



**Waynesville Elementary School**  
**Student Handbook 2026-27**



# WAYNE LOCAL SCHOOL DISTRICT

## 2026-27 SCHOOL CALENDAR

BOARD APPROVED 4/20/25

August 2026				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**Summary**

Quarter	Start Date	End Date	Days
Q1	August 18	October 16	41 days
Q2	October 19	December 18	41 days
Q3	January 5	March 12	46 days
Q4	March 22	May 26	47 days

**2-hour Release each Quarter:**

Friday, October 16, 2026
Friday, December 18, 2026
Friday, March 12, 2027
Wednesday, May 26, 2027

	8/17 - 8/19/2026 - K-5 Readiness Assessment
	8/17/26 - All staff report to work
	8/18/26 - All day orientation for 2nd & 4th
	8/18/26 - First day for 6th - 12th grades
	8/19/26 - All day orientation for 1st, 3rd, 5th
	8/20/26 - 1st - 5th graders in session
	8/21/26 - First day for Kindergarten
	8/24/26 - First day for Preschool
	Staff In-Service Days
	Teacher Professional Days
	No School - Holiday
	No School - Break/Day Off
	No School - Conference Exchange Day
	5/16/2027 (Sunday) Graduation
	5/26/2027 Last Day of School for Students

CONFERENCE DAYS (K - 5TH GRADE)		CONFERENCE DAYS (6 - 12TH GRADE)	
Oct. 8	4:00 pm to 7:00 pm	Oct. 8	4:00 pm to 7:00 pm
Oct. 9	9:00 am to 2:00 pm	Feb. 11	4:00 pm to 7:00 pm
Feb. 11	4:00 pm to 7:00 pm	Mar. 4	4:00 pm to 7:00 pm
Mar. 11	4:00 pm to 7:00 pm		

Orientation for 6th, 7th & 8th In/Or High Students on 8/17/2026 from 7:00 am - 8:00 am  
 In/Or High School Open House for Grades 6 - 12: 8/24/2026 6:00 pm - 8:00 pm

Elem. Open House for PK, Kindergarten, 2nd, & 4th Grade: 8/18/2026 5:00 pm - 7:00 pm

Elem. Open House for 1st, 3rd, & 5th grade: 8/17/2026 5:00 pm - 7:00 pm

Staff Professional Day in evening - Nov 12th

Welcome to Waynesville Elementary School. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Anna Garafolo, **Principal** [513-897-2761 ext. 2006]

Julie Gray, **Vice Principal** [513-897-2761 ext. 2009]

Charnelle Bees, **Guidance Counselor** [513-897-2761 ext.2005 ]

Stephanie Ghantous, **School Psychologist** [513-897-2761 ext. 2104]

Haley Carlin, **Administrative Assistant** [513-897-2761 ext. 2001]

Omalee Stephenson, **Enrollment Coordinator** [513-897-2761 ext. 2000]

Kevin Wright, **Student Services Director** [513-897-2776 ext. 3126]

[ ] Approved by the Board of Education on \_\_\_\_\_

[ ] Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on \_\_\_\_\_.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

This handbook includes important information about your rights and responsibilities as a student. It is important that you and your parent or guardian take time to read it and become familiar with what it says. Please keep it in a place where you can easily refer to it throughout the school year.

This handbook can help answer questions and prevent confusion if concerns come up. If you have a question that is not answered here, please contact your building principal. You can find your principal's name in the Staff Directory section of this handbook.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2026. If any of the policies or administrative guidelines referenced herein are revised after this date, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website. To access these documents, go to Departments, Board of Education, and then select BOARD DOCS.

## **MISSION**

**The mission of Wayne Local Schools** is to, in partnership with the community, develop the intellectual foundation for beneficial life-long learning, the necessary values for success, and the appropriate skills to be an informed, responsible, productive, and adaptive citizen. **The vision of Wayne Local Schools** is to provide the highest quality education, in a diverse student population, with compassion and excellence in all we do.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as

place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) while at school or a school activity should immediately contact the School District’s Compliance Officer(s):

**Compliance Officers**

Anna Garafolo  
Elementary School Principal  
513-897-2761  
659 Dayton Road  
Waynesville, Ohio  
agarafolo@waynelocal.net

Chip Will  
Middle/High School Principal  
513-897-2776  
735 Dayton Road  
Waynesville, Ohio  
[cwill@waynelocal.net](mailto:cwill@waynelocal.net)

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

**SCHOOL DAY**

Full Day for Students:

Grades 1-5	8:35-3:32	
Grades Pk-K	AM 8:35-11:27	PM 12:40-3:32

**STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student’s behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, email or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students are expected to arrive at school on time and ready to learn each day.

