

FROM THE PRINCIPAL

Welcome to Ripley Union Lewis Huntington Elementary School. This handbook contains valuable information relative to the total educational program. Your commitment to your child's success is vital to his or her learning and academic progress.

School spirit and a standard of excellence at RULH Elementary School are long standing traditions. As the new principal, I look forward to a cooperative and committed home-school partnership. Parental involvement is encouraged and welcomed. There are countless opportunities for involvement through PTO meetings and committees, volunteering in the classroom (fingerprinting required) and, most importantly, by supporting your child's learning on a daily basis.

Our school welcomes you, and we hope you will always be conscious of the traditions, procedures and staff that make it a great place to learn. I hope that your child has a wonderful and successful school year.

Susan Owens, Principal

RULH ELEMENTARY MISSION STATEMENT

The mission of the RULH Elementary School is to provide a nurturing environment which promotes learning as a lifelong process and develops a supportive community that enable all children to be educated, self-directed and positive citizens that will flourish in a technologically changing, global society.

JURISDICTION

The rules and regulations of this handbook begin when your child boards the bus, enters and exits the school area, and exits the bus in the evening.

PHILOSOPHY

It is the belief of the Ripley Union Lewis Huntington School District that education is a vital part of every child's life. It is further the belief that everyone must be committed to life long learning. The staff at RULH Elementary School is committed to this belief.

RULH SCHOOL BOARD MEMBERS

Joseph Vaughn	President
Teresa Pfeffer	Vice President
Robert Carpenter	Board Member
Glenda Huff	Board Member
Richard Applegate	Board Member

RULH DISTRICT OFFICE

120 Main Street · Ripley, OH 45167 · (937) 392-4396

Charles Birkholtz	Superintendent
Vivian Armour	Treasurer Assistant
Barbara Coleman	Treasurer
Karen Dunn	Executive Secretary
Kristen Kennedy	Fiscal Clerk
Dick Zurbuch	Maintenance Supervisor
Deana Corbin	Transportation Supervisor

RULH ELEMENTARY SCHOOL

502 S. Second St. · Ripley, OH 45167 · (937) 392-1141

Susan Owens	Principal
Joanne Wagner	Secretary
Donna Sutton	Nurse
Thelma Poff	Title Supervisor
Special Services Office	937-392-7036
Kathy Bright	Special Services Supervisor
Janie Klinker	Special Services Secretary

RULH MIDDLE SCHOOL

2300 Rains-Eitel Rd. · Aberdeen, OH 45101 · (937) 795-8001

Michael Kennedy	Principal
Janice Mitchell	Secretary/Nurse
Patricia Gulley	Counselor

RULH HIGH SCHOOL

1317 S. Second St. · Ripley, OH 45167 · (937) 392-4384

Susie Skinner	Principal
Kim Maiberger	Secretary
Angela Gray	Counselor
Donna Sutton	Nurse
Technology Office	937-392-7032

ENTERING AND EXITING THE BUILDING

- **The front doors (US 52), Kindergarten doors (for bus students) and Catherine Street doors will remain locked until 7:30 a.m.**
- Students arriving before 7:45 a.m. must go to the cafetorium and not to the classroom. Students are to report to the cafeteria and a staff member will be on duty at 7:30 a.m.
- If it is necessary for a parent to speak with his/her child's teacher, please make an appointment. **DO NOT** take your child to the classroom. Teachers are not required to arrive until 7:45 a.m. and have students entering their rooms at this time.
- The front entrance (US 52) and the Catherine Street doors will be open until 8:05 a.m. After 8:05 a.m. all traffic in or out of the building must be through the office lobby.
- No student will leave the building without permission from the Principal or Building Secretary. Proper parent notification must be received for a student to leave.
- Dismissal time is 2:55 P.M. **Students who do not ride the bus and are picked up later than 2:55 p.m. will be in the cafetorium.** Parents should park in the Catherine Street parking lot and meet their child at the cafetorium doors.

ADDRESS CHANGES

In the interest of students, it is crucial that the school staff is able to contact parents any time the child is at school. Therefore, it is essential the school have on file each parents' current address and emergency telephone numbers with the proper emergency contacts. When a parent moves or changes jobs, please call the school immediately to update this important information.

SIGNING IN AND SIGNING OUT

All students arriving at school after 8:05 a.m. must sign in at the office on the appropriate form provided. Those leaving before 2:40 p.m. must also sign out on these forms. Signing in or signing out does not excuse a student: it merely helps to keep accurate records for attendance. Students must have a note from home with an excusable reason when signing in or signing out or the student will be considered unexcused. Students must be given permission to sign in and out by the principal or her representative. This includes all students regardless of age. Phone calls or parent's signatures are required.

GRADING SYSTEM

All class work and exams that are graded on a percentage scale can be translated into the following letter scale:

100-92=A

91-83=B

82-74=C

73-65=D

64- 0=F

P=Passing

I=Incomplete

All grades will be reported on report cards as percentage grades, except for pass/fail classes and the awarding of a P in an academic class that the students would have otherwise failed, but the instructor believes has achieved to the best of his/her ability. The above grading scale is subject to change. Parents will be notified if and when changes occur.

Report cards are distributed to students four times a year or every nine weeks. Interims or progress reports will be sent home at the midway point of each nine-week grading period. Grades/progress may also be accessed through Progress Book the Internet-based grading system used by all teachers.

MAKE UP WORK

It is the student's responsibility to arrange for make-up work. Each teacher maintains a system for students to make-up work and it is the student's responsibility to observe each teacher's procedures. Classroom teachers will provide parents with their procedures regarding "make-up assignments" for absences in the grade level handbook.

Student's excused from classes for school approved activities are required to make up work missed. Teachers are required to accept this make-up work.

If a student misses class work due to excused absences, it is recommended that the teacher allow an equal number of days plus one (1) to make up this work.

There will be no makeup work accepted for unexcused absences or days missed for disciplinary suspensions or expulsions.

In case of extended illness, assignments may be requested through the principal's office. Please allow two days for this material to be compiled.

Students may receive an "I" for work not finished during each nine weeks. (In case of an "I", the student has up to two (2) weeks after the assignment.) If the assignment is not completed within this time period, the "I" will be converted to a zero (0). "I" s are

not to be extended beyond a grading period, except in cases of illness or death in the family.

Please give the school a complete day (8:05-2:55) to gather make-up work for your child. We need to know this by 9:00 a.m. in order to contact staff.

PROMOTION/RETENTION POLICY K-4

- Whenever it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific academic needs by the teacher (interim reports, parent/teacher conferences, report cards). Written notification of possible retention will be sent in January and notice of retention will be sent in late April/early May. The final decision on pupil promotion and/or retention will be made with input from teacher, parent and principal.
- In grades K-2 retention will be based on failing/passing grades as well as state diagnostic test. In grades 3-4 retention will be based on failing/passing grades as well as state achievement and diagnostic tests.

The teacher's decision to promote or retain a student in grades K-4 will be considered using the following factors: grade average, reading grade, mental ability, age, physical maturity, emotional problems, social problems, and state achievement and diagnostic tests.

