

McKinley Elementary/Poland Middle School

7 Elm Street / Poland, OH 44514 / 330-757-7003

www.PolandBulldogs.com

Student Handbook

(Grades 3 - 8)

2020 / 2021

Mr. David J. Purins, Head Principal

Mrs. Lisa Iberis, Associate Principal

Mr. Edward Ashcroft, Assistant Principal

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To the McKinley Elementary and Poland Middle School Students:

Welcome to McKinley Elementary and Poland Middle School! We have high expectations for each of you and will be pushing you to embrace a mindset of continuous growth both academically and personally. We expect a high level of personal responsibility, self-discipline, leadership, and a collective investment into the success and excellence of our school. We are resoundingly confident in, and committed to the individual academic, social, and emotional success of each of you. McKinley Elementary/Poland Middle School is a very special place, and we are proud to be working alongside each of you!

We have outstanding teachers and support staff who will invest in your achievement of academic goals and the development of personal maturity and decision making. We also believe that a successful educational experience goes far beyond the classroom. All students have the opportunity to participate in many extracurricular activities, including student clubs and athletic teams throughout their years at our school. We strongly encourage you to take advantage of these opportunities to challenge yourselves, build friendships, and use your gifts!

We also want to encourage each of you to embrace change in a positive and productive way. Each new year brings opportunities for success as well as challenges, and we are here to support you through it all! We also challenge you to be selective when choosing friends, consider your personal values as well as character, and always seek ways to add value to those around you!

This is your school, embrace it! Together, we will also embrace the responsibility of continuing the rich academic tradition of the Poland Schools. This is a vision that requires a shared effort among students, staff, administration, and parents. Collectively, let's make it a great year!

With excitement,

Mr. Purins, Principal
Mrs. Iberis, Associate Principal
Mr. Ashcroft, Assistant Principal

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Poland Middle School Staff 2020/2021

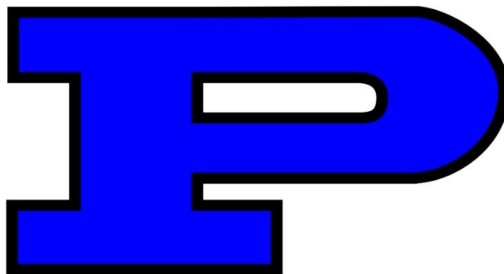
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Philosophy, Objectives, and Priorities

The primary goal of The Poland Schools is to develop academic, intellectual, emotional, physical and social potentials of its students. The administration, faculty and staff are committed to creating an educational atmosphere in which all students are encouraged to achieve their potential, reinforced by the home and the community. Recognizing the numerous individual differences in

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ethnic background, academic and intellectual ability, religious foundation, and the needs and interest of all students, The Poland Schools offer a challenging, diversified curriculum and activity programs, limited only by fiscal considerations. This diversity assists students in developing their capabilities, knowledge, creativity and positive self-concept. The programs of The Poland Schools are designed to prepare our youth to be participating, self-supporting members of a democratic society.

Positive relationships among all facets of the community, the students, the teachers, the administrators and the parents should be nurtured in the school setting. Compatibility, mutual understanding and assistance from and helping others enhance the students' images of themselves in relation to their peers, families and the community. The school accepts the responsibility of encouraging recognition of and respect for all cultures regardless of our political, social or economic ties with any nation. In all relationships, the key should always be respect for oneself and for others.

By teaching students to read or view and discuss critically, to think rationally and to solve problems logically and creatively, the school system best equips students to understand and react to an ever changing world. The curriculum is constantly re-evaluated and, where necessary, modified by staff who are mindful of social, political, cultural, economic, environmental, and technological changes in the community and the world. This process communicates to students the necessity for adaptation and flexibility. Ultimately, The Poland Schools prepares students to understand and appreciate the complex environment and dynamic, competitive society in which they will function. The culmination for this preparation should equip them to participate in and enjoy a fulfilling life in our American society and in the international community.

SCHOOL CALENDAR **2020 - 2021**

| | |
|-------------------------|------------------------------------|
| August 19-20 & 8/24-9/3 | Staff Professional Day |
| September 7 | Labor Day – No Classes |
| September 8 | Student Report Day |
| October 8 | Parent/Teacher Conferences Evening |

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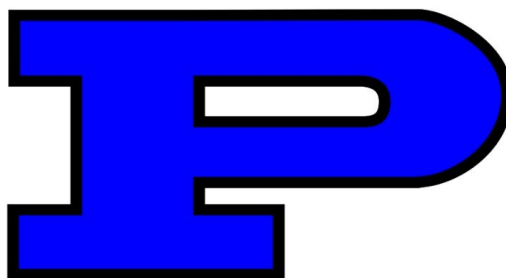
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| October 9 | Northeast Ohio Education Association (NEOEA) Day – No Classes |
| October 23 | End of 1st 9 weeks |
| November 3 | Election Day |
| November 25-27 | Thanksgiving Recess |
| December 18 | Last Day of Classes before Winter Recess |
| December 21 - January 1, 2021 | Winter Recess |
| January 4 | Classes Resume |
| January 15 | End of 2nd 9 weeks |
| January 18 | Martin Luther King Day – No Classes |
| February 11 | Parent/Teacher Conferences Evening |
| February 12 | No Classes |
| February 15 | President’s Day– No Classes |
| March 26 | End of 3rd 9 weeks |
| March 29 - April 5 | Spring Recess - No Classes |
| April 6 | Classes Resume |
| May 31 | Memorial Day– No Classes |
| June 3 | Last Day of Classes for Students |
| June 4 | Teacher Report Day |

BELL SCHEDULES 2020-2021

| | |
|------------------------------------|-----------------------|
| <u>INSTRUCTIONAL TIMES:</u> | LUNCH SCHEDULE |
|------------------------------------|-----------------------|

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| <p>McKinley Elementary: 8:30-2:15 Poland Middle School: 7:45-1:45</p> <p>DROP OFF/PICKUP TIMES:</p> <p>McKinley Elementary: 8:15-8:25 Parent Pickup Times:</p> <ul style="list-style-type: none"> • Grades 3-4: 2:00pm • Grade 5: 2:15pm <p>Poland Middle School: 7:25-7:40 Parent Pickup Times: 1:45pm</p> | <table border="1"> <tr><td>Grade 6 - 7 - 8</td><td>10:12</td></tr> <tr><td>Grade 5</td><td>10:49</td></tr> <tr><td>Grade 4 (team of 3)</td><td>11:00</td></tr> <tr><td>Grade 3 (team of 2)</td><td>11:20</td></tr> <tr><td>Grade 4 (team of 2)</td><td>11:42</td></tr> <tr><td>Grade 3 (team of 3)</td><td>12:00</td></tr> </table> | Grade 6 - 7 - 8 | 10:12 | Grade 5 | 10:49 | Grade 4 (team of 3) | 11:00 | Grade 3 (team of 2) | 11:20 | Grade 4 (team of 2) | 11:42 | Grade 3 (team of 3) | 12:00 |
|---|---|------------------------|-------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|-------|
| | Grade 6 - 7 - 8 | 10:12 | | | | | | | | | | | |
| Grade 5 | 10:49 | | | | | | | | | | | | |
| Grade 4 (team of 3) | 11:00 | | | | | | | | | | | | |
| Grade 3 (team of 2) | 11:20 | | | | | | | | | | | | |
| Grade 4 (team of 2) | 11:42 | | | | | | | | | | | | |
| Grade 3 (team of 3) | 12:00 | | | | | | | | | | | | |
| | <table border="1"> <tr style="background-color: cyan;"> <th align="left" colspan="2">RECESS SCHEDULE</th> </tr> <tr><td>Grade 4 (team of 3)</td><td>10:43 - 10:58</td></tr> <tr><td>Grade 3 (team of 2)</td><td>11:05 - 11:20</td></tr> <tr><td>Grade 4 (team of 2)</td><td>11:25 - 11:40</td></tr> <tr><td>Grade 3 (team of 3)</td><td>11:45 - 12:00</td></tr> </table> | RECESS SCHEDULE | | Grade 4 (team of 3) | 10:43 - 10:58 | Grade 3 (team of 2) | 11:05 - 11:20 | Grade 4 (team of 2) | 11:25 - 11:40 | Grade 3 (team of 3) | 11:45 - 12:00 | | |
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| Grade 3 (team of 3) | 11:45 - 12:00 | | | | | | | | | | | | |