If your child will be late or absent, please notify the attendance secretary by 9:00 am. You can do this by emailing [hcarlin@waynelocal.net](mailto:hcarlin@waynelocal.net) or calling [513]897-2761 extension 2001.

### **STUDENT WELL-BEING**

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file with the School office. These forms can be found by utilizing the Final Forms portal

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

### **INJURY AND ILLNESS**

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

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

Students who are sent home with fevers are required to be fever free for 24 hours prior to returning to school.

**SECTION I - GENERAL INFORMATION**

**ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. an original birth certificate or similar document
- B. Parent/Guardian Driver's License or State Identification Card
- C. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- D. proof of residency
- E. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

For more information regarding enrollment please contact [ostephenson@waynelocal.net](mailto:ostephenson@waynelocal.net).

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **EARLY DISMISSAL FROM SCHOOL**

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

### **TRANSFER FROM SCHOOL**

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law. (See Board Policy 8330 – Student Records)

### **IMMUNIZATION**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons (see below). For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the building Principal.

This policy pertains to both students who currently attend school in the District and those eligible to attend.

**EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year through Final Forms.

**Use of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Nurse's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring medication to school. Students may carry emergency asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (“OTC”) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal’s Office. Physician authorization is not required in such cases. ASK SHELLEY THIS

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student’s parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School’s Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student’s physician. Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student’s school is a participant provided the appropriate form is completed and on file in the Principal’s Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

To help keep everyone healthy, the school follows all Ohio laws and local Health Department guidelines to prevent the spread of communicable diseases.

Communicable diseases spread through everyday contact and may include illnesses such as measles, mumps, whooping cough, strep infections, and other conditions identified by the Ohio Department of Health.

If a student shows symptoms of a communicable disease while at school:

- The student will be separated from others.
- Parents/guardians will be contacted to pick up their child.
- The school will follow guidance from the County Health Department.

Students who are excluded from school due to illness must remain home until they meet Health Department guidelines for returning.

Our goal is to protect the health and safety of all students, staff, and families. If you have questions, please contact the school office.

### **CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES**

The Board of Education is committed to providing a safe and healthy learning environment for all students and staff.

Some diseases are spread through direct contact with body fluids (such as blood, vomit, feces, or urine), not through the air. These may include HIV, AIDS, Hepatitis A, B, or C, and other diseases identified by the Ohio Department of Health.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the School Nurse. The nurse will assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report). The parents of a student who is exposed will be contacted immediately regarding the exposure.

To help prevent the spread of these illnesses:

- The district provides education to students and staff about how these diseases are transmitted and how to prevent them.
- Basic health and safety precautions are followed at all times.

The district also respects and protects the privacy of anyone diagnosed with a communicable disease. Medical information is kept confidential, and the rights of students and staff are protected under state and federal law.

If a student is unable to attend school due to illness, the district will provide alternative educational services in accordance with district policy.

Our goal is to ensure safety, understanding, and respect for all members of our school community.

### **STUDENTS WITH DISABILITIES**

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

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Stephanie Ghantous at extension 2104 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

## **HOMELESS STUDENTS**

Students who meet the federal definition of homelessness have the right to a **free and appropriate public education (FAPE)** and will be treated the same as all other students in the District. Homeless students will not be stigmatized, segregated, or discriminated against because of their housing status.

A student may be considered homeless if they **do not have a fixed, regular, and adequate nighttime residence**. This may include students who are temporarily staying with others due to loss of housing or hardship, living in motels or shelters, abandoned in hospitals, or staying in places not intended for regular housing such as cars, parks, or other public spaces. Youth who are not living with a parent or guardian may also qualify.

Homeless students have access to the same services and opportunities as other students, including transportation, preschool programs, special education services, English learner programs, career and technical education, gifted programs, school nutrition programs, and before- and after-school programs.

The District has a **Homeless Liaison** who helps ensure homeless students receive support, access to services, and assistance with enrollment and school participation. Families or students who believe they may qualify for services should contact the school for assistance.

For additional information contact Kevin Wright, Director of Student Services [[kwright@waynelocal.net](mailto:kwright@waynelocal.net)].

## **CHILDREN AND YOUTH IN FOSTER CARE**

Students who are placed in foster care have the right to a free and appropriate public education (FAPE) just like all other students in the District. The District will ensure that students in foster care are treated fairly and are not stigmatized, segregated, or discriminated against because of their foster care status.