1. A child having failing grades in any academic subjects at the end of each year will have his/her case evaluated by the Intervention Assistance Team (IAT) to determine retention or placement recommendations.
2. Parents must be notified in January of possible retention and by the first week of April by mail if their son/daughter may be retained.
3. In grades K-2 students failing reading may be retained. In grades K-2 failing Math and one other subject may result in retention.
4. Students who fail **Reading OR two major subjects may be retained** (Grades 3-4).
5. Due to the complexity of Special Education and the many units, all children will be evaluated on an individual basis with attention to this policy.
6. Documentary and anecdotal evidence should be available to justify retention.

GENERAL INFORMATION

ACCELERATED READER PROGRAM

This program tracks the books a child reads on his/her own. The *Star Test* is given throughout the year. This test gives the teacher a reading level for each child. The data is used to provide needed intervention. Incentives are given to students who participate in the accelerated reader program.

ACCELERATED MATH PROGRAM

This program is implemented in grades 3-4. Accelerated Math will be included as part of the elementary math curriculum. STAR math tests will be used periodically to evaluate student progress with data used to provide needed intervention.

AFTER SCHOOL PLANS

Definite procedures are followed to assure the safety of children who are released during the day.

- If a student is to be released early, a written parental permission should be sent to the teacher stating the requested time of release.
- If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.
- All parents and visitors are required to check-in at the office and sign out the child. If visiting a classroom, visitor's pass is necessary. Visitor passes are given at the office window.
- Children who wish to go from school to another student's home must contact the Transportation Supervisor at 392-4396. Due to safety concerns, students will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.
- When a child needs to have his/her after school plans changed, please send a note with the child (or use notes supplied). **DO NOT CALL THE SCHOOL TO CHANGE YOUR CHILD'S AFTER SCHOOL PLANS.**

ANTI-HARASSMENT

(Policy #5517; R.C. 4112.02; Revised 6/19/2007)

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and

activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or

effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually on the School District's web site and/or on each individual school's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation.

All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the

suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

ATTENDANCE POLICY FOR RULH ELEMENTARY SCHOOLS

Every child of the age of six (6) to eighteen (18) must attend a school that conforms to the minimum standards prescribed by the Ohio Revised Code and the Ohio State Board of Education, in the district where the child resides for the full time it is in session. The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify the possible missing children and notify the proper adults or agencies.

The following procedures are implemented in accordance with O.R.C. 3321.01 et seq. Their application to all students is done in cooperation with Brown County Juvenile Court and with their added support.

1. A complaint will be filed in juvenile court after 5 consecutive unexcused absences.
2. A complaint will be filed in juvenile court after 12 total unexcused absences.
3. After an excessive amount of **absences (5 parental notes)** a doctor's note will be required.

4. We require that when your son/daughter is absent you call the school office in the morning and report it.
5. It is the decision of the school whether reasons for absences are excused or unexcused. If after two (2) days a note is not received from the parents or legal guardian the day(s) of absence will be unexcused. Students are expected to make-up any missed work whether or not the absence is excused or unexcused in a timely manner. The building administrator has the right to assign the student additional time beyond the school day to complete missed work. **Needed at home is an unexcused absence.**

Tardies: 3 tardies = 1 unexcused absence. Morning tardy bell rings at **8:05 a.m.**

6. Vacation trips and emergency work are not allowed without advance notice, then, limited to only five (5) days. Any parent/guardian requesting special arrangements for such purpose must request it at least 15 days before the date of absence, secure permission from the principal and have arrangements made with all teachers. This can be accomplished by processing the request with the Principal. These days are included in the total allowed per paragraph #1. Students are expected to attend school during count week which is the first week in October and February.
7. If a student arrives at school arrives after 10:00 a.m.; they will be counted a half (1/2) day absent. If a student leaves school prior to 1:00 p.m., they will be counted a half (1/2) day absent.
8. **Early check-out** - Early Checkout is discouraged. Even the last few minutes of the school day are devoted to instruction, important reminders, and a review of homework assignments. Parents are urged to make doctor's appointments after school hours. If it becomes necessary for a student to be dismissed early from school, parents should report to the office and sign their child out. Early check-out is considered when a child leaves between 2:00-2:40 p.m. and is counted as a tardy. Three tardies equal one unexcused absence.
 - All students that leave RULH Elementary during school hours must be signed out.
 - Children will not be released to persons not listed on the RULH Elementary Emergency Medical Form. If at any time you would like to add someone to your child's emergency form, please stop by the school and make the necessary changes.

- We know emergency situations do arise. When this happens, you can call the school and give the name of the person you are requesting to pick up your child. You will be asked a few questions in order to authorize your request (ex: last four digits of social security number of person picking up student). Please note this will *only* be done for an emergency situation.
 - If the secretary at the window is not familiar with the person picking up a child, please do not feel offended if they ask for photo identification & the last four digits of their social security number. This is strictly for the protection of all students!
 - All students will be called to the office and then permitted to leave the school with the person signing out the student. Parents are not permitted to go to the classrooms to pick up a child.
 - We ask parents not to visit the classrooms at the end of the school day, prior to bus calls, as teachers are preparing their students for dismissal. It is important for the teacher to see that every student gets to the correct bus and pick up area. An interruption at this time comprises the teacher’s ability to safely assist the students during dismissal.
- 9.** All attendance records will be thoroughly monitored year by year. Unexcused absences, tardies and general attendance issues will be handled in a continual manner from year to year. If your absence is close to or over the maximum allowed for court action, you may face court action early in the 2010-2011 school year based on your past record.

It is important that all students begin with an excellent attendance record and check the status of your unexcused absences. This policy is approved in action by the Brown County Juvenile Court and will be enforced by our attendance officer.

Legal Definitions under ORC of Truancy

Habitual	Chronic
Five consecutive unexcused absences	Seven consecutive unexcused absences
Seven unexcused absences in a one month period	Ten unexcused absences in a one month period
Twelve unexcused absences in a year	Fifteen unexcused absences in a year

ATTENDANCE REPORTING RESPONSIBILITIES
FOR PARENTS/STUDENTS

1. Parent Calls: Parents should call the office by 8:30 A.M. on any day their child misses school. When the child returns to school, they should bring a note and attach doctor verification whenever possible.
2. If a student misses school, the parent has two days to get a note to the building secretary. Notes will not be accepted after that 2-day grace period and students will be listed as "unexcused". *
3. **NEW POLICY:** The previous elementary K-4 attendance policy allowed 5 parent/notes per semester or 10 per year. The policy has been changed so that all buildings are following the same procedures. Beginning this year, we will allow a total of 5 parent calls/notes per year. A physician's excuse will be required after the 5th absence.
4. In the event that a student suffers from a chronic illness and/or acute long-term illness, special considerations will be made. The building principal must be contacted. Physician notes, makeup work, and other arrangements will be made on an individual basis.

*Note: School officials determine the status of "excused" -vs.- "unexcused". This decision is final and may supercede parent or doctor notes.

BEHAVIOR EXPECTATIONS- POSITIVE BEHAVIOR SUPPORT

We are committed to a high level of student achievement, which can only occur in an orderly environment. The staff at RULH Elementary uses a school-wide positive behavior support system. The system focuses on common language and expectations for all students in common areas such as classrooms, hallways, cafeteria, playground, and restrooms. All expectations were collaboratively developed by the staff based on the school's Positive Behavior Support philosophy.

