRADING – Students failing to attend those activities specified above as curricular are subject to the same rules as missing an exam or test in any other subject. If it is an excused absence, they shall be permitted to make up the performance through some reasonable assignment given by the teacher.

Students receiving an “unexcused” absence would not be permitted to make up this requirement and would, therefore receive a zero, which would be very similar to receiving a zero on any other academic performance, such as a test or quiz.

DRUG/ALCOHOL USE – The Federal Drug Administration recognizes that the use and abuse of mind altering chemicals/alcohol poses a significant health risk for individuals and can affect health, academics, and performances. Students participating in any activity will not at any time possess, use, sell, offer to sell, deliver, conceal, consume, be under the influence of nor have on their breath, any drug, look-alike drug, counterfeit drug, drug paraphernalia, alcohol, or anabolic steroid. Medication authorized by a licensed physician is not considered in violation of this provision. A student judged to be in violation of the substance use/abuse terms above will incur the following consequences:

1st Offense:

1. Exclusion from all inter-scholastic or extracurricular-activities for a period of time equal to 30% of the scheduled contests/performances. This exclusion could extend into the next season if the infraction occurs at the end of a given season/activity. Provided a student is not also suspended from school, he/she may attend all practice sessions, contests and performances during the period of the exclusion, but may not participate in contests or performances. If the suspension is served in the next season, the student must be listed on the team/activity's active roster at the completion of that season and must attend the team/activity's end of the season awards ceremony, if applicable.
2. The student must undergo a professional assessment by a certified agency and comply with the recommendations of such an assessment. Proof of said assessment must be provided to Athletic Director/Coordinator of K12 Student Activities upon completion. (TCSD will not incur the cost of said assessment)
3. Both 1 & 2 must be completed for extracurricular re-instatement.

2nd Offense:

1. Exclusion from all inter-scholastic or extracurricular activities for a period of time equal to one calendar year. During this exclusion the student may not attend practice sessions, contests, and performances.
2. The student must undergo a professional assessment by a certified agency and comply with the recommendations of such an assessment. Proof of said assessment must be provided to Athletic Director/Coordinator of K-12 Student Activities upon completion. (TCSD will not incur the cost of said assessment)
3. The student must participate in and successfully complete a drug/alcohol education program. Proof of attending said program must be provided to Athletic Director/Coordinator of K12 Student Activities upon completion. (TCSD will not incur cost of said program)
4. Both 1 & 2 must be completed for extra-curricular re-instatement.

3rd Offense:

1. Permanent exclusion.

Self-Referral: A student who voluntarily seeks help with a drug/alcohol/substance problem prior to being cited for violation may avoid the imposition of disciplinary action. This provision will be honored if the student voluntarily and fully participates in an assessment and complies with the recommendations of the assessment. Exclusions from participation will occur until the assessment phase is completed.

FELONIES (Including Felonies Relating to Drugs or Alcohol): A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from all athletic/extracurricular activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until: (1) The charges are completely dismissed; (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors for alcohol/drugs; (3) The student is found not guilty; or (4) The student successfully completes the consequences assigned by the judge and agreed to by the student, including probation or diversion. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.

If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted, that student should present documentation as required by the school to determine the circumstances of the matter. These circumstances will be considered but may not be sufficient to lift the student's consequences.

CRIMINAL ACTIVITY NOT RELATED TO DRUGS AND ALCOHOL: A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with in the discretion of the Principal or designee. However, any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as explained in the Drug & Alcohol section of the handbook.

1st and Subsequent Offenses: Minimum suspension from activities for one (1) school week up to a maximum of permanent suspension from extracurricular activities, at the discretion of the Principal or designee.

If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted, that student should present documentation as required by the school to determine the circumstances of the matter. These circumstances will be considered but may not be sufficient to lift the student's consequences.

SPORTSMANSHIP – Good will and sportsmanship are expected from students who conduct themselves appropriately and honorably. Displays of anger, resentment, or loss of control are contrary to the intent and nature of any activities. Only positive cheers are acceptable, cheer for our team and do not berate opponents or officials. All students must stay in the Twinsburg student section at all athletic events and

contests. Failure to abide by these regulations may result in suspension of the privilege to attend extracurricular activities and possible additional formal disciplinary consequences. Disciplinary action for violation of this expectation will follow the Ohio High School Athletic Association (OHSAA) un-sportsman like consequences.

TRANSPORTATION- Athletes must use the school provided transportation. The only exception is for parents/guardians to drive with the written approval from the athletic director or principal. Students will not be permitted to drive with anyone other than the parent/guardian.

INDIVIDUAL COACH'S DENIAL OF PARTICIPATION IN ATHLETIC CONTEST(S)/DUE PROCESS PROCEDURE – All head coaches or activity advisors shall publish those specific rules unique to their programs that are not covered by the general rules. This published set of training rules or organization rules must be filed with the athletic director. A copy of all rules in effect must be given to each participant at the beginning of the program or season to take home to be signed by the participant and the parent(s)/guardian(s). These signed papers are to be kept on file by the coach or advisor. Head coaches and advisors must follow due-process procedures when denying participation or excluding participants from their sport or organization.