Foster care refers to children who are placed away from their parents or guardians and are under the care of a child welfare agency. This may include placements in foster homes, homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, or pre-adoptive homes.

The District is committed to supporting students in foster care and regularly reviews its policies and practices to ensure these students receive equitable access to education and school services including transportation.

For additional information, see Board Policy 5111.03 - Children and Youth in Foster Care.

## PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

In Ohio, **“Directory Information”** refers to certain basic student information that a school district may release publicly **without prior written parent consent**, unless a parent/guardian chooses to opt out.

The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in Final Forms.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building Secretary/Administrative Assistant. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates

the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost.

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

Waynesville Elementary School charges specific flat rate fees fees for the following grade levels:

Students in grades Kindergarten through grade 5-\$75.00  
Students in Preschool-\$2,700 annually

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

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

For convenience to families, the Board of Education may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

Student fees may be paid through PayForIt. For more information you may go to the weblink at [www.payforit.net](http://www.payforit.net).

### **STUDENT FUND-RAISING**

Crowdfunding is the use of online platforms to raise funds from individuals or organizations to support classroom projects, school activities, or educational programs.

Crowdfunding activities may be permitted for classroom, grade-level, school, or extracurricular needs—such as supplies or equipment—but must receive prior approval from the Superintendent before any fundraising begins.

All crowdfunding efforts must protect student privacy and follow District policies as well as state and federal laws. Any materials, supplies, or equipment obtained through crowdfunding become property of the District or school, and cash payments to staff are not permitted.

Students may not sell any item or service in school without the prior approval of the principal.

### **MEAL SERVICE**

The Board of Education provides cafeteria services and a breakfast program for students. School food service programs follow all federal and state regulations related to nutrition standards, food preparation and safety, and program management, including USDA school meal guidelines. The District also implements food safety procedures and establishes rules for the types of food and beverages that may be sold in schools.

The operation and supervision of the food-service program shall be the responsibility of the Lead Cook. In accordance with Federal law, Lead Cook shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

All students must purchase or pack a school lunch. The cost of a school meal is as follows: \$3.00 for Lunch and \$1.75 for Breakfast.

Students may be permitted to accumulate negative food service account balance.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

Negative lunch account balances will carry over from year-to-year until paid in full.

Applications for the School's Free and Reduced-Priced Meal program can be found on final forms. If you have questions about eligibility, contact [jdworetsky@waynelocal.net](mailto:jdworetsky@waynelocal.net)

### **SAFETY AND SECURITY**

To help maintain a safe learning environment and protect school property, the District has security measures in place for students, staff, visitors, buildings, and school grounds. These measures include:

- A. All visitors must report to the office and present identification when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and

including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

### **FIRE, TORNADO, AND SAFETY DRILLS**

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

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

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by: Parent Square.

- Information concerning school closings or delays can also be found on the School's web page at [wayne-local.com](http://wayne-local.com).
- Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

#### **2-Hour Delay Schedule:**

Grades 1-5  
10:35-3:32 pm  
Grades PK-K  
AM-10:35-12:30  
PM-1:45-3:32

#### **Early Release Schedule:**

Grades 1-5  
8:45-1:30 pm  
Grades PK-K  
AM-8:30-10:30 am  
PM-11:45-1:30 pm

### **VIRTUAL EDUCATION DELIVERY**

The School is authorized to enact a plan for a virtual education delivery model in order to make up hours in the school year on which it is necessary to close school due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school

building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

### **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School and present identification to sign in and obtain a pass. Any visitor found in the building without signing in or wearing a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

### **USE OF THE LIBRARY**

The library is available to students during their specials. For more information about the library please contact [ppatton@waynelocal.net](mailto:ppatton@waynelocal.net)

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **RESTROOMS**

Restrooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

### **LOST AND FOUND**

The lost and found area is located in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **USE OF PERSONAL COMMUNICATION DEVICES**

To support a focused learning environment, the use of personal communication devices (PCDs) such as **cell phones, smart watches, and other electronic communication devices** is limited during the school day and at school events.

Students in Kindergarten through Grade 5 may not use personal communication devices during the school day. This includes class time and other supervised school activities such as transitions, lunch, recess, and field trips.

Devices must be turned off and stored away during school hours.

Exceptions are allowed when a device is needed for:

- A medical or health condition with physician documentation
- Educational purposes if approved by the school or included in an IEP or Section 504 plan.