POSITIVE BEHAVIOR SUPPORT (JAYS)

Just show respect

Always listen and try your best

You should always follow school rules

Smile and be a good friend

These expectations are in place at all times, whether students are in the classroom, a special class, the lunchroom, on the playground, or a field trip.

BOOKS, MATERIALS, EQUIPMENT

Each student should care for textbooks, library books, materials, and equipment. If books/materials/equipment are lost or damaged, parents will be responsible for the payment to replace the item(s).

DAMAGED OR LOST TEXTBOOKS

The pupil will be assessed fines for loss or damage to textbooks. Textbooks are expected to last for five years. The following percentages should be used to determine fines:

New	100% of cost
1-year-old	80% of cost
2 years old	60% of cost
3 years old	40% of cost
4 years old	20% of cost
5 or more year's	\$5.00 fee

BUILDING CARE

Citizens of the Ripley Union Lewis Huntington School District have an investment in our school building. Students and citizens will be able to enjoy this beautiful facility for years to come. Please help us by setting an appropriate example and encouraging all students to care for the building.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

(Policy # 5517.01; Revised 6/19/2007)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off 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, or where an employee is engaged in school business.

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 as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student 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 a teacher or counselor who will be 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.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon 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 or Federal law).

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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. 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.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. **"Cyberbullying"** – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site 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 of students;
- 4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature

on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each

building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

CAFETERIA

RULH Elementary offers a daily school breakfast and lunch program for students. A monthly menu will be sent home with each student. Breakfast will be free to all students and the lunch price will be: **(L-\$1.75-subject to change)** Those who received free/reduced meals last year, will begin the year on free or reduced meals.

TYPE A MEAL STUDENT PRICES FOR 2010-11:

Breakfast:	FREE to all students district wide
	Extra Milk.....\$.30 (subject to change)
Lunch:	K-4.....\$1.75 (subject to change)
	Reduce Price.....\$.40
	Extra Milk.....\$.30

Students will not be permitted to have more than two (2) charged lunches. Students without lunch money who have unpaid charges will be offered an alternative meal. Students may buy a-la-carte items (i.e. ice cream), during lunch but only after first purchasing their lunch from the cafeteria. Students wishing to purchase a-la-carte items must bring money in addition to their lunch money. A-la-carte ice cream will be sold on Friday only.

CAFETERIA RULES

The cafeteria is a place to eat and talk quietly. Students are to go through the cafeteria line with their class in an orderly manner. Good manners are expected at breakfast and lunch. Remind your child to clean up any litter, reporting any spills to a cafeteria

worker. No food is to be taken out of the cafeteria unless arrangements are made by the teacher(s). Students may bring their lunch from home. **BRINGING YOUR CHILD A MEAL FROM A RESTAURANT IS AGAINST FEDERAL REGULATIONS.** Please help us comply with regulations.

Students are not permitted to use the Pepsi machine to buy pop during school hours. The Pepsi machine is strictly for staff use only.

LUNCH

The Board Policy requires a 'closed' lunch. This means that all students eat at school by purchasing a meal from the cafeteria or by bringing lunch from home. Please do not bring your child a meal from a restaurant it is against federal regulations

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES (Policy #5136; Adopted 6/19/07)

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off. Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal: The student is using the cellular telephone or ECD for an educational or instructional purpose with the teacher's permission and supervision.

The use of cellular telephones and other ECDs in locker rooms, classrooms, and/or bathrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be

released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs 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.

CHEATING

When a student is found guilty of cheating, he/she will automatically receive no credit for the work involved. The teacher and/or principal will determine appropriate disciplinary action.

CLASSROOM INTERRUPTION

Our goal at RULH Elementary School is to ensure that all students and teachers are engaged in meaningful instruction during the school day, 8:05 a.m. until 2:40 p.m. Please help us protect the instructional time by abiding by the following guidelines:

- If you need to speak with your child's teacher, please make arrangements to set up a 10-15 minute appointment during the teacher's planning time, before 8:05 a.m. or after 2:40 p.m.
- Teachers are only free to meet with parents during the non-instructional part of the school day. You can also leave a voice mail message, send an e-mail, or write a note to request a conference.
- If you need to give your child a message, homework, lunch money, supplies, etc. the office staff will take care of this for you.

We are asking for your help to protect instructional time and avoid classroom interruptions.

CLOSING FOR INCLEMENT WEATHER

When it is determined by the superintendent that the weather and road conditions are unsafe to the extent that a sizeable portion of the bus routes cannot be traveled safely, school will be closed until conditions improve sufficiently to resume school.

Notification will be made by One Call Now and by announcements over area radio and television stations.

Parents should make advance preparations for children in the event of inclement weather schedule changes. Please listen to local radio and television stations for announcements about school closings, delayed openings or early closings. **AVOID CALLING THE SCHOOL FOR THIS INFORMATION.**

- **2 Hour Delay** – A 2 hour delay will mean that school will begin at **10:05 a.m.** **Doors will open at 9:30 a.m.** **No breakfast is served when observing a 2 hour delay.**
- **Early Dismissal** – Should weather conditions begin to deteriorate during the school day, and it is determined that road conditions are becoming hazardous, school will be dismissed early.

Parents must make arrangements on a form provided to them at the beginning of school regarding the destination of their child if school is dismissed early.

COMPUTERS/LOCAL AREA NETWORK INTERNET USE

Access to computers and technology is a privilege and students are expected to respect equipment, software and/or privacy of other computer users. Students and parents must read and sign the Acceptable Use Policy signifying understanding of their responsibilities as a computer/network user and the software code of ethics. In addition, Internet Use Agreements must be signed before students will be allowed to access Internet services. Once signed the form will be good for the upcoming school year unless parents notify the school there is a change in status. Should students commit any violations, access privileges may be revoked. School disciplinary and/or appropriate legal action may be taken.

CUSTODY/LEGAL DOCUMENTATION

Legal documentation must be filed with the school concerning all custody issues. Parents are to inform the school anytime the custody of a child changes (SB - 140 requires this information). School officials need to see the original and copy court orders pertaining to a child's custody.

- ❖ If a parent has no visitation rights or custodial rights, then a court document must be in place in the office stating the custodial arrangements.
- ❖ If a parent is listed on the birth certificate, they have the right to visit or have the child released to them unless proper documentation is on file to deny that access.

- ❖ Omitting their name from the emergency medical form or verbally denying them access will **NOT** be sufficient.
- ❖ RULH Elementary **will not** interject itself in a custody or visitation dispute between two parents.
- ❖ The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information.

Non-Custodial Parents - a divorce or change in custody does not change the rights of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, stepparents have no rights to records, reports, or conferences unless the custodial parent grants these rights.

DIRECTORY INFORMATION

The Family Rights and Privacy Act provides for directory information to be released without written consent of the student or parent. This school now gives public of the categories of information, which it has designated as a directory with respect to the student.

If you do not want this information published, send a note or letter to the principal's office between August 1 and September 30.

Directory information is defined as the student's name, address, telephone number, and date of attendance, awards received from the school and from the most previous educational institution attended by the student.

EARLY DISMISSALS/2 HOUR DELAY

The 2010-2011 school calendar includes early dismissal & 2 hour delay days for professional development. School will be dismissed early on the following dates:

- August 27, 2010 - Ohio Tobacco Festival – Two Hour Early Dismissal at 12:55 p.m.
- May 31, 2011 – Last Day of School for Students – Two Hour Early Dismissal at 12:55 p.m.