ACADEMIC EXPECTATIONS / GUIDELINES

The following are the scales used for grading at McKinley Elementary and Poland Middle School:

| Grades 3-4 | Grades 5-8 |
|---|--|
| O =90-100% S+ =84-89% S =77-83% S- =70-76% NI =60-69% | A=90-100% B =80-89% C=70-79% D =60-69% F=below 60% |

| | |
|---------------|--|
| U = Below 60% | |
|---------------|--|

Each nine week's percent grade is kept and the teacher takes the average of the four grading periods to decide what the final grade for the year shall be. A "D" is considered passing, but not a satisfactory level of work or success.

HONOR ROLL

For grades 5-8, Honor Roll is compiled at the end of each nine week grading period using a straight 4.0 point system. All A's will count as a 4, all B's will count as a 3, etc. All classes will carry equal weight.

High Honors 3.75 - 4.0

Honor Roll 3.0 - 3.74

EIGHTH GRADE PTO HONORS BANQUET - 2020 TBD

Students in eighth grade who meet the established criteria after the third grading period will be invited to the PTO Honors Banquet. Guidelines are available in the main office.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

Grades 5 & 8 students who have a 3.5 GPA in the first three grading periods using the calculation method above for honor roll.

PRINCIPAL'S AWARD

For grades 3 and 4, students who earn all O's and S+'s in math and reading each nine weeks, will receive a Principal's Award.

BAND OBLIGATION

Music is mandatory in grades 3-7. Music is an elective in grade 8.

Band students receive a letter grade for band on their report card. Missing a band performance may result in a lower band grade. Students in the band program have until the end of the first grading period to decide to either continue the program or opt out of the program for the remainder of the year.

Students who opt out of band before the end of the first grading period will be placed into choir. Eighth grade students who opt out of band after the first grading period will receive an F in band for the remainder of the school year and will be placed in study hall at the discretion of school personnel.

CHOIR OBLIGATION

Choir students receive a letter grade for choir on their report card. Missing a choir performance may result in a lower choir grade. Students in the choir program have until the end of the first grading period to decide to either continue the program or opt out of the program for the remainder of the year. Students in grades 3-7 will then join the band, as music is mandatory at these grade levels.

Eighth grade students who opt out of choir before the end of the first grading period will be placed into study hall. Students who opt out of choir after the first grading period will receive an F in choir for the remainder of the school year and will be placed in study hall at the discretion of school personnel.

STUDENT PROMOTION & RETENTION

Retention may be a necessary outcome in those circumstances where a student demonstrates an inability to perform work sufficient for promotion to the next grade. Retention must be based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.

A student may be placed at the next grade level when retention would no longer benefit the student. Decisions made to retain a student in a grade level must be consistent with the criteria set forth in Board policy:

- A. Notification must first be provided to parents of the possibility that a child may be retained.
- B. Documented efforts to remediate the student's difficulties will be provided to the building principal.

Parents may appeal any decision to retain their child to Superintendent who will conduct an informal hearing on the matter. The decision of the Superintendent will be final.

PARENT-TEACHER CONFERENCES

High priority is given to parent-teacher conferences at all times. Parent conference days will be part of the yearly calendar. Parents are welcome and encouraged to bring their child to the conference. Teachers and parents are urged to contact each other as needs arise. Unless the teacher has stated otherwise, please only contact teachers at school.

SCHOOL ATTENDANCE

STUDENT ARRIVAL TIME

Grades 3-5

- Doors open @ 8:15am
- Masks are mandatory for all students
- Academic Day Begins @ 8:30am
- Parent Drop Off - @ the connector on Lee St.
 - Students will enter the connector doors furthest to the right.
- Bus Drop Off - @ the bus loop
 - **Grade 3** - Students will enter the double doors on the far side of the gymnasium by the band room.
 - **Grade 4** - Students will walk down the sidewalk beside the building to the connector doors.
 - **Grade 5** - Students will enter the McKinley gymnasium doors.

Grades 6-8

- Doors open @ 7:25am

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- Masks are mandatory for all students
- Academic Day Begins @ 7:45am
- Parent Drop Off - @ the connector on Lee St.
 - Students will enter connector doors
- Bus Drop Off - @ the bus loop
 - **Grade 6** - Students will enter the double doors on the far side of the gymnasium by the McKinley band room.
 - **Grade 7** - Students will enter the McKinley gymnasium doors.
 - **Grade 8** - Students will walk down the sidewalk beside the building to the connector doors.

ABSENCE

Parents must call the school office when students are absent, this includes remote learners for the 20/21 school year. An answering machine is available for your convenience so that you may call during non-school hours. Please call no later than 8:30am the day your child is absent. If no call is received, our office will call the student's parent/guardian. According to the "Missing Child Act" (Ohio SB 321), the primary responsibility for supervision of a student rests with the custodial parent/guardian. The law requires that a current working home/work telephone number and an emergency number be on file in the school office. If no contact is made with home, before re-entering a class, the student must show the office a written excuse. This excuse must be signed by his/her parents or legal guardian.

Requests for missed assignments must be made to the office before 8:30 a.m. for pick up after 2:30 p.m. Requests after 8:30 a.m. will be ready the following day. The student must make up missed work by one school day over the period of absence. Example: if you are absent two days, you have three school days upon return to make up all work for credit. However, if a project/test has been announced a reasonable time beforehand and the student has had ample time to prepare he/she may be asked to take the test upon returning to school. Example: a test is announced on Monday for Thursday – the student is absent the day of the test, Thursday, but returns on Friday – the student has had ample time to prepare and should take the test upon returning on Friday not the one school day over the period of absence in this case Monday.

Student Attendance / Truancy Fact Sheet

House Bill 410 Requirements

Passed by the Ohio General Assembly in December 2016 House Bill 410 encourages and supports a preventative approach to excessive/chronic absences and truancy. Regular

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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 the parent or guardian; Development and implementation of an absence intervention plan, which may include supportive services for students and families; Counseling; Parent education and parenting programs; Mediation; Intervention programs available through juvenile authorities; and Referral for truancy, if applicable.

| | Consecutive hours | Hours per school month | Hours per school year |
|------------------------------|-------------------------------------|---|--|
| Habitual truancy | 30 without legitimate excuse | 42 without legitimate excuse | 72 without legitimate excuse |
| Excessive absences | — | 38 with or without legitimate excuse | 65 with or without legitimate excuse |
| Chronic absenteeism** | — | — | 10% with or without legitimate excuse |

Habitual Truancy (Unexcused Only)

Ohio Revised Code Section 2151.011(B)(18) defines habitually truant students as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”

Excessive Absences (Excused AND Unexcused)

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.”