Students are responsible for the care and security of their devices. The school is not responsible for lost, stolen, or damaged devices.

Parents who need to contact their child during the school day should call the school office, and students may use school phones to contact parents when needed.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## SECTION II - ACADEMICS

Students at Waynesville Elementary follow the **Ohio Learning Standards and Model Curriculum** established by the Ohio Department of Education and Workforce. These standards outline the knowledge and skills students are expected to learn at each grade level in subjects such as **English language arts, mathematics, science, and social studies**.

Teachers use these standards to guide instruction and ensure that students receive a high-quality education that prepares them for future learning and success.

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

### GRADES

Waynesville Elementary has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how their grade will be determined, the student should ask the teacher.

The School applies the following grading system:

#### Grade Point Average:

A+	97-100
A	93-96
A-	90-92
B+	87-89

B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	61-below

### Grading Periods

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

Q1	August 18 - October 16	41 days
Q2	October 19 - December 18	41 days
Q3	January 5 - March 12	46 days
Q4	March 22 - May 26	47 days

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

### Multi-Tiered System of Supports (MTSS)

Our school uses a Multi-Tiered System of Supports (MTSS) to help every student succeed.

MTSS is a framework that provides **academic, behavioral, and social-emotional support** based on each student's needs.

#### How MTSS Works

- **Tier 1:** All students receive high-quality instruction and supports in the classroom.
- **Tier 2:** Some students receive additional support in small groups.
- **Tier 3:** A few students receive more individualized support.

Teachers regularly review student progress to make sure supports are working and adjust as needed. Our goal is to ensure every student has what they need to be successful.

### PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade;
- B. potential for success at the next level;
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when the student's performance and measured ability significantly exceeds that of their grade level peers. Students can be nominated for acceleration by teachers, administrators, or parents. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently in and any grade(s)/course(s) the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at their current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if the student is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if the student falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if they attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in

accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

### **Celebrating Success the Spartan Way**

Students who demonstrate outstanding effort and achievement throughout the year will be recognized and celebrated monthly according to our buildingwide PBIS tenets.

#### **Be Respectful**

- Show positive citizenship and kindness toward others.
- Demonstrate leadership and good character in school and the community.

#### **Be Responsible**

- Work hard and take pride in your learning and accomplishments.
- Show dedication in academics, the arts, athletics, and service to others.

#### **Be Safe**

- Make choices that contribute to a positive and supportive school environment.

Celebrations are held in the Performing Arts Center unless otherwise notified.

## **HOMEWORK**

### **Homework the Spartan Way:**

Homework is work that students complete outside of class or independently during the school day.

#### **Be Respectful**

- Take pride in your work and give your best effort.
- Ask for help when needed and accept support from teachers and family.

#### **Be Responsible**

- Complete homework on time and to the best of your ability.
- Use homework to practice skills, review learning, and improve understanding.
- Bring completed work back to school when it is due.

## **Be Safe**

- Use technology and materials appropriately while completing homework.
- Follow directions and make good choices that support your learning.

## **Remember:**

Homework is meant to **help you learn and grow**. It is never used as a punishment and always has a purpose.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

The Board of Education provides students with access to the District's computers, network, and Internet services ("Network") to support and enhance educational opportunities. The Network has a **limited educational purpose** and has not been established as a public access service or public forum.

Student use of the Network is governed by this policy, the Student Code of Conduct, and all applicable laws. Students are responsible for their behavior and communication while using the network and school associated accounts.

#### **Educational Purpose and Use**

Students are expected to use the Network for educational purposes, including activities that support instruction, research, communication, and collaboration aligned to the curriculum.

Use of the Network is a **privilege, not a right**. Students must conduct themselves in a responsible, ethical, and legal manner at all times. General school rules for behavior and communication apply to all Network use.

Unauthorized or inappropriate use may result in:

- Suspension or revocation of Network privileges
- Disciplinary action in accordance with the Student Code of Conduct
- Civil and/or criminal liability

#### **Parental Consent**

Prior to accessing the Network, all students must have a signed Student Network and Internet Acceptable Use and Safety Agreement on file. Parent/guardian permission is required for all minor students.

By granting permission, parents/guardians acknowledge:

- The educational purpose of the Network

- The use of monitoring and filtering technologies
- The inherent risks associated with Internet access

Parents/guardians are encouraged to discuss expectations for appropriate technology

### **Internet Safety and Filtering (CIPA Compliance)**

The District utilizes a Technology Protection Measure that filters and blocks access to visual depictions that are:

- Obscene
- Pornographic
- Harmful to minors

The District may also block access to additional material deemed inappropriate for educational use.