School will be on a Two-hour delay on the following dates:

- Monday, October 11, 2010
- Monday, March 21, 2011
- Monday, April 4, 2011

Classes will begin at 10:05 a.m. on these days.

FALSE REPORTS

The act of falsely reporting incidents, or giving false testimony to school personnel that would seriously affect the welfare of others. This would also include lying.

FIELD TRIPS

Field trips are conducted throughout the school year and are tied to educational experiences students are having in the classroom. To help make this activity worthwhile and rewarding, please adhere to the following guidelines and rules:

1. Students must have a signed permission slip to be allowed to go. The signed permission slip does not remove any liability from the teacher or school.
2. The school reserves the right to deny individual student participation on a field trip due to misconduct at school.
3. Chaperoning parents may not bring younger children and must abide by all school rules and policies.
4. Students who must have an EpiPen administered for bee stings are required to take their EpiPen Kit and physician's order on the field trip. Without the kit, these students may not be allowed to go on field trips.
5. Student can return home with parent if prior arrangements have been made with the school and the parent signs the child out.

We ask that you sign a "permission to walk" at the bottom of the student information sheet and turned in at the beginning of the year to all homeroom teachers. This allows the students to educational fieldtrips locally.

FORGERY

The act of falsely using, in writing, the name of another person, or falsifying time, dates, grades, addresses or other data on school forms, or correspondence directed to the school or its personnel. This would include hall passes and notes from home.

GAMBLING

Gambling between or among students on school property or at school functions is expressly forbidden. Collecting, contributing, and accepting money for doing things that are disruptive to normal school routine would be considered a form of gambling.

GUM CHEWING

Gum is not permitted at school.

HEALTH SERVICES

INJURIES OR ILLNESS AT SCHOOL. Any student who is injured or becomes ill at school should report that fact to the teacher in charge, who will refer those cases needing further attention to the office. A determination will be made if the student is able to remain in school, should be sent home, or needs immediate medical attention. If a decision is made to send the student home, school personnel will make the necessary contacts and release the student. Students will not be permitted to go home unless permission has been obtained from parent/guardian and/or there is a responsible adult at home to care for the student.

Reminder: Hospitals and private doctors will not give emergency medication or treatment or perform any kind of surgery except when the parents or guardian is present. It is very important we are able to locate you at anytime. Please list phone numbers and who may pick up your child when she/he is ill, on the emergency medical form. The information on the emergency medical form needs to be updated and kept current throughout the school year.

ADMINISTERING MEDICATION AT SCHOOL

School personnel will not administer any medication at school unless regular classroom attendance is impossible without medication. When students must take prescription medication at school, the following procedures must be followed.

1. The parent, guardian, or other person having care or charge of the student must submit a written request to school officials that the drug be administered to the student. This is the Parental Authorization and Release Form.
2. The physician who prescribed the medication must submit a written statement (Physician's Request for Administration of Prescription Medication by School Personnel) to school officials that includes all of the following information:
 - a. The name and address of the student
 - b. The school and grade in which the student is enrolled.
 - c. The name of the drug and the dosage to be administered.
 - d. The times or intervals at which each dosage of the drug is to be administered.
 - e. The date the administration of the drug is to begin.
 - f. The date the administration of the drug is to stop.
 - g. Any severe adverse reactions that should be reported to the physician.
 - h. Special instructions for administering the drug, including sterile conditions and storage/refrigeration.
3. The parents, guardian, or other person having care or charge of the student must submit to the school officials, a revised statement signed by the physician who prescribed the drug if any of the information provided by the physician changes.

4. When the school nurse is out of the building or is unable to administer medication at the designated time, the school principal or her designee will administer the prescribed medication and document it.

HOMEWORK

Please read grade level handbook provided by your child's teacher for an explanation of homework expectations. In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, efforts are directed by the teacher to establish uniformity for each grade level possible. Responsibility for homework should gradually increase for grades 1-4.

INTERIM REPORT/PROGRESS REPORT/REPORT CARDS

Interim reports are used by teachers to report student progress during mid-point of a grading period. The purpose of the interim report is to help parents identify the student's strengths and weaknesses and helps the teacher evaluate and plan instruction accordingly. Conferences are encouraged to discuss student strengths and weaknesses and are held on four specific days throughout the school year. However, a parent or guardian may schedule a conference any time by calling the student's teacher and setting up an appointment.

Report cards are issued four times a year at nine-week intervals. Student report cards will be held if fees, lost books and lunch charges have not been paid.

A mid-term report of progress is distributed by mail or sent home with the student each nine weeks. Such reports are mailed home usually the 5th week of the grading period.

INTERROGATION OF STUDENTS

(Policy #5540; R.C. 3313.20, 3319.321; Revised 6/19/07; Revised 9/18/07)

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

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the

student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy [8462](#).

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Investigations of Violations of Law by Law Enforcement Agencies

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

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

In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of his/her

right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy [8330](#)).

LEAVING SCHOOL WITHOUT PROPER PERMISSION

Students shall not leave the school building or school grounds during normal school hours without gaining proper permission through the principal's office. You must be on the early dismissal list or have permission from the principal to leave.

All students arriving at school after 8:05 A.M. must sign in at the office on the appropriate form provided. All students must be signed in or signed out by an adult when entering or leaving at irregular times, but signing in or signing out does not excuse you; it merely helps to keep accurate records for attendance. You still must have a note from home with an excusable reason when signing in or signing out or you will be considered unexcused. You must be given permission to sign in and out by the principal or his/her representative. This includes all students regardless of age. Phone calls or parent's signatures are required.

LIBRARY

Mrs. Vicki Asbury & Ms. Roberta Chamness serve as the supervising librarians for RULH Elementary with Patricia Jones as the on site library facilitator. The library is open daily from 8:10 a.m.-2:00 p.m. Our library hosts a variety of technical resources with online access to the card catalog and circulation system. A collection of books, periodicals, and audio visual materials aid the students in their academic and recreational reading needs.

Accelerated Reader books are a large part of the library collection. The students come to the library once a week for a fifty minute class period. Students can check out two

books at a time. Students are expected to bring their books back each week. A student may not check out a new book until the previous book is returned. If a book is lost or damaged, payment is expected. If you pay for a lost book and then find it and return it to the library, your money, minus a \$5 service charge, will be reimbursed to you. Money will not be refunded after a period of 2 months. Please stop by and tour our library. Mrs. Asbury & Ms. Chamness can be contacted by calling 392-1141.

LOITERING AND TRESPASSING

Willful presence in the school building or on school grounds at times when a student does not have a regularly assigned class or is not involved in regular school activity. Any student returning to school during school hours, after their scheduled classes are over (unless in a supervised activity) must report to the principal's office or be considered in violation of this rule.

LOST AND FOUND

All lost articles should be reported to the office at once and found articles should be returned in to the office.

Please label outer clothing and lunchboxes with your child's name so lost items can be returned to your child. Articles left in the office for one month, without child's name on item, will be donated.

MONEY RAISING PROJECTS

Money raising projects must be school sponsored. Any projects must have prior approval of the principal's office. Under no circumstances are students to sell, trade or buy items at school without the principal's approval.