Chronic Absenteeism (Excused AND Unexcused)

Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason.

Did You Know?

A student is chronically absent if he or she misses as few as **two days of school a month**.

**2 DAYS PER MONTH
x 9 MONTHS =
CHRONIC ABSENCE**

District Attendance Procedures

Excessive Absence (Excused **AND** Unexcused)

Upon reaching this threshold, the following will occur:

1. The district will notify the student's parents in writing
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

Habitual Truancy (Unexcused Only)

Upon reaching this threshold, the following will occur:

1. The student will be assigned to an absence intervention team.
2. The district will develop the student's absence intervention plan.
3. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in juvenile court.

Excuses from School Attendance: Ohio Revised Code Section 3321.04 and Ohio

Administrative Code 3301-69-02 set forth the situations in which an absence can be excused.

The Board considers the following factors to be reasonable excuses for time missed at school:

- Personal illness (a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- Such good cause as may be acceptable to the Superintendent
- Medically necessary leave for a pregnant student in accordance with Policy [5751](#)
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy [5725](#)
- College visitation;
- Absences due to the student's homeless status;
- Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status;

FAQ's

Why do excused absences count toward excessive absence triggers?

HB 410 includes excused absences as part of the definition of excessively absent because when a student is missing a lot of school, the student is missing instruction time, and there may be a larger problem contributing to the absences. Furthermore, excessive absences may serve as an early warning indicator districts can use to address absences before a student becomes habitually truant. Likewise, a student still may need district support to get to school every day even though the student's absences are excused

Do tardies and early dismissals count?

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Time missed due to a student being tardy or dismissed must be tracked by the district and does count toward HB 410 requirements.

Do absences caused by suspensions count toward truancy or excessive absences triggers?

Though suspensions are considered unexcused absences, they do not count toward truancy triggers because suspensions represent a legitimate excuse to be out of school. Suspensions do count toward excessive absences because the definition of excessive absences does not distinguish between legitimate and not legitimate reasons for missing school.

A student cannot do his/her best work if he/she is absent an excessive number of days.

TRUANCY / TARDY / VACATION / FIELD TRIP PROCEDURES & POLICIES

TRUANCY

Truancy is defined as being absent from school or any portion of the school day without BOTH school authorization and parental consent. Students will receive a grade of “0” (zero) for any work missed due to truancy and are subject to additional disciplinary action, including suspension. Days missed due to truancy are also counted as unexcused. CONSEQUENCES: TRUANCY FROM CLASS

- 1st Offense: Two (2) Administrative detentions for each class missed/parent contact
- 2nd Offense: 2 hour Friday detention
- 3rd Offense: Two 2 hour Friday detentions
- 4th Offense: Additional disciplinary action which may include suspension from school

TARDY TO SCHOOL

It is important to note that HB410 includes minutes missed due to tardiness to school in the accumulation and definition of habitual truancy. If a student is tardy to school following the beginning of first period, 8:30am (Grades 3-5) and 7:45am (Grades 6-8), the student must go to the office, get a tardy slip and sign in. When he/she shows this slip to the teacher, he/she may enter the class. The first period teacher will not admit a student who is late for class; the student must report to the office. Tardiness is only excused when a written physician's excuse is received within 48 hrs of the students return to school.

When a student is absent, **a custodial parent/guardian must call the office by 8:30 am** to report the reason for absence. If no call is received, our office will call the student's parent/guardian. According to the “Missing Child Act” (Ohio SB 321), the primary responsibility for supervision of a student rests with the custodial parent/guardian. The law requires that a current working home/work telephone number **and** an emergency number be on file in the school office.

SIGN OUT PROCEDURE

1. To leave school early, a student must have a note from home, signed by a parent or guardian. The parental note must state the reason and a phone contact number of the

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parent. A school authority may call the home to verify the need to leave. All attempts should be made to schedule appointments outside of academic time.

2. Students are to hand note to their teacher (Grades 3-5) or the office (Grades 6-8) at the beginning of the school day.
3. Students who become ill during the school day are required to be evaluated /assessed by the nurse/designated office staff to be excused through the clinic. A nurse excuse will not be issued for student text, cell, etc.

VACATION

With prior permission, a student may use 5 days of the school year for purposes of visiting colleges, pursuing career plans, or family vacation(s). This is school work that can be made up. The excused 5 days are the first 5 consecutive days missed for such purposes. To utilize vacation days a note from a parent/guardian must be submitted in the office one week before days to be missed. A vacation form will be given to the student to have signed by each teacher. The completed form must be returned to the office before the student leaves for vacation or the absence is unexcused. Additional vacation days beyond 5 days approved by the administration will count as unexcused absence. If a student has an excessive number of absences (12 or more), excused or unexcused, vacation days will be denied.

FIELD TRIPS

- (1) The teacher/administrator in charge of the trip shall submit the names of all students taking the trip to the office the day before the trip. These names will be included on the morning attendance the day of the trip.
- (2) Students with 10 or more unexcused absences may not be permitted to attend field trips during school hours.
- (3) Any student who misses a previously announced test or assignment is responsible for making up the test or assignment on the day after the field trip.
- (4) Students who do not wish to participate in a scheduled field trip must consult with the teacher who will determine whether an assignment or penalty, in lieu of the trip, is to be given.

STUDENT DISMISSAL PROCEDURE

Grades 6-8

School Day Ends: 1:45pm

Students will proceed from class to lockers. Bus Riders will exit via the connector and move down the sidewalk to the bus loop. Walkers/Riders will exit out the connector door and wait for parents/guardians to pick up in front of the connector. ***Parents will pick up students at the main entrance via the connector. Please come down College Street, make a left onto Lee Street, and continue to exit via Cortland. We ask that you do not come up Cortland street to drop students off or pick them up. We encourage all students to ride the bus.***

Grades 3-5

Bus riders will be dismissed for timely release to buses. Grade 3 and 4 parent pick-up/walkers will be dismissed from classrooms when the parent arrives. Grade 5 will be released at 2:15pm to the outside parent pick-up zone.

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Grades 3 & 4 parent pick-up process will begin at 2:00pm.

Adults will come up College Street and will give the staff at the corner the student's name for pick up. The driver will then make a left onto Lee when staff allows more cars to fill in spots. Please be prepared to have identification for pick up (if necessary). Please do not exit the car to retrieve the student. Please use caution when exiting the curb and continuing around the bend down Cortland. Please follow all monitors instructions when exiting to ensure safety for our students.

EMERGENCY PROCEDURES

DELAYED OPENING / CLOSING OF SCHOOL

When emergencies such as weather conditions or power failures occur that require the delay or closing of school, notice is given as early as possible on most media stations: WKBN, WFMJ, WBBW, WHOT, WBBG and WYTV. Please do not call the school, news stations or school personnel.

AUTOMATED PHONE MESSAGING SYSTEM

The use of the automated all-call phone message system is a courtesy for parents/guardians and staff. For emergency closings, please continue to check the mediums listed above. If there is a preferred number you wish to be used or wish to be removed from the list, please contact the school office.