1. When it becomes necessary to deny a student participation in an activity a student will be given written notice with the reason(s) for exclusion and an opportunity to explain his/her actions in an informal hearing with the activity advisor.
2. The student or parent/guardian has the right to appeal the decision of the Athletic Director/Coordinator of K-12 Student Activities to an appeal board within (3) school days of receiving notification of suspension. Any appeal is to be in writing and submitted to the building principal. An appeal hearing will be scheduled within (5) school days of receiving the written request. The appeal board shall consist of (3) staff members, assigned by the Superintendent, who will review the case and render a decision to uphold or not uphold the intended removal.
3. The decisions of coaches and advisors, and the recommendations of the appeal board, are subject to the final decision of the school principal.

A student shall not be permitted to participate during this appeal process.

FACILITY USE

Facility use must be cleared with the Principal/Administrative Assistant who will in turn arrange with the building principal for any activity held in a school during the evening, over weekends, and/or during vacations. Arrangements must be made for access to the school when it is expected that the group will be returning to the school at a late hour.

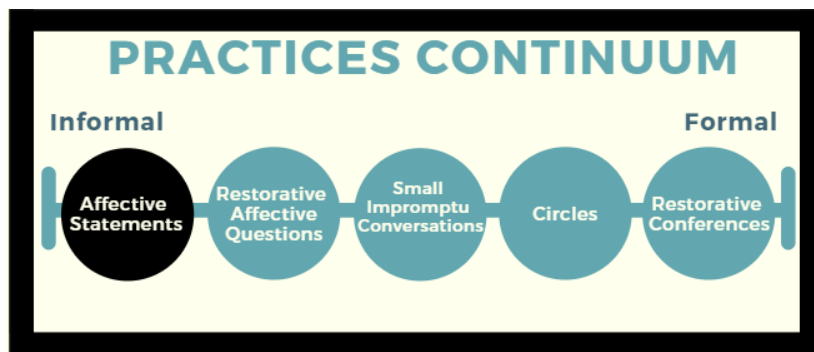
Twinsburg City School District

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 City School District 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.

Twinsburg City School District will employ verbal warnings through suspension, in conjunction with Restorative Practices. The purpose of the Restorative Practices Program is the improvement of citizenship in an individual student resulting in the enhancement of the overall quality of life. It is designed to help students take responsibility for their actions, recognize that their conduct caused harm to others, make amends, and reintegrate into the community. There are four key principles of the Restorative Practices process: respect, responsibility, restoration, and reintegration. Students have the option not to participate in Restorative Practices.

Restorative Practices Continuum



Moving from left to right on the continuum, as restorative practices become more formal, they involve more people, require more planning and time and are more structured and complete. Although a formal restorative process might have dramatic impact, informal practices have a cumulative impact because they are part of everyday life.

SOME POSSIBLE DISCIPLINARY ACTIONS AND RESTORATIVE PRACTICES

- **Affective Statements** - referred to as "I" statements tell the listener, how the person feels and why it makes them feel that way. They are an effective way to teach students how to express their emotions appropriately.
- **Affective Questions** - Questions which elicit expressions of attitude, values, or feelings of the student.
- **Small Impromptu Conference** - The adult acts as a facilitator who allows both parties to be heard and participate in finding a resolution to a conflict, making it less likely to occur again.
- **Group or Circles** - More structured and used to develop relationships, build communities, and respond to conflicts and

problems that arise. Everyone is given an equal opportunity to speak, and be heard.

- **Formal Conference** - a structured meeting between offenders, victims and both parties' family and friends, in which they deal with the consequences of the wrongdoing and decide how best to repair the harm.
- 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
- 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
- *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. A copy 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
- Special Note: Incidents involving two or more students from the same or different buildings may result in equal punishment for all students involved.

Interviewing of Students by Authorities

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrators/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

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 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.

SEARCH AND SEIZURE

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building Principal twenty-four (24) hours prior to display.

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:

- Discrimination on the Basis of Sex in Education Programs or Activities 2266
- Student Assessment and Academic Intervention 2623
- Personal Communication Devices 5136
- FERPA Regulations: An Overview for Parents and Students, 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 from 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
- Facility Security 7440
- Use of Video Surveillance/Electronic Monitoring 7440.01
- Student Records 8330
- Preparedness for Toxic Hazard and Asbestos Hazard 8431
- Mask and Facial Coverings- 8450.01

Twinsburg City School District

2024-2025 Board of Education

Mrs. Lea Travis, President

Mrs. Rhonda Crawford, Vice-President

Mrs. Tina Davis, Member

Mrs. Beth Egan, Member

Mrs. Maria Hamilton, Member

**Twinsburg City School District
2024-2025 Central Office Staff**

- Superintendent: Mrs. Kathryn Powers – 330.486.2002
- Treasurer: Mrs. Julia Rozsnyai - 330.486.2000
- Business Manager: Mr. Matt Strickland - 330.486.2004
- Director of Curriculum: Mrs. Jennifer Farthing – 330.486.2015
- Director of Pupil Services: Mr. Ryan Bandiera – 330.486.2093
- Director of Human Resources:– 330.486.2016

**Please follow our Superintendent on X for Twinsburg City School District events, news,
& updates at the following address:**

@TwinsburgSupt

Twinsburg City School District

Board of Education Building

11136 Ravenna Road

Twinsburg, OH 44087

Phone: 330.486.2000

Fax: 330.425.7216

Office Hours:

School Days: 8:00 a.m. – 4:00 p.m.

Summer Hours: 7:00 a.m. – 3:00 p.m.