PARENT/TEACHER CONFERENCES

Conferences are scheduled for the purpose of allowing parents and teachers to talk about the student's progress. Appointment notices will be sent home at least one week in advance of the conference date. We encourage parents to schedule appointment times to meet with teachers. Failure to schedule an appointment could result in unnecessary waiting. We ask that parents please call and leave a voice mail message or send in a note to schedule a conference time.

PETS AND ANIMALS

Pets and animals should not be brought to school without the permission of the teacher and principal. They should be confined in a container safe for both the animal and any person near it. They should be kept in designated areas during the school day. If the animal is brought on the bus, permission must also be obtained from the bus driver.

PORNOGRAPHIC MATERIALS

No student shall possess, edit, sell, or read pornographic materials on school property or at school functions.

PTO MEETINGS

General membership meetings are usually held monthly. The organizational meetings will be held at RULH Elementary School at 7 p.m.:

- Aug. 18th-PTO Back to School Night & First Parent/Teacher Conference - 4:00 P.M.-8:00 P.M.
- September 13, 2010
- October 8, 2010 – “Fall Festival”
- November 15, 2010
- January 24, 2011
- March 21, 2011
- May 16, 2011

PUPIL TRANSPORTATION

(Policy #8600; 9/18/2007)

BUS NOTES: Our students quickly adjust to the dismissal routine established for each of them by the school and parents. If it becomes necessary for you to change your child’s afternoon destination, please send a note in advance. **WE DO NOT ACCEPT BUS NOTE CHANGES BY TELEPHONE.** If you realize during the day that your child’s afternoon destination must change, you must contact the Transportation Supervisor. Students who maintain a regular destination rarely have problems with getting lost or confused. Please make an effort to establish a pattern and maintain it for your child’s sake.

- All notes sent in by parents will be sent to the office where an official **BUS NOTE OR PICK UP NOTE** will be written by the Transportation Supervisor. Please remember – teachers do not write bus notes or pick up notes – the Transportation Supervisor does this – we must have complete information. The secretary or student helper in the office may not be familiar with your child. Please don’t assume they know where you live – always include complete information.

- The following information must be included on all bus notes:
 1. **Date (s)**
 2. **Child's full name**
 3. **Teacher's name & grade**
 4. **Address of child's destination**
 5. **Phone number**
 6. **Parent or guardian signature**
- When a child comes to school without proper transportation arrangements or information, every effort will be made to contact the parent. If a parent cannot be contacted the child will be sent home on their regular bus.
- We do not take the word of a student as to where they are going after school. It is the responsibility of the parent to authorize all transportation arrangements.
- Excessive problems with bus notes will constitute a conference with the parent, the principal and the transportation supervisor.
- Due to safety precautions, bus note changes will not be taken by telephone. If you need to pick up your child at the end of the day, please come to the office before 2:00 and the secretary will make the arrangements for you.
- If during the day, you realize that your child's afternoon destination must change, you will need to bring a signed and dated note to the school secretary.
- Students who maintain a regular destination rarely have problems with getting lost or confused. Please make an effort to establish a pattern and maintain it for your child's sake.

MISBEHAVIOR ON SCHOOL BUS: Misbehavior on a school bus which directly or indirectly violates any of the rules on discipline or which causes a problem with safety on the school bus may subject the student to either suspension or expulsion from school, bus, or both.

PUPIL TRANSPORTATION (Policy #8600; 9/18/2007)

The Ripley Union Lewis Huntington Local Board of Education will provide bus transportation for all students who are eligible to be transported. This includes students who participate in the vocational programs, special programs and co-curricular/extracurricular programs when required. Students are encouraged to ride to and from vocational programs on buses provided by the Ripley Union Lewis Huntington School District.

Legal References: ORC 3327.01 ET seq. OAC 3301-83-01 ET seq.

STUDENT CONDUCT ON SCHOOL BUSES

Although the Ripley Union Lewis Huntington School District furnishes transportation in accordance with State Law, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any students.

Regulations regarding conduct on school buses, safety instruction for grades program, will be approved by the Board and made available to all parent(s)/guardian(s) and students.

Legal References: ORC 3313.66; 3319.41; 3327.16(B)

STUDENT CONDUCT ON SCHOOL BUSES/REGULATIONS

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

A. Students will:

1. Be careful in approaching bus stops-walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule. Drivers are not to wait for tardy students when they are on schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom. Parent(s)/guardian(s) may request deviation from this rule in writing only. Requests will be directed to the Building Principal and approved only in accordance with established procedures.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving. Moving from seat to seat, pushing, jostling, throwing articles, or creating any disorder or distraction impeding safe operation of the bus is prohibited.
5. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Not engage in loud talking, laughing or use of profane language. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
8. Be courteous to fellow students and to the bus driver.

9. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts are unnecessary. Parent(s)/guardian(s) will be responsible for any damage to a bus by their children.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not use tobacco or tobacco products on the bus.
12. Students must not have alcohol or other drugs in their possession on the bus except for prescription medication required for a student.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students may carry on the bus only objects that can be held in their laps unless otherwise authorized by the bus driver.
15. Students must not have firearms, ammunition, explosives, animals (dead or alive), glass containers or any other dangerous materials or objects on the bus.
16. Students are to observe quiet at all railroad crossings or during any other time specified by the bus driver.
17. Remain seated until the bus stops to unload. Standing while the bus is moving will not be permitted. Wait for signal from the bus driver and then cross the road at least ten (10) feet in front of the bus.
18. Students must leave or board the bus at locations to which they have been assigned. The Transportation Supervisor will authorize deviation from this policy only through written parental request and authorization.

B. Discipline

When discipline problems with individual students arise the following procedures should be applied:

1. The driver should handle the problem himself/herself, if possible.
2. When the driver is unable to solve the problem, he/she should report it to the Bus Supervisor. The disciplinary disposition of the case will be by the Principal of the school.
3. Cases that cannot be solved through the courses outlined above will be referred to the transportation supervisor and then to the Superintendent.
4. Students waiting at a school for pickup will be the joint responsibility of the administrator of that school and the school the student attends.
Students should arrive at pickup points no more than ten (10) minutes prior to the scheduled time of the arrival of the school bus.

Legal Reference: ORC 3313.66; 3313.161; 3319.41

State Minimum Standards: OAC 3301-35-03 (G)

Students are not permitted to get off the bus other than at their stop unless a note is written and signed by the parent requesting the change and the note is presented to the office before school and is approved by the principal.

Students who miss their regularly scheduled bus because of school sponsored activities, athletics, detentions, or other reasons, may not ride other buses without the principal's permission. Bus transportation is provided to students as a convenience to parents and is a privilege. Students are expected to follow all school rules while on the way to and from school.

SCHOOL FEES

1. A \$15.00 supply fee and a \$5.00 Technology fee are required for **ALL STUDENTS** grade K-4.
2. Grade reports will be held until all fees are paid. These include library fines, lost books, and lunch charges.

SEARCH AND SEIZURE

(Policy #5571; R.C. 3313.20; U.S. Constitution, 4th Amendment)

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

SEXUAL MISCONDUCT

Necking, petting, kissing, or other forms of public display of affection will not be allowed. This rule applies at all times while on school property and on any Ripley Union Lewis Huntington owned vehicles.

SKIPPING CLASS

A student who does not attend a class, lunch, homeroom, or other assigned area, while remaining on school grounds. Punishment will be at the discretion of the principal.