FIRE DRILL INSTRUCTIONS

1. Teachers will acquaint all students in their charge to the proper exit for each room.
2. Students will be quiet and leave the room in an orderly manner upon instructions from the teacher. Students in the hall or other areas, immediately exit.
3. Each class is to exit via the assigned exit. The teacher is to be the last to leave the room and must accompany the class to the outside area. Lights are to be turned off.
4. In all instances all driveways should be cleared.
5. Provisions will be made for any student with special needs.
6. Teachers will give any further directions that they deem necessary.

TORNADO DRILL INSTRUCTIONS

1. During a tornado watch the administration will be in touch with the radio stations and the weather bureau.
2. When a tornado warning is received, the office will transmit this to all rooms in the building.
3. Remain calm and quiet so all instructions may be heard.
4. The procedure in all circumstances is to lie face down with hands folded over the back of the neck. You are to lie down with the head being near the inner room walls.
5. Students should make themselves familiar with evacuation procedures for each classroom to which they are assigned.

LOCKDOWN / CLOSED DOOR DRILL INSTRUCTIONS

Move quickly and quietly out of line of sight of interior windows. All lights should be turned off. Follow the teacher's instructions if necessary to relocate to safety zone.

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REMAIN IN ASSIGNED SAFETY ZONES MAINTAINING COMPLETE SILENCE UNTIL ALL CLEAR SIGNAL IS ANNOUNCED VIA THE P.A.

SCHOOL CLINIC GUIDELINES

Once a student is seen by the school nurse or adult faculty, the student may obtain permission to call home. Students who become ill at school must obtain a pass from their teachers and report directly to the clinic. For safety/disciplinary reasons, do not attempt to call/text your parents before reporting to the clinic. Students must sign in upon entering the clinic. If the student receives permission to leave the building, the student must sign out in the administrative office.

MEDICINE ADMINISTRATION

There may be some instances when a student requires medication while at school. The following procedure is to be followed for any students needing medication:

A. A Medical Administration Record (MAR) is to be completed and signed by the student's parent/guardian AND licensed prescriber for each medication (prescription and nonprescription). The MAR must indicate the following: name of student, name of medication and dose, time that medication is to be administered, possible adverse reactions which should be reported to the prescriber, any special instructions or storage, date when medication administration is to begin and end, parent and prescriber's contact information

(The Medication administration Record form is available in the school office or can be downloaded from the district website.)

B. All medication MUST be brought to school by the parent/guardian and MUST be in the original container. Please note that students are not permitted to carry/bring any medication to school. EXCEPTION: students are permitted to carry rescue inhalers for asthma and Epinephrine Auto-Injections for life-threatening allergies, as long as the required medication forms are on file in the Health Office

C. Parent/guardian must notify the school of any changes in medication dose or time of administration

Parent/guardian may come to school to administer medication to their student
Please contact your student's School Nurse for any questions.

HEALTH SCREENING

The school nurse shall adhere to Ohio Revised Code and Board Policy for all health screening of students.

CAFETERIA GUIDELINES

Poland Schools food service provides the opportunity for students to purchase breakfast and lunch daily. We utilize a point of sale system linked to PaySchoolsCentral which allows the convenience of making payments online to assure that the students have a positive balance at all times (see food service link

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at <https://www.polandbulldogs.com/Content2/foodservices>). We will allow a student to charge two lunches (a la carte items cannot be charged). After that time a modified meal will be provided to the student until a positive balance is reestablished.

STUDENT FEES

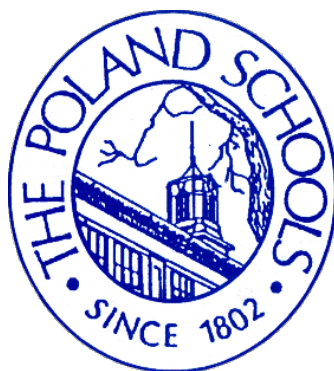
The general fee for each student is \$20.00. This fee must be paid by the end of the second week classes are in session, any family that has a hardship meeting this requirement may request an extension (in writing). Checks should be made payable to Poland Local Schools. Please see the secretary in the Main Office for details.

Report cards, transcripts of credits, etc will be held until all financial obligations are met.

STUDENT FINES FOR DAMAGE TO TEXTBOOKS:

\$10.00Damage requiring book to be rebound or torn pages

REPLACEMENT COST if book is lost or damaged to the extent that replacement is necessary.



STUDENT CODE OF STUDENT CONDUCT

The Poland Board of Education recognizes and protects the rights of students as individuals. The Board further recognizes that good education is largely dependent upon the maintenance of effective learning conditions within the classroom and an atmosphere of orderliness. Successful and continued maintenance of such classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrators, and support of the Board of Education, the parents, and the students.

Good order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. As a working definition, good order and discipline may be described as the absence of distractions, friction, and disturbances that interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and mutually accepted goals.

It is upon this rationale and philosophical basis that the Board of Education does hereby adopt the following student code of conduct and procedures, as mandated by Ohio H.B. 421. This code does not supersede those Board of Education policies already in effect, but is in addition to.

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students, the school or its staff, and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity, or purpose, or creates a likelihood that it will interfere with the health, safety or well-being, or the rights of other persons, is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized.

CORPORAL PUNISHMENT

In accordance with the state statute, corporal punishment may not be administered in the Poland Schools. However, the use of reasonable physical force when it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the Poland Board of Education is permitted in accordance with State Statute.

SCOPE OF JURISDICTION

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

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

DISCIPLINARY ACTIONS

The building principal reserves the right to determine appropriate consequences of conduct violations based upon the individual circumstance of the infraction. These consequences may include community service, detention, emergency removal, suspension, or the recommendation for expulsion from school.

ADMINISTRATIVE DETENTION

Administrative detention is designed as a penalty for truancy, class cuts, excessive tardiness and other minor discipline infractions that have been referred to the office. Students will be assigned to the detention room by the principal. It is the student's responsibility to avoid detention. An unexcused absence from administrative detention will result in additional discipline. Students will serve administrative detention as scheduled by the administration. While in detention, students must be busy at some form of school work. Misconduct may result in additional detention time. Flagrant misconduct may result in immediate removal from detention with more severe penalties resulting.

For each administrative detention not served, without a medical excuse, a make-up detention and one additional detention will be scheduled. Further administrative detentions not served will result in progressive discipline which may include suspension from school.

Teachers are responsible for disciplinary procedures for their individual classes. Students are responsible for following all class rules and procedures. Teachers may assign and monitor their own detention, and students should not confuse the individual teacher's detention with an Administrative detention.

TEACHER DETENTION

Teachers are encouraged to handle their own discipline problems whenever possible. Students are responsible for following all class rules and procedures. Teachers may assign and schedule their own detention and make arrangements with the student as to the time and place. These detentions are supervised by the issuing teacher. Teachers should make every effort to communicate with the parents when they are having discipline problems with a student.

MORNING DETENTION - as assigned by administration

Morning detention may be assigned for students (Grades 3-8). This will be issued from 7:05am-7:35am at the discretion of the principal in relation to the offense. Students who are assigned to a morning detention and do not attend may be given harsher consequences.