Despite these safeguards, it is not possible to guarantee that all inappropriate material will be prevented. Parents/guardians acknowledge and accept this limitation when granting permission for student access.

### **Student Privacy and Monitoring (SB 29 Compliance)**

The District is committed to maintaining a safe learning environment while respecting student privacy.

#### **Monitoring of Student Activity**

The District utilizes software and/or hardware to monitor student activity on District-issued devices and networks for the purposes of:

- Student safety
- Network security
- Compliance with school policies and applicable law

Monitoring may include:

- Websites visited
- Applications used
- Content accessed
- Network activity logs

Monitoring primarily occurs when students are:

- Using District-issued devices
- Connected to the District network

Certain filtering and monitoring tools may remain active when devices are used off-campus to ensure continued compliance with District policies.

In accordance with Ohio law, the District:

- **Does not use District-issued devices to record students through audio or video functions**
- **Does not activate cameras or microphones for surveillance purposes**

Exceptions may only occur when permitted by law in limited circumstances involving:

- Health or safety emergencies
- Law enforcement requirements

### **Student Privacy Expectations**

Students should not expect privacy in their use of District technology systems. However, the District will:

- Limit monitoring to legitimate educational and safety purposes
- Conduct monitoring in a reasonable and lawful manner
- Protect student data consistent with applicable privacy laws

### **Data Collection and Use**

The District may collect and maintain records of student activity on its Network, including:

- Login and access records
- Internet usage and browsing activity
- Application usage

This information is used for:

- Educational support
- System maintenance and security
- Compliance with legal and policy requirements

### **Limitation of Liability**

The Board makes no guarantees regarding:

- The accuracy or quality of information accessed via the Internet
- The prevention of access to all inappropriate content

The District is not responsible for:

- Unauthorized access to student accounts

- Financial obligations incurred through Network use
- Loss or damage to personal files

Students are responsible for:

- Using the Network appropriately and for educational purposes
- Protecting their login credentials
- Reporting any misuse or security concerns

Students must not:

- Access, create, or distribute inappropriate or harmful material
- Attempt to bypass filtering or security measures
- Engage in cyberbullying, harassment, or illegal activities
- "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging (IM), defamatory personal Websites or Social Media accounts, and defamatory online personal polling Websites, to support **deliberate, repeated,** and **hostile** behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <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 or school staff member on a website or weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on websites

Violations of this policy may result in disciplinary action consistent with the Student Code of Conduct, up to and including suspension or expulsion, as well as potential legal consequences.

### **Using Technology the Spartan Way:**

#### **Be Respectful**

- Use kind and positive words when you are online.

- Do not say or post anything mean, hurtful, or unfair about others.
- If someone asks you to stop messaging them, stop right away.

### **Be Responsible**

- Use technology for learning and schoolwork.
- Check your school email regularly and delete messages you no longer need.
- Follow teacher directions when using devices and the internet.
- Only share pictures or information when a teacher gives you permission.

### **Be Safe**

- Keep personal information private (your name, address, phone number, passwords, etc.).
- Never agree to meet someone you met online.
- Do not share anything online that could cause problems or be unsafe.
- Tell a teacher or trusted adult right away if something online makes you feel uncomfortable or unsafe.
- Do not delete messages that make you uncomfortable—show them to an adult first.

### **Using Technology the Spartan Way (Additional Expectations):**

- Use only your **school-approved accounts**. Personal email accounts (like Gmail or Yahoo) should not be used on school devices or networks. Likewise, your school email account should never be used for personal purposes.
- Remember that your actions online matter. If the school receives a complaint about online behavior, it will be reviewed and may result in consequences.
- Be mindful that **technology resources are shared and limited**. Use only the space and time you need.
- **Schoolwork always comes first**. Students using technology for learning may take priority over others.
- When using technology at school, follow this order of importance:
  1. Work assigned and supervised by a teacher
  2. Independent school assignments
  3. School-related communication (email)
  4. Learning programs (like typing practice)
  5. Exploring for learning (“surfing” with permission)
- Follow teacher directions and be ready to log off or give up a device if it is needed for learning.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians will provide consent for staff communication via electronic mail (email) by completing the required information in FinalForms. Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

## **STUDENT ASSESSMENT**

Each year students are required to show that they have mastered the Ohio State Learning Standards. In grades 3-4 students are assessed in English Language Arts and Mathematics, in grade 5 students are assessed in English Language Arts, Mathematics, and Science. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

**Fall Grade 3 English language arts:** Oct. 19-Nov. 6, 2026

**Spring English language arts:** March 29-April 30, 2027

**Spring math/science/social studies:** April 5-May 14, 2027

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

By June 30<sup>th</sup> of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school's website.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Waynesville Elementary School provides students the opportunity to broaden their learning through curricular-related activities. These are optional activities and should be considered a privilege.