STUDENT CONDUCT CODE

I. CONDUCT CODE:

Just as the national and state governments are charged with the responsibilities of adopting rules and regulations for all people to follow, schools must adopt rules and regulations for students to follow. The following rules and regulations, may result in Friday Detention, suspension, expulsion, or corporal punishment.

II. HOW THE STUDENT CONDUCT CODE WILL BE ENFORCED:

There will be five primary types of discipline used.

- 1) Immediate Suspension: which means the student would be removed from school immediately, after being given a proper hearing.
- 2) Detentions: Lunch Detentions will be used mainly by the classroom teachers for minor violations that they do not wish to report to the office as a matter of official record. Detentions will be served at the teacher's discretion.
- 3) All Day Detentions: The principal will assign all day in school detention. The students will be located in an isolated setting for the entire day. They will not participate in lunch or recess with the other students. Lunch will be served to them in the all day detention room.

III. STUDENT CONDUCT CODE RULES:

Violation of the following rules will in most cases result in immediate suspension or expulsion, following proper due process.

Rule 1 - Disruption of School: A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated incorrigibility cause material disruption or obstruction to the education process or the normal school routine. Some examples of disruption (but not limited to) would include unusual dress (see dress code), bomb threats, the setting off of fire alarms, strikes or walk outs, the use of stink bombs, the impeding of free traffic to or from school, the use of fireworks.

Students threatening other students, staff members or school property will be dealt with severely. If the threat is taken seriously, law enforcement officers will be called, charges in Juvenile Court may be filed and the student may be suspended and expelled.

Rule 2 – Damage of School Property: A student shall not cause or attempt to cause damage to private property on school premises, at any school activity on or

off school grounds. Furthermore, students shall not damage or attempt to damage the property of school employees at any time.

Rule 3 – Assault (Physical and/or Menacing and Fighting): A student shall not cause physical injury or act or behave in such a way as could cause physical injury to another student, teacher, visitor, or other employee of the school district. No student shall knowingly cause another student to believe that he (the offender) will cause serious physical harm to the person or property of another student or school employee or visitor. (Fighting, bullying or threats would come under this rule).

Rule 4 - Dangerous Weapons and Instruments: In accordance with the Gun-Free Act, students are prohibited from bringing, possessing, or using any weapon on school property, in school vehicles, or at any school sponsored activity. Students who violate this policy will be subject to expulsion or removal from school for a period of not less than one year. The Superintendent shall have the authority to modify this expulsion on a case-by-case basis.

The definition of weapon shall include, but is not limited to firearms, rifles, shotguns, knives, explosives, poisonous gas, or any form thereof or paraphernalia associated with such weapons or looks like a weapon.

Legal reference: 20U.S.C. 3351, 18 U.S.C. 951, R.C. 3313.66, R.C. 3313.662

Rule 5 – Tobacco, Narcotics, Alcoholic Beverages, Look-A-Like Drugs and Drugs: A student shall not possess, sell, use, transmit (give to another student), conceal or be under the influence of narcotics, alcoholic beverages, drugs, mind-altering substances such as glue, etc. Also, included in this rule is any look-a-like drug, as covered by Am. HB 535 amended section 2929.01, and enacted section 2925.37, O.R.C. to prohibit making, selling, and possessing counterfeit drugs and related tools. Over-the-counter medications are also included in this rule.

Any student who has a legal prescription drug must report this fact to the office and have permission from their parent, their doctor, and the school principal, in order to take it at school and then, it must not be taken in dosages other than that prescribed by the doctor. When prescription drugs are taken in excess, the same rules apply that apply to illegal drugs. The proper forms can be picked up in the school office. All medications are kept in the office and dispensed by the nurse or the nurse's delegate. See prescription drug policy in handbook. (Smoking comes under this rule also).

For any use or possession of tobacco, including, but not limited to cigarettes, snuff and chewing tobacco a suspension will result.

A strong smell of fresh tobacco smoke on the body and breath of a student will be considered reasonable cause to suspend.

If damage is done to the building through the use of tobacco products, the above "second offense" punishment will be administered and restitution and/or cleaning will be required. Example: Removal of snuff stains from carpet.

“Look-A-Like” drug provisions: “Counterfeit controlled substance” is defined in the following ways: 1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademarks authorization; 2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; 3) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or the marking, labeling, distribution, or the price for which it is sold or offered for sale.

The following penalties relate to the making, selling, and possession of counterfeit drugs:

- possession of a counterfeit controlled substance – misdemeanor of the first degree, if second offense a felony of the fourth degree.
- making, selling, offering to sell or delivering any known counterfeit controlled substance; making possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) – a felony of the fourth degree for a first offense, a felony of the third degree for subsequent offenses.
- selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) – a felony of the third degree, and a felony of the second degree for subsequent offenses.
- representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) – a felony of the third degree, and a felony of the second degree for subsequent offenses.
- falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) – a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

A controlled substance is defined as a drug, compound mixture or substance included in Schedule, I, II, III, IV, V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

Violation of rules 6-12 will result in the following punishments

Suspension with counseling specifications.

In some cases, grades K-2 will be dealt with differently from grades 3-4.

Rule 6 – Insubordination: (Defined as – unwilling to submit to authority or disobedient) A student shall not disregard or refuse to obey reasonable directions or instructions given by school personnel, (administrators, staff, teachers, substitute teachers, teaching assistants, bus drivers, kitchen, office, and custodial staff), while the student is under the authority of the school. **REPEATED VIOLATION OF ANY MINOR RULE, DIRECTIVE, OR DISCIPLINE PROCEDURE SHALL ALSO CONSTITUTE INSUBORDINATION. REFUSAL TO SUBMIT TO CORPORAL PUNISHMENT CAN IS CONSIDERED INSUBORDINATION.**

Rule 7 – Disrespect: No student shall at any time show a lack of respect to any teacher, administrator, staff member or another student. Examples of this offense could be making disparaging remarks; being outwardly sarcastic, or saying things to achieve a derogatory effect. Violation of this rule in regard to substitute teachers may result in a more severe penalty.

Rule 8 – Violation of the Law: A student shall not violate any law or ordinance, when the student is under the authority of the school or its personnel. This would not only result in suspension or expulsion but it would also cause the school to refer the student to the proper legal authorities.

Rule 9 – Frightening, Degrading, or Disgraceful Acts: A student shall not engage in any act which frightens, degrades or disgraces, or tends to frighten, degrade or disgrace fellow students, visitors, school personnel, law enforcement officials, etc. by written, verbal, or gesture means.

Rule 10 – Profanity and/or Obscene Language: A student shall not use profanity or obscene language either written or oral, in communicating with any school personnel, other students or visitors. (Visitors would include anyone not in the school personnel or student classification). Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

Rule 11 – Theft: A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. This may result in immediate suspension, depending on the severity, circumstances, etc.

Rule 12 – Distribution of Unauthorized Printed Materials: Any printed materials that are distributed at school must first be “checked” or “cleared” through the office. Material that would degrade, disgrace, or be offensive would not be allowed.

STUDENT HAZING

(Policy #5516; R.C. 2307.44, 2903.31, 3313.661; Revised 6/19/2007)

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.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

IV. SUSPENSION, EXPULSION, EMERGENCY REMOVAL

SUSPENSION

1. The principal or superintendent may cause the suspension of a student from school for offenses are detrimental to the discipline and operation of the school or potentially dangerous to the well being of the school. No

suspensions are to exceed (10) ten days. Such suspension shall occur only after a student has been notified of the incident and given notice of the specific charges against him.