FRIDAY NIGHT DETENTION - as assigned by administration

Friday Night detention may be assigned for students (Grades 6-8). This will be issued as a 1 hour or 2 hour detention at the discretion of the principal in relation to the offense. Students who are assigned to Friday Night detention and do not attend may be suspended.

SATURDAY DETENTION

Students can be assigned a Saturday Detention by an administrator for a variety of reasons. Saturday detention can be assigned as a 2 hour or 4 hour session at the discretion of the principal in relation to the offense. Saturday detention begins promptly at 8:00am. Students will NOT be admitted after 8:00. Students serving Saturday Detention are required to bring books or study materials to Saturday Detention. All school rules apply to Saturday detention. Students who choose not to attend an assigned

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Saturday Detention may be given a 3-day suspension and the Saturday Detention will be rescheduled on the next available date.

SUSPENSION FROM SCHOOL

1. Suspensions are for a period of 1 to 10 days. The number of days for the infraction is determined by the administration.
2. It is the student's responsibility to obtain all assignments and to make up all work missed.
3. Upon the student's return, he/she is permitted to make up any class assignment, which counts 20 percent or more of the nine-week's effort. The student has the number of days missed due to suspension (not to exceed 5) in which to make up this work.
4. The student receives a zero for each quiz, test or any graded assignment missed during the suspension (counting less than 20 percent of the nine week's effort) and a zero for each graded preparation assignment missed during the suspension
5. The Board of Education recognizes the student's right to due process as outlined in Board Policy #5611 in regards to student discipline. All policy and procedures will be followed while protecting the rights of the student.

EMERGENCY REMOVAL

CLASS: A teacher may remove a student from curricular or extracurricular activities under his/her supervision, but not from the premises. The student will report directly to the office for further measures.

SCHOOL: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or atmosphere of the school, the superintendent, principal or designee may remove the student from the premises - curricular and/or extracurricular activities without advance notice to parent or guardian.

COMMUNITY SERVICE

Community service can be assigned during a lunch period or after school depending upon the nature of the violation. Students assigned community service will be working with our custodial staff, teachers, or principal team. The community service will not be off campus without approval from parents.

DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument that can be considered a dangerous weapon, look-alike weapon, or instrument of violence. This act will result in swift disciplinary action including suspension from school and may result in an expulsion from school. See: BOARD POLICY 5772.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Poland Board of Education, if there is reasonable suspicion that a student is in violation of school rules. Student lockers, desks, cabinets, and similar property are the property of the Poland Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. Student lockers, desks, cabinets, etc. and their contents are subject to inspection by authorized school personnel at any time without warning. Random inspections may include the assistance of dogs

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trained to detect the presence of drugs. No student is permitted to share a locker without the written permission of the administration. Sharing a locker does not excuse either student from being responsible for the contents within the locker at all times.

DRUG, ALCOHOL & TOBACCO POLICY

The policy is intended to be one that will discourage any school student from using, possessing, or distributing any of the drugs included herein. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Trained narcotic dogs (canine searches) will be deployed periodically to detect the presence of illegal or unauthorized controlled substances on school grounds, lockers, and vehicles parked in the school safe zone. This policy is not deemed to be punitive but educational. It is hoped that students will be aware that the Board of Education looks gravely upon any of the acts relating to drug use included in the policy as ones which cannot be condoned and that students will consequently conduct themselves in a manner in which the schools and society have set for them.

A student shall not possess, consume or show evidence (through smell or actions) of having consumed any chemical substance, including alcohol.

A student shall not possess, use, transmit, conceal, or sell any drug paraphernalia:

- (a) On any school grounds or in the school itself at any time, including school activities, functions, or events.
- (b) Off school grounds at school activities, functions or events.
- (c) On school buses or rented carriers or any other method of transportation used for school activities.
- (d) On adjacent property before, during, or after school hours, or school activities, functions, and events.
- (e) Possession of drugs under authorization and prescription by a physician for the individual concerned shall be excused from the above policy. Parents whose children are on medication shall notify the school nurse and have the proper forms filled out by the parent and physician

BREATHALYZERS MAY BE USED AT ANY SCHOOL FUNCTION.

I. FOR PURPOSES OF THIS POLICY, "DRUGS" SHALL MEAN:

- A. All dangerous illegal drugs or controlled substances as so designated and prohibited by Ohio Statute in accordance with the U.S. drug Enforcement Agency classification schedule, except for prescription medications in accordance with Board Policy and the District's medication procedures.
- B. All chemicals which release toxic vapors. (i.e. inhalants, etc.)
- C. All alcoholic beverages and products containing alcohol.
- D. Any look alike drugs. NOTE: H.B. 535 makes it a violation of school policy and state statute to sell or possess so-called "look-alike" drugs when represented as controlled substances, when in fact they are not; or which are controlled substances falsely represented to be a different type of illegal drug. The same penalties and procedures contained in the high school drug policy shall be applied to the above infractions.
- E. Steroids
- F. MEDICATION

- G. Students are not permitted to carry any medication, including over-the-counter medication. All medication will be dispensed from the clinic.** If it becomes necessary for a student to take medication of any form while at school, a parent/guardian must complete and sign a MEDICATION FORM. A physician's signature is also required for prescription medications that need to be given at school. All medications must be in a pharmacy labeled bottle that includes the student's name. All over-the-counter medications must be in the original labeled container with the student's name written on the bottle.
- H. A student shall not possess, use, transmit, conceal or sell any drug paraphernalia. This shall include any and all electronic vaporizing devices and oils of any kind.

II. CONSEQUENCES FOR USE OR POSSESSION

RULES

- 1 A student shall not possess, consume or show evidence (through smell or actions) of having consumed any controlled substance, including alcohol.
- 2 A student shall not possess, use, transmit, conceal or sell any drug paraphernalia this shall include any and all electronic vaporizing devices and oils of any kind:
 - a On any school grounds or in the school itself at any time, including school activities, functions, or events.
 - b Off school grounds at school activities, functions or events.
 - c On school buses or rented carriers or any other method of transportation used for school activities.
 - d On adjacent property before, during, or after school hours, or school activities functions and events.
- 3 Drugs under authorization and prescription by a physician for the individual shall be turned over to the nurse. EpiPens and Asthma inhalers are excused from the above policy as long as proper paperwork is on file. Parents whose children are on medication shall notify the school nurse and have the proper forms filled out by the parent and physician.

Any individual found using or in possession of drug/alcohol on or in the area of school property or at school-related functions shall be suspended from school for ten days and required to attend an assessment meeting with their parent/guardian at an approved drug dependence clinic/organization. It is recommended that the student and parents follow up with the recommendation of the Clinic. If student/parents participate in the Clinic program the suspension may be reduced.

Subsequent offense results in expulsion proceedings.

III. CONSEQUENCES FOR SELLING DRUGS

- A. Upon determination that a student has been involved in selling drugs, the principal will notify parents, the superintendent, and proper law enforcement agency.
- B. Parents shall immediately be called for conference.
- C. Student will be expelled.
- D. Action taken by law enforcement agency is separate and distinct from the action taken by the school.

IV. PROCEDURES FOR DRUG/ALCOHOL OFFENSES

- A. Upon determination that a student has used or is in possession of drugs, alcohol, the principal shall immediately notify the parents and the superintendent.
- B. Parents should be called immediately for a conference.
- C. A suspension or expulsion shall be entered into the pupil's cumulative folder through a letter with such letter being expunged from the student's record upon graduation.