The Board authorizes the following student groups that are sponsored by a staff member.

#### **Art Club**

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

#### **Ensemble**

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

**NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

**STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

**SECTION IV - STUDENT CONDUCT****ATTENDANCE****School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Developing strong attendance habits also supports future success. Regular attendance helps students build responsibility, reliability, and a strong work ethic—qualities that are highly valued in both higher education and the workplace.

**Parent Notification of Absence**

Parents or guardians are expected to notify the school when a student is absent. If the school does not receive notification within 120 minutes of the start of the school day, school personnel will attempt to contact the parent/guardian to verify the student's absence, in accordance with Ohio law and Board Policy 5200.

### **Monitoring Attendance & Warning Letters**

The school monitors attendance throughout the year to support student success. "Time out of school" includes full-day absences as well as partial-day absences (tardies and early dismissals) that accumulate to equal a full school day.

- **5% Time Out of School:**  
When a student reaches 5% time out of school, a Notification/Warning Letter will be sent to the parent/guardian. This letter:
  - Notifies families of current attendance concerns
  - Reinforces the importance of regular attendance
  - Encourages communication with the school
  - Offers support and resources if needed

This communication is intended as an early intervention to prevent further absences. Attendance is monitored cumulatively throughout the school year. Families are encouraged to regularly check attendance through the parent portal and maintain communication with the school.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy can also result in:

- Development and implementation of an **Absence Intervention Plan (AIP)**
- Required participation in an **absence intervention team meeting**
- **Interventions and supports** to improve attendance (e.g., counseling, academic supports)
- Possible **school disciplinary consequences** in alignment with the Student Code of Conduct
- Ongoing **monitoring of attendance and progress**
- Students who met truancy thresholds during the previous school year may be placed on a Medical Note Required list for the current school year. For these students, all absences, tardies, or early dismissals must be verified with medical

documentation to be considered excused. Families will be notified if this requirement applies.

**Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (Medical documentation from a licensed healthcare provider may be used to excuse absences. Documentation will be accepted beginning on the date the student was seen by the provider and for the recovery period specified. Absences occurring prior to the medical visit may not be excused).
- B. appointment with a healthcare provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student upon return from the trip.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- L. absences due to a student being homeless

**Religious Expression Days**

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

**Notification of Absence**

If a student will be absent, the parents must notify the School at 513-897-2761 ext. 2001 or by emailing [hearlin@waynelocal.net](mailto:hearlin@waynelocal.net) preferably by 9:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

**Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact [agarafolo@waynelocal.net](mailto:agarafolo@waynelocal.net).

**Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the classroom teacher as soon as possible to obtain assignments.

- The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State-mandated assessment test or other standardized test, the student should consult with the building principal to arrange for administration of the test at another time.

**Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the classroom teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher

- The number of days for completion of make up work will be equivalent to the number of days of suspension.

The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

**Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

**Tardiness**

A student who is not in their assigned location by 8:45 shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

**Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

### **CODE OF CONDUCT**

#### **Positive Behavior Supports (PBIS)**

Our school uses Positive Behavior Interventions and Supports (PBIS) to create a safe, caring, and supportive learning environment for all students and staff.

- We focus on **teaching and encouraging positive behavior** using proven strategies.
- Staff work to **prevent problems before they happen** and use positive solutions whenever possible.
- Physical restraint or seclusion is **only used as a last resort** and only when necessary to keep students and others safe.

Our goal is to help every student succeed academically, socially, and behaviorally in a positive school environment.

#### **Safety Procedures**

- Physical restraint and seclusion are only used following state guidelines and district policy.
- Staff receive training on PBIS and safe, appropriate use of these practices.
- Except in emergencies, only trained staff may use restraint or seclusion.
- Every incident is documented and reported to ensure accountability and safety.

#### **Student Expectations the Spartan Way**

At our school, we work together to create a safe, respectful, and positive learning environment for everyone.

##### **Be Respectful**

- Follow school rules and show respect to teachers, staff, and others.
- Treat others with kindness, fairness, and consideration.
- Respect school property and the belongings of others.