The student will be given written notice of the specific charges on the official school form of intention to suspend the reason(s) therefore, and the right to be heard informally regarding the charges. If it appears that the student may be suspended from school, he will be given a NOTICE of Intended Suspension. (Intent to suspend does not necessarily mean that the student will be suspended, it means that he is being considered for suspension, pending the final outcome of the hearing). This hearing may take place immediately and the parents or guardians do not have to be present.

If, as a result of this hearing the decision has been made to suspend the pupil, the parents or guardians and the Clerk of the Board of Education must be notified within twenty-four (24) hours. This notification must include the specific charges made against the pupil and explanation of his right to request a formal hearing with the local superintendent to appeal the principal's decision.

2. If a formal appeal hearing on a student suspension is requested, the local superintendent's office should be contacted to set up a time and place for this hearing. This hearing shall be conducted in an impartial manner. Students may be represented at the appeal hearing. (It should be noted that the suspension hearing is not an adversary hearing and the student has no right to legal counsel at this administrative level).
3. Students who are suspended or expelled or removed from class will not be allowed to make up missed class work or participate in curricular or extra-curricular activities.
4. If the principal's decision is reversed by the superintendent, or (in expulsion cases by the Board), the student's records shall be cleared (expunged) of this offense and he shall be allowed to make up all work missed and have all days of absence, during this suspension, erased from his record.
5. Copies of all correspondence pertaining to the out-of-school suspension of student's from school shall be forwarded promptly to the superintendent and the clerk/treasurer of the Board of Education. Further copies of such correspondence shall be placed in the student's permanent record.
6. **Emergency Removal from a Class, an Activity or School:** There are times when it is necessary to remove a pupil from curricular or extra-curricular activities because his presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to

suspension or expulsion. The conditions under which a student may be removed are as follows:

a. Who may remove a student:

1. The superintendent, principal, or assistant principal may remove the student from the premises, curricular or extra-curricular activities without advance notice.
 2. A teacher may remove a student from curricular or extra-curricular activity under his supervision. (Advance notice is not required). During regular school hours, the pupil who has been removed must report to the principal's office and remain there until matter has been properly resolved. After school hours, a student who remains on the premises after being removed from an activity would be in violation of Rule #25 of the Student Conduct Code pertaining to loitering. If a teacher makes an emergency removal, his reasons **MUST** be submitted to the principal **IN WRITING** as soon after the removal as practicable.
 3. Any school personnel may order a student to leave the school premises after school hours when the student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered to be a formal removal from a curricular or extra-curricular activity and does not require notice or a hearing.
- b. A due process hearing must be held within 72 hours after removal is ordered.
1. **WRITTEN** notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
 2. The person who ordered or requested the removal **MUST** be at the hearing.
 3. If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used. (i.e. 2 hours notice of suspension to the parents or guardian, right to appeal, etc.)
- c. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given **WRITTEN** reason for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
- d. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for less than 24 hours and is not subject to further suspension or expulsion in the due process (rights to a hearing, etc.) **DO NOT APPLY**.

- e. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

EXPULSION

1. Only the superintendent may expel and only for the same reasons as outlined in the Student Conduct Code for suspension and expulsion.
2. The superintendent must give the pupil AND his parent or guardian written notice of the intended expulsion. The notice and subsequent hearing must contain the following provisions:
 - a) The notice is to include reasons for intended expulsion.
 - b) The pupil and parent or representative has the opportunity to appear on request before the superintendent or his designee to challenge his action or otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event pupil and parent choose not to have a hearing.
 - c) The notice is to state the time and place to appear, and **must not** be less than **three** days nor later than **five** days after the notice given.
 - d) Within 24 hours of the expulsion, notify the parent/guardian, or custodian of the pupil and the Clerk of the Board of the action to expel.

The notice must include the reasons for the expulsion and the right of the student, parent or custodian to appeal to the Board of Education; the right to be represented at the appeal and to request the hearing to be held in executive session. The Board of Education may hold a hearing in executive session but must act upon the expulsion only at a public meeting. The Board may, by a majority vote of its full membership, reinstate a student.

Appeal to the Board of Education

1. A student or his parent or custodian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or its designee. (In suspension cases the designee would be the superintendent). Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board in order to be heard against such suspension or expulsion. (Note that a suspension hearing is not an adversary hearing and the student has no "Right" to legal counsel at this administrative level).
2. A verbatim, word for word, record is required. (This may be a tape recording, etc.)

3. No particular procedure for the hearing to follow is required.
4. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in “public” session.
5. The decision of the Board is further appealable to the Court of Common Plea under O.R.C. 2506.
6. There is no time limit regarding a request for an appeal to the Board of Education. It is assumed that the appeal will be set at the discretion of the Board.

Student Grievance Procedures

A grievance is a means by which a person may seek redress to a situation, which has arisen from the lack of compliance with the application or the misapplication of written rules, laws, regulations or policies.

A grievance may be initiated by a student or his/ her parents or guardian. If a person desires to initiate a grievance, the established grievance procedure must be followed. Failure to follow the procedure set forth below shall result in the loss of the use of the grievance procedure. During the summer months between academic years, the term “school days” shall refer to days when the District administrative offices are open for business.

The following procedure is to be followed by a person filing a grievance. However, if the grievance alleges misconduct of a staff member, the student shall have the option of presenting the grievance directly to the Building Principal at Level 2. If the person named in the grievance is the Superintendent, the grievance may be advanced directly to level 4.

LEVEL 1:

The person initiating the grievance must meet informally with the person who initiated the action upon which the grievance is based. The meeting must take place within three school days after the action was taken. The person shall review his/her action and shall inform the grievance as to his/her decision within three school days. If the grievant is not satisfied with the decision, he/she may carry the grievance to Level 2. If the person named in the grievance is the Principal, the grievance may be advanced directly to Level 3.

LEVEL 2:

A written grievance must be sent to the Building Principal within three school days after the decision was rendered in Level 1. A formal meeting shall be held within five school days of the receipt of the grievance. Those present at the meeting shall include the grievant and the person named in the grievance. Both parties have the right to have a person of their choosing present at the meeting. The Principal shall hear and consider any presentation or argument(s) offered by

the grievant and the person named in the grievance. The Principal, within three school days following the meeting, shall issue a written decision on the grievance. The decision shall include reasons or supporting criteria upon which the decision is based. A copy of the decision shall be given to all parties to the grievance. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 3.

LEVEL 3:

Within three school days after the decision is rendered in Level 2, the grievant must present his/her grievance in writing to the Superintendent. A hearing shall be scheduled within ten school days. Those present at the hearing shall include the grievant and the person named in the grievance. Each party has the right to have a person of his/her choosing present at the hearing. The superintendent shall hear arguments of both parties. Witnesses may be called to testify on behalf of either party. The Superintendent shall issue his/her decision in writing within five school days following the conclusion of the hearing. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 4.

LEVEL 4:

Within three school days after the decision is rendered at Level 3, the grievant must present his/her grievance in writing to the office of the Superintendent for a review by the Board of Education of the decision within 30 calendar days after the grievance is received. The Board, at its discretion, may hold a hearing or may rely on the records and previous findings in reaching its decision.