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- D. School districts that receive students who have been suspended or expelled, which request information relative to the student's record, shall be advised by the principal.
 - E. Suspension from school includes exclusion from extracurricular activities, school functions and all school sponsored functions, and all school sponsored programs for a specified number of days.
 - F. During suspension or expulsion students are not permitted on school grounds or at school-related activities.
- V. Expulsion from school includes exclusion from extracurricular activities, school functions, and all school-sponsored programs.
- VI. No student expelled may accrue any credits or grade equivalent for that period of expulsion.
- VII. TOBACCO POLICY
- A. Students shall not use or possess tobacco or tobacco products in any form while on school property or at school events.
 - B. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.
 - C. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.
- VIII. COUNSELING AND RE-ENTRY PROGRAMS:
- A. Information may be obtained through both the guidance office and drug education prevention coordinator.

NOTE: Federal requirements mandate that parents and students be given a copy of these standards of conduct, the statement of disciplinary sanctions required, and that compliance with these standards of conduct is required by Federal statute and Board Policy.

ANTI-BULLYING AND/OR ANTI-HARASSMENT

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

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

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

Harassment, intimidation or bullying means:

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

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who are responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by and electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal

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from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies to protect a victim and other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

ANTI-HAZING POLICY

BULLYING IN ANY FORM IS NOT PERMITTED. Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

SEXUAL HARASSMENT

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Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedure will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

STUDENT BEHAVIOR

FIGHTING

Students shall not cause the act of hostile bodily contact in or on school property or while in attendance at any sponsored school activity or event.

UNWANTED PHYSICAL CONTACT OR VIOLENCE

A student shall not cause physical injury or behave in such a way or threaten to cause fear of physical injury to any student, members of the certified or classified staff, student teachers, tutors, or visitors to the school system. Students who make serious threats of harm, verbally or written, may be required to attend an assessment and/or counseling before returning to school, following a suspension.

BEHAVIOR GUIDELINES FOR SCHOOL ASSEMBLIES

Expected behavior is the responsibility of all students at all times. Students are to practice common courtesy and remain in their seats. Students who do not maintain expected behavior may receive school discipline and/or lose their privileges to attend school assemblies.

BEHAVIOR GUIDELINES FOR ATHLETIC AND AFTER-SCHOOL EVENTS

All school rules, including guidelines for personal appearance and Board of Education policies are to be followed at all times. Expected behavior is the responsibility of all students at all times. If attending sporting events in the district, no derogatory comments toward players, participants, or officials will be tolerated. Students who cannot behave accordingly may forfeit their privilege to remain at the event. Repeated offenses may result in the loss of the privilege to attend athletic and/or after-school events in the future.

DAMAGE TO SCHOOL OR PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to school or private property. This shall include buildings, grounds, equipment, motor vehicles, or materials at any time while on school property, during a school-sponsored activity, and/or while enroute to or from school or a school related activity. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. (This also includes toilet papering, etc.) Remuneration for the complete restoration of damage will be required (consideration for normal wear and tear granted, etc.), and students may face a suspension from school and all school related activities.

DISOBEDIENCE, GROSS MISCONDUCT

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Defined as persistent disobedience or gross misconduct not otherwise defined. The penalty for the violation of these policies will be decided upon by the Administrative staff. Such action can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, community service, detention, and suspension to a maximum of 10 school days, recommendation for expulsion from school and/or referral to the Juvenile authorities. Furthermore, if a student has not yet participated in end of year assemblies or field trips, including the Washington D.C. trip, his/her misbehavior may result in his/her suspension from such activities.

DISRUPTION OF SCHOOL

A student shall not by use of violence, force, coercion or threat cause material disruption or obstruction to the carrying on of a normal school day. For example, but not limited to, a disruption would include unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes or walkouts, the use of stink bombs, fireworks, the impeding of free traffic to or within the school, etc.

INCITING OTHERS TO VIOLENCE OR DISRUPTION

Students shall not cause by words, acts, or deeds, direct incitement of others to commit violence or a disruption to the atmosphere of order and discipline needed for an effective learning climate. A student shall not cause the act of hostile bodily contact in or on school property or while in attendance at any sponsored school activity.

INSUBORDINATION

Failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel will not be tolerated. Any reasonable request made by authorized school personnel must be promptly complied with by students in a spirit of cooperation and courtesy.

LOITERING

Students shall not loiter at any time on school grounds, in buildings, or adjacent properties.

PROFANE, OBSCENE, VULGAR, OR OTHER IMPROPER LANGUAGE OR MATERIAL

Students shall not display or use improper language, verbally, by gesture, or in writing during any school-related activity.

THEFT

When a student is in possession of an item he/she does not own without permission of the owner, it must be turned in to the office or a member of the staff immediately, or the item will be considered stolen property. This includes book bags, gym bags, purses, items in lockers, such as student lunches, coats, calculators, etc.

ELECTRONIC COMMUNICATION DEVICES

Students are not permitted to use privately owned communication devices (i.e. beepers, pagers, cellular phones, mp3 players, e-readers, tablets, etc.) at any time during the school day or while on school buses. The use of privately owned devices is strictly forbidden AT ALL TIMES in school locker rooms, school restrooms, and other areas

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within the school where privacy can be expected. Electronic devices confiscated for a violation of school policy may be subject to search.

Teachers may allow the use of, and utilize, personal electronic devices for instructional purposes only. This use must occur in class under the strict supervision of the teacher. Once the time for instructional use has ended, students are expected to cease use and put the devices away. Disciplinary consequences will be issued for violations of these expectations as follows:

- 1st Offense: Confiscate device - Parent notified, student retrieves from principal at the end of the day
- 2nd Offense: Confiscate device - Parent Pick Up
- 3rd Offense: Confiscate device - Parent Pick Up - 2 hour Friday Detention
- 4th Offense: Suspension from school

It is important to note that if a student refuses to relinquish a device when asked by a school staff member, the student is subject to skipping steps in the disciplinary progression and additional disciplinary consequences including but not limited to community service, detention, suspension, or the recommendation for expulsion from school.

It is important to note that if a student uses an electronic device to harass, embarrass, intimidate, ridicule, bully, or interfere with the educational process of another student(s), the student is subject to additional disciplinary consequences including but not limited to community service, detention, suspension, or the recommendation for expulsion from school.

CHEATING / PLAGIARISM / ACADEMIC DISHONESTY

1. Students will be taught the definition of plagiarism and the consequences of cheating/plagiarism.
2. When cheating has been accurately identified, the teacher will notify the parent/guardian and an administrator. The student will not receive credit for work that is not his/her own.
3. Incidents of cheating will be considered in the evaluation process for future school awards/honors and/or honors memberships.

CONSEQUENCES OF CHEATING/PLAGIARISM

- 1st Offense: Student receives a zero for the specific test or assignment. Teacher contacts parent.
- 2nd Offense: Student receives a zero for the specific test or assignment. Principal referral for possible further disciplinary action.

FALSIFICATION OF STUDENT DOCUMENTS

Falsifying in writing the name of another person, falsifying times, dates, grades, addresses, or other data is prohibited and may result in disciplinary action.

PERSONAL APPEARANCE GUIDELINES

We believe appearance is reflective of the attitude, behavior, and performance of the student. Our guidelines encourage dressing for success. Parental support is appreciated.