## Be Responsible

- Take pride in your work and do your best.
- Be honest and show good character in all that you do.
- Follow the Student Code of Conduct and make positive choices.

## Be Safe

- Help create a classroom where everyone can learn.
- Avoid behaviors that are disruptive, unsafe, or harmful to others.
- Understand that unsafe or inappropriate behavior will have consequences.

## Our School Commitment

We are committed to creating classrooms where:

- Teachers can teach and students can learn
- Everyone feels safe and supported
- Expectations are fair and appropriate
- Each situation is handled with care and understanding

Together, we build a positive school community where everyone can succeed.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class the opportunity to learn.

### **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

1. present a hazard to the health or safety of the student or to others in the school;
2. materially interfere with school work, create disorder, or disrupt the educational program;
3. prevent the student from achieving the student's educational objectives because of blocked vision or restricted movement.
4. Halter tops, spaghetti straps, low cut t-shirts, tank tops, muscle shirts, and mesh tops.
5. Head apparel including hats, ball caps, bandanas [unless approved for religious reasons].
6. Shorts, skirts, or dresses that are not of mid-thigh length or longer.
7. Unbuttoned shirts, crop tops, or bare midriffs
8. Any visible undergarments or ill fitting attire
9. Jeans with holes/tears above mid thigh
10. Pajamas or slippers

Students who are representing the school at an official function or public event may be required to follow specific dress requirements.

### **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence of any type. 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, on a school bus, 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, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once** and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who 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 the building principal.

### **Formal Complaints:**

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, or bullying, and the names of any potential staff or student witnesses. Such reports may be filed with any school member or administrator, and they shall be promptly forwarded to the building principal for review.

### **Informal Complaints**

Students, parents, or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to the teacher, school administrator, or other school personnel. Such informal

complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report shall be promptly forwarded to the building principal for review.

**Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable

action will be taken to address the situation to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed the acts of harassment, intimidation, and/or bullying.

**PROTECTION OF INDIVIDUAL BELIEFS**

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

**TITLE IX SEXUAL HARASSMENT**

Our school does not allow discrimination based on sex, including sexual orientation or gender identity, in any school programs, activities, or employment.

We are committed to providing a **safe and respectful environment** free from sexual harassment. Any reports of harassment will be taken seriously and addressed promptly.

Students, staff, and others in the school community who violate this expectation may face disciplinary action. The school will also provide support to anyone affected to ensure they can continue to learn and participate safely.

**Title IX Coordinator:**

Mrs. Anna Garafolo  
Elementary School Principal

513-897-2761

659 Dayton Rd.

Waynesville, OH 45068

agarafolo@waynelocal.net

## ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## STUDENT DISCIPLINE CODE

The Board of Education believes that **student behavior and learning are closely connected**. A safe, orderly school environment helps all students learn successfully.

Students are expected to:

- Show respect for others and their property
- Follow school rules and directions from staff
- Behave in a way that supports our PBIS tenets [Respectful, Responsible, & Safe]
- Take responsibility for their actions

The Board emphasizes that the best discipline is when students **learn to manage their own behavior**. However, the district has **zero tolerance for violent, disruptive, or inappropriate behavior**.

### Discipline and Consequences

If a student breaks school rules:

- Consequences will be **fair and appropriate to the behavior**
- Discipline should help the student **learn from their actions**
- When possible, consequences will help **repair any harm caused**

Students may lose privileges, including participation in bus transportation, if their behavior is inappropriate.

### Authority and Responsibility

- **Administrators** (principals, superintendent) assign discipline following school policy and student rights
- **Teachers, bus drivers, and staff** can address behavior concerns wherever students are under school supervision

- **Bus drivers and staff in charge** are responsible for student behavior during transportation and school activities

### **Communication and Student Rights**

- The school will **share behavior expectations and consequences** with students and families
- Students have **due process rights** (such as notice and an opportunity to respond) when required by law
- Parents will be notified if a student is kept after school for disciplinary reasons

The Waynesville Elementary School Code of Conduct is organized into four categories of rules. **Category I** includes those rules involving weapons. **Category II** includes those rules involving drugs, alcohol, look alike drugs, and tobacco. **Category III** includes those rules involving behavior that causes or has the potential to cause serious physical or mental anguish to any student, teacher or other school personnel, or is a violation of civil ordinances. **Category IV** includes those rules involving behavior that causes or threatens to cause disruption or interference with any curricular or extracurricular activity.

## **CATEGORY I “SAFETY THREATS’ -WEAPONS**

### **1. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

Firearm is defined as any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm.