STUDENT DRESS CODE

Dress code guidelines are designed to create a good atmosphere for our school, with emphasis on building respect and pride in the individual. It is felt that students who take pride in their appearance and behavior create a more positive learning environment. In this vein, we are adopting the following guidelines.

1. Shirts are expected to cover from the shoulder to the waist, cover navel; halters are not allowed. Muscle shirts are not allowed. Shirts that button can have no more than the top two buttons unbuttoned. Arm openings in sleeveless shirts may not hang loosely underneath the arm. No clothing with large armholes or bare midriffs will be allowed.
2. Wearing apparel should not contain obscene pictures, writings, or suggestions. There should be no illusion to drugs, alcohol, tobacco, sex, or any illegal or immoral activity.
3. Shoes are to be worn by all students while on school grounds. **HEELIES ARE NOT PERMITTED.**
4. Clothing with extensive holes will not be allowed.

5. All students will exercise sound hygiene practices, clean body, hair and clothing.
6. No headgear of any kind (hats, bandanas, scarves, sun visors, toboggans, caps, etc) is to be worn in the building.
7. Skirts and shorts should be a modest and reasonable length. Shorts must come to the lower 1/3 of the thigh.
8. The school administration has the authority to make final interpretation of the dress code.
9. **Sagging Pants:** Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
10. Wearing flip flops is strongly discouraged due to safety issues.

Generally, dress shall be clean, neat, moderate, and in good taste. Dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, damages school property; or is blatant sexual exhibitionism, shall be prohibited. Administrative guidelines will be developed and contained within the Student Code of Conduct.

Where there is a violation to the above guidelines, the parent/guardian will be called and consulted. If the parent/guardian is not satisfied with the Principal's decision, he/she may consult with the Superintendent of Schools, and then with the Board of Education.

Legal References: ORC 3313.66; 3313.661

State Minimum Standards: OAC 3301-35-03 (G)

TELEPHONE USE

The office phone is for official school business. Incoming calls are received in the school office in an emergency. Students will not be called from classes to answer the phone. In order to protect instructional time, all phone calls to teachers will be directed to the teacher's voice mail. Teachers check their voice mail during the day and will return your call during their planning time or after school. Students will not be called from classes to answer the phone.

TESTING

Preparation for the Ohio Achievement Testing is very important. Students will be taking a standardized assessment in reading and math in the third and fourth grades. We will inform you as the year progresses about passage requirements.

TEXTBOOKS

All basic textbooks are issued without a charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement or repair fee.

TOYS AND EQUIPMENT

Students should not bring toys or equipment to school. If such items are brought to school, the student assumes full responsibility for the item. Any toys brought for use at recess or in class projects must be kept in designated areas until time for their use. The principal or teacher may confiscate these items if they are interfering with the educational process or the school atmosphere.

VISITORS

Parents and citizens of the Ripley-Union-Lewis-Huntington School District are welcome to visit at all times. All visitors must use the front doors by the office. Student visitors from other schools are not permitted.

- We ask that you sign in at the office and get a **VISITOR'S PASS**.
- Anyone in the school without a visitor's pass will be asked to go to the office to sign in and get a visitor's pass.

VOLUNTEER PROGRAM

- We are looking for concerned and dedicated adults who are willing to give some of their time, talents and energy for the benefits of students.
- We need volunteers to work directly with the children on a tutorial type basis. We need others to assist in non-instructional types of activities such as helping teachers with classroom jobs, doing clerical work for staff or helping in our library.
- Your volunteer service can be on a regular basis, depending on the amount of time you have to give.
- If you would like to be a member of the volunteer team at RULH Elementary, please contact Mrs. Poff at 392-1141 Extension 1217.

WITHDRAWAL FROM SCHOOL

If your child must be withdrawn or transferred from school, please notify the office in writing a week prior to the withdrawal to provide an opportunity for completion of school records and a check of property accountability (textbooks, library books, etc.).

Ripley Union Lewis Huntington School District 2010-11 Calendar

Wednesday	August 18	New Staff Orientation--New Teachers—P/T Conference—Open House	4:00 – 8:00
Thursday	August 19	RULH Opening Day -- Staff Work Day	
Friday	August 20	County In-service @ TBA – ½ day (am)	
Monday	August 23	First Day for Students	
Friday	August 27	2 hr. early dismissal – Ohio Tobacco Festival	
Monday	September 6	Labor Day	No School
Monday	September 20	Elementary School P/T Conference	5:00-8:00
Wednesday	September 22	High School P/T Conference	5:00–8:00
Thursday	September 23	Middle School P/T Conference	5:00-8:00
Friday	September 24	Staff In-service Day (waiver pending)	No School
Monday- Friday	September 27 – October 1	Brown County Fair	No School
Monday	October 11	Staff Professional Development - 2 hr. delay	
Friday	October 29	End of First Grading Period	44 45.5
Monday	November 1	Second Grading Period Begins	
Tuesday	November 2	Election Day – Staff In-service Day & grading (waiver pending)	No School
Wednesday	November 24	(Comp. Day) – P/T Conferences	No School
Thursday- Friday	November 25 - November 26	Thanksgiving Vacation	No School
Tuesday	November 30	Middle School P/T Conference	5:00-8:00
Wednesday	December 1	High School P/T Conference	5:00-8:00
Thursday	December 2	Elementary School P/T Conference	5:00-8:00
Friday	December 10	Staff In-service Day (waiver pending)	No School
Wednesday – Friday	December 22- December 31	Christmas Break	No School
Monday	January 3	Students return	
Friday	January 14	End of Second Grading Period	45 45
Monday	January 17	Martin Luther King Jr. Day -- Holiday	No School
Tuesday	January 18	Begin 3 rd Grading Period – Staff In-service & grading (waiver pending)	No School
Tuesday	February 15	Middle School P/T Conference	5:00-8:00
Wednesday	February 16	High School P/T Conference	5:00-8:00
Friday	February 18	(Comp. Day) – P/T Conferences	No School
Monday	February 21	President's Day -- Holiday	No School
Friday	March 18	End of Third Grading Period	43 43
Monday	March 21	Begin Fourth Grading Period--Staff grading 2 hr. delay	
Thursday	March 24	Elementary School P/T Conference	5:00-8:00
Monday	April 4	Staff Professional Development - 2 hr. delay	
Thursday – Monday	April 21- April 25	Spring Break	No School
Tuesday	April 26	Students return	
Sunday	May 29	Graduation	
Monday	May 30	Memorial Day	No School
Tuesday	May 31	Last Day for Students – 2 hr. early dismissal	
Wednesday	June 1	In-service Day – Staff works ½ day (am)	48/180 48.5/182

Note: If additional calamity days are necessary they will be June 1, 2, 3, etc. Two instructional days are scheduled as comp days for PT conferences (11/24 and 02/18).

(Please detach this page and return to school)

**ACKNOWLEDGEMENT
AND
UNDERSTANDING
OF STUDENT HANDBOOK**

I/we acknowledge that I/we have received a copy of the Ripley Union Lewis Huntington Elementary Student Handbook for the 2010-2011 school year. I/we have read the Student Handbook and agree to its contents.

STUDENT: _____ DATE _____

PARENT: _____ DATE _____

_____ DATE _____