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It is the responsibility of the student to maintain appropriate personal appearance. All clothing shall be neat, clean, practical and modest. The school retains the right to rule against specific items of clothing and general appearance for reasons of safety, health, or disruption of classroom procedure.

Administration reserves the right to determine appropriate adherence of the following:

APPEARANCE WHILE IN ATTENDANCE

1. Outdoor apparel (i.e. hats, coats, jackets) are not to be worn or carried in the building.
2. Shoes must be worn to avoid unsafe and unhealthy conditions. Flip flops, CROCS, slippers, and backless shoes are NOT permitted and may not be worn.
3. TOPS - The torso must be covered.
 - a A student's top must touch the pants or skirt while the arms are raised to shoulder height. The midriff cannot be exposed.
 - b Tank tops, halter tops, see through tops, or tops with spaghetti straps are not to be worn. Modest and non revealing tops are required. Three inches or wider shoulder width is required. The neckline of all tops must not extend beyond the collar bone area. Undergarments should not be visible at any time.
4. Pants - Pajama pants are not permitted. Jeans that are ripped, torn, or have holes above the knee are not permitted. Skirts & dresses must be 3" from top of knee or longer. All shorts must be worn at waist level at all times.
5. Shorts - Shorts may be worn in the months of August, September, May, and June only. Tights, excessively tight shorts, sweat shorts, pajama shorts, or ripped/torn shorts are not permitted. Shorts must extend beyond the fingertips. All shorts must be worn at waist level at all times. Undergarments should not be visible at any time.
6. Clothing with inappropriate pictures, lettering and/or displaying tobacco, alcohol, or drugs are not to be worn.
7. Hair: Hair color will be of natural tone (not blue, purple, pink, etc) Haircuts deemed to be extreme or a distraction (designs cut into hair, shaved mohawks, or hair hanging down in front of eyes) are not permitted.
8. Student-made or printed shirts are prohibited unless specifically approved by the administration
9. Any clothing, jewelry, or other material perceived as being gang related is not to be worn.
10. Pocket chains, facial piercings, and gaged earrings are not permitted.
11. Book bags are not permitted to be carried by students throughout the school day, except to transport books to and from school.

NOTE: All clothing should be moderately fit and worn as it was designed. Students needing accommodations for dress due to medical reasons are required to provide medical documentation and /or conference with school nurse / building principal.

NEW FADS:

Future new fads cannot be spelled out in the Personal Appearance Guidelines. The school reserves the right to amend its dress code at any time to address new fads and trends it feels disrupts the learning environment or school day. Violations of the Personal Appearance Guidelines may result in a warning, having parents bring in proper dress, detention, community service, or suspension.

DRESS CODE VIOLATIONS

| | | | |
|--------------------------|-------------------|-------------|------------------------|
| 1 st Offense: | Home Contact | 5th Offense | 2hr Friday Detention |
| 2 nd Offense: | Morning Detention | 6th Offense | Community Service |
| 3 rd Offense: | Lunch Detention | 7th Offense | Suspension from school |
| 4 th Offense: | Lunch Detention | | |

MISCELLANEOUS

SCHOOL BUS POLICY, RULES, & REGULATIONS

1. Please stand at the designated place of safety, which is 10 feet from the road, while waiting for the bus.
 2. Student should be at stop five (5) minutes before normal arrival time.
 3. Look both ways before crossing in front of the bus upon driver's signal.
 4. Obey instructions and requests of the driver. The bus driver may assign seats.
 5. Be seated immediately upon entering the bus. Remain seated until time to leave the bus.
 6. Conduct yourself in an orderly manner. Loud talk or improper language is not permitted (such as profanity).
 7. Eating or littering is not permitted.
 8. Positively no smoking is allowed. No lighting of matches, or the chewing of any form of tobacco.
 9. No object shall be thrown within or from the bus.
 10. Marking of seats, tampering with parts, damaging of the bus is not permitted.
 11. Windows shall not be adjusted without driver's approval. No part of the rider's body shall extend through the window.
 12. For your own safety, do not disturb the driver through misbehavior.
 13. Accept parent's and principal's bus incident report upon issue.
 14. Continued disorderly conduct or persistent refusal to follow the instruction of the driver presents safety hazards which cannot be condoned and shall be sufficient reason for temporary or permanent removal from transportation service to any pupil.
- State law mandates that there can be no **short term** bus changes. Bus assignment changes may be made for the **entire** school year with written permission from the district bus coordinator.

FIELD TRIPS

Student participants must be held to a high level of personal accountability. In order for participating students to obtain the maximum benefit from the field trip experience and extracurricular activities; these events must proceed in an orderly and safe manner. It is critical that participating students display the ability to be respectful, cooperative, and follow directions. Extracurricular activities often require responsible independent social accountability. Behaviorally at-risk students jeopardize the safety of the entire group. Thus, a student's positive behavioral history, an appropriate level of social maturity, and an acceptable standard of academic performance are prerequisites for students who are members of the participating group. Students who are not meeting grade level expectations may be considered for dismissal from the privilege to participate.

EXTRACURRICULAR ACTIVITY SUPERVISION

Throughout the year McKinley/PMS facilities are utilized for extracurricular activities, such as athletic events and dances for our students. It is not mandatory that students attend these functions and therefore, while there is adult supervision, attendance is not taken. In addition, attendance through the end of the activity is not a requirement and chaperones do not necessarily question students leaving early. Questioning a student is at the discretion of the adult, but not a requirement. Attendance is an agreement and a matter of trust between the student and parent/guardian and not the responsibility of the chaperones.

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Prompt pickup of student at the end of the function is also the responsibility of the parent/guardian.

STUDY HALL

Study halls have been established in order to provide a quiet place for students to read, write, and to study their lessons. In order to give every student an opportunity to take full advantage of this study time, guidelines set forth by the study hall teachers and school must be followed.

LUNCH PERIOD / CAFETERIA EXPECTATIONS

- **Students will be eating in classrooms for the 2020/2021 school year due to Covid-19 adaptations. All previous student behavior expectations remain in place.**

All students are given ample time for lunch. Students must report to the cafeteria at their assigned time. Students are not to leave the school grounds or be in the academic part of the building until they are dismissed from lunch.

The Poland Board of Education participates in a free and reduced lunch program for children unable to pay the full price for meals and milk served at school. Application is to be made through the building principal. The cafeteria monitors are in charge in the cafeteria and students are expected to follow their directions.

The following rules and regulations are to be followed in the Cafeteria:

1. Be seated immediately upon entering the cafeteria and remain in the same seat during the complete lunch period. School personnel reserves the right to assign seating when necessary.
2. Clean up your own eating area.
3. Students who have recess, must bring coats, hats, boots, gloves, etc. when you come to the cafeteria.
5. Students are not permitted to leave the cafeteria without permission from the duty teacher or monitors. Students returning to any room after lunch must have a note from a teacher to be excused from the cafeteria or recess.
6. Chairs are not to be moved from table to table.
7. Combing hair, washing hands in the water fountain, throwing any objects, spitting, loud talking, taking food from students or other poor cafeteria manners are not permitted.
8. Students are to remain seated until excused by the monitors.
9. Loud talking or shouting is not permitted.
10. When the teacher or monitors expect the attention of students, all students are expected to comply.
11. Students are to walk at all times in the cafeteria and when lining up to go out for recess.

Violations of these rules will result in disciplinary actions. Parents will be notified of repeated student misconduct.

PLAYGROUND RULES

- **2020/2021 - Due to Covid-19 restrictions only grades 3 & 4 will have recess time which will consist of a short time to walk, stretch, and socialize from an appropriate social distance. There will not be any use of playground equipment.**

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Our playground time is an opportunity for you to get some exercise, enjoy your friends, and have fun. Good manners are expected at all times. This means respecting others by showing concern for their feelings and caring for their physical safety. You must watch what you say to others. If you do not have something kind to say, it is best not to say anything. You must keep your hands and feet to yourself. Respect must be shown for the school property and the property of others. We must all be careful for our own safety and the safety of others.

Recess Procedures for Students:

1. Remain outside the entire recess, unless permission is given to come inside.
2. Treat others with kindness. Take turns.
3. If a disagreement occurs, try to come to a compromise. If you cannot, please see a recess monitor.
4. Follow adult directions the first time.
5. Keep hands, feet, and objects to self.
6. Use polite language and respectful tone of voice
7. Use all equipment for the intended purpose.
8. Promptly move towards your class lineup area when a staff member blows the whistle for line up and put away any equipment that was used.

Appropriate Recess Play

The following behaviors are not allowed: punching, tripping, tackling, wrestling, pushing, throwing rocks, sand, snow, ice, twisting the swing, jumping from peak of swing, standing on slide or swing, climbing up slide, sliding on ice, or splashing water, or play fighting.

- **Swings:** Only one person to a swing and that person must remain seated. No jumping out of swings.
- **Playset:** Enter all bars from the outside of the structure. If you fall off the bars, rejoin the line. Do not try and jump up and grab the bar again. If *you* can reach the bars, you can play on them. No lifting each other up to reach. Climb up and down the ladders only. Climb on the outside of the ladders only. Students may not hang from the ladders or the top ladder bars. Use entering and exiting patterns in the obstacle area. Walk around crossing areas to avoid being kicked. Straight bars are for pull ups and arm hang only.
- **Gaga:** To make sure that no one gets hurt, there will be one grade level using the “Gaga” Pit per day. Boys and girls can play together. The schedule will be developed by the recess monitor as needed. No pegging or slamming the ball. Only Gaga can be played. Games where students kick or throw the ball really hard are not allowed. The maximum number of children in the Gaga pit is 14.
- **Field Games:** Team games such as soccer and kickball should be played in designated areas.
 - **Soccer:** Line up, wait to be numbered by a supervisor. Choose one goalie per team. The goalie is the only player to use hands; players using hands except for protection will leave the game for remainder of recess. Throw ball back in from where it went out of bounds. Maximum of 10 players per team, others need to wait in line to join when another player leaves. Supervisors determine when the soccer field is in use.
 - **Kickball:** 1. Players must kick in order. Kicking order does not change with each inning. Everyone kicks and then the inning ends. 2. No leading off bases. 3. No stealing bases. 4. No sliding into bases. 5. Ball must be held and touched to the base runner for an out. No throwing the ball at the base runners.
- **Track:** Walking or running in a clockwise direction. Groups must be smaller than 6 students. Watch out for others when running.

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- **Bleachers:** Students can choose to sit on bleachers and talk with their friends. Students may not run, climb, or jump in the bleachers.
- **Off Limits:** No student is allowed in the woods or behind the bleachers. All students must be in the bleachers, on the track in front of the bleachers, the playground zone, or the field zone.

BOOK CARE

A fine will be assessed for damage other than normal use. The fine is determined by the teacher. If a book that has been checked out to you is lost or stolen, you are financially responsible for the replacement cost of that book. For your protection, keep a lock on your locker. The school is not responsible for stolen or lost articles, including books.

CAMERAS

Students are not permitted the use of cameras or any device that reproduces images unless they are previously authorized by an administrator.

GAMES / MUSIC LISTENING DEVICES

Playing cards, hacky sacks, electronic gaming devices, music listening/recording devices and other items classified as toys are not permitted on school grounds.

LOCKERS

Each student, in grades 5-8, will be assigned a locker and are expected to have locks on their lockers. All lockers are property of the Board of Education and may be inspected or searched at any time by the school administration. If necessary, a lock may be cut off in order to conduct a reasonable suspicion search. It is the responsibility of students to keep their lockers clean, free of posters, etc.

CHROMEBOOKS

Middle School students will be issued chromebooks. The Poland Local Schools Acceptable Use policy will be in effect both in school as well as at home when using school issued devices. Parents/ guardians are responsible for care and safety as well as signing off on the chromebook device policy on Final Forms.

SURVEILLANCE CAMERAS

McKinley Elementary and Poland Middle School are equipped with surveillance cameras throughout the school building. These cameras are also equipped with recording devices. Individuals entering the building need to be aware the actions recorded from the surveillance cameras may be used against them in discipline situations.

UNAUTHORIZED PUBLICATIONS

Publications not authorized by the McKinley/Middle School administration and/or the Board of Education are hereby prohibited for any type of possession or distribution during school hours/at school related events or on school property.

GUIDELINES FOR STUDENT DECORATING

This includes posters, pep assemblies, sport activities, Spirit Day, etc.

1. Inside of school or on school property:
 - (a) Students must get permission from the advisor of the activity or adult in charge.
 - (b) The advisor or adult must get permission from the principal on the nature of the activity, decorations, and purpose.
 - (c) All decorations and materials must be approved by the advisor and/or Principal

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- (d) Arrange to remove decorations after the function is completed.
2. There will be no outside of school decorating i.e. homes, businesses, or other.
 3. There will be no decorating of student lockers for students' birthdays. If lockers for a team are to be decorated, all members of that team must be included.

BIRTHDAY CELEBRATIONS

Students are not to celebrate their own birthdays, friend's birthdays, staff birthdays with cakes, balloons, or parties. Also, due to new federal legislation, outside food is not permitted to be brought to school for any type of celebration, party, or holiday.

GUM CHEWING

Gum chewing is prohibited during the school day and at all school sponsored activities. Students caught chewing gum may be referred to the office for disciplinary action.

SCOOTERS / SKATEBOARDS / BIKES

Students are not permitted to ride scooters, skateboards, bikes, or similar modes of transportation to school.

ATHLETICS

Poland Middle School students (Grades 7-8) have an opportunity to participate in the following interscholastic athletic programs during the school year if they meet OHSAA eligibility and the requirements set forth by the Poland Board of Education and Athletic Department:

Boys: Football, Basketball, Wrestling, Track, Cross Country.

Girls: Volleyball, Basketball, Track, Cross Country, Cheerleading

GUIDANCE DEPARTMENT

The guidance department works closely with students, parents and staff members in order to support all pupils with their personal, social, emotional, academic, and career goals. We strongly encourage students and families to reach out to our school counselors at the earliest sign of struggle so that appropriate communication, support, and interventions can be implemented. Students may meet with our guidance counselors at any time by appointment or by filling out a "Student Referral Form for Counseling."

Please refer to the school counselor link on the website for further information.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Poland School District is pleased to make available to students/staff access to interconnected computer systems within the District and to the Internet. In order for the Poland School District to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access.

A student/staff who submits to the school, as directed, a properly signed Policy and Agreement and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year. The user's use of the computer network and Internet is a privilege, not a

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right. The district reserves the right to monitor and inspect email, system use, and internet activity while using the district provided network. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's/staff tenure in the School District.

The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.