### **2. Use and/or possession of a weapon**

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or

property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing death or serious bodily injury.

### **1. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

### **2. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **3. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to, explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.

PENALTY: Ten day out of school suspension, recommendation for expulsion.

## **CATEGORY II SUBSTANCE VIOLATIONS- DRUGS, ALCOHOL, AND TOBACCO**

### **1. Possession/Use of drugs and/or alcohol**

To help keep our school safe and healthy for all students, the use or possession of alcohol, drugs, or related items is strictly prohibited on school property or at school events. This includes any substances that may be harmful, unsafe, or not intended for students, as well as items used to take or store these substances.

Students are also not permitted to be under the influence of any of these substances while at school.

**If There Is a Concern**

If school staff have a reasonable concern that a student may be under the influence of alcohol or drugs, the school may take steps to ensure the student's safety. This may include asking the student to participate in appropriate testing.

Any testing will:

- Be conducted in a private setting at school
- Be supervised by trained staff
- Include at least one additional staff member present

If a student chooses not to participate in testing, the school will make decisions based on the information available, which may result in disciplinary action. The student will be given another opportunity to participate before final decisions are made.

**PENALTY:** Ten days out of school suspension, police notification, and possible recommendation for expulsion. Suspension may be reduced to five days if student attends administrative approved chemical dependency evaluation.

Our priority is to maintain a safe, supportive learning environment for all students. We will work with families to address concerns and provide support when needed.

**2. Possession/use of tobacco****Tobacco and Vaping Products**

To help keep our school safe and healthy, students are not allowed to have, use, share, or try to get any tobacco or vaping products at school or during school activities.

This rule applies:

- On school property
- On school buses or Board-owned vehicles
- Inside any school building or facility
- At all school-sponsored events, including extracurricular activities and competitions

**What is Included?**

Tobacco and vaping products include, but are not limited to:

- Cigarettes, cigars, and pipe tobacco
- Chewing tobacco, snuff, or similar products
- E-cigarettes, vape pens, and vaping devices

- Any device or product that contains nicotine (including synthetic nicotine)
- Popular vaping brands such as JUUL, Puff Bar, and similar devices

Any device used to smoke, vape, or inhale substances is not allowed, even if it does not contain nicotine.

Our goal is to provide a safe, healthy environment for all students. We appreciate your support in helping students make safe and responsible choices.

**PENALTY:**

1st Offense-Three day out of school suspension. Possession of tobacco/lighter may be treated with a lesser consequence if the student demonstrates cooperation with the principal.

2nd Offense-Five day out of school suspension. Suspension may be reduced if student attends administrative approved tobacco intervention program.

3rd Offense-Ten day out of school suspension, recommendation for expulsion. Alternative placement may be considered.

**CATEGORY III “HARMFUL OR ILLEGAL BEHAVIOR”-WILLFUL MISCONDUCT**

**(Causes or could cause physical or emotional harm OR violates law)**

- **Arson / fire-setting**
- **Physically assaulting a staff member, student, or other person**
- **Verbally threatening (verbal assault)**
- **Misconduct against a school official/employee (harassment, assault, vandalism)**
- **Misconduct off school grounds (when connected to school)**
- **Bomb threats or false alarms**
- **Terroristic threats**
- **Theft or possession of stolen property**
- **Vandalism (damaging property)**
- **Sexual misconduct / inappropriate sexual behavior**
- **Sexual harassment**
- **Bullying, harassment, intimidation, cyberbullying**
- **Hazing**
- **Violent conduct**
- **Fighting**
- **Burglary**
- **Retaliation or false reporting related to harassment**

**Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

**Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the \_\_\_\_\_. The School is not responsible for personal property.

**Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property.

**Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) 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, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

If you feel that you are a victim of any of the above you may file a formal report with the school's compliance officer.

Each report will be investigated in a timely manner and as confidentially as possible. The 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, take appropriate action, and conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. 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. All individuals involved in an investigation as either a witness, victim, or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

### **Hazing**

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 or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **Violent Conduct**

Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **Burglary/Trespassing**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

### **Extortion/Coercion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

CATEGORY III PENALTY: Out of school suspension for no less than 3 days and no more than 10 days, possible police involvement, possible recommendation for expulsion.

### **CATEGORY IV DISRUPTION OF THE EDUCATIONAL PROCESS (Impacts Learning Environment)**

- **Falsification (forgery, cheating, plagiarism, false information)**
- **Insubordination (refusal to follow directions)**
- **Persistent absence or tardiness**
- **Unauthorized use of school or private property**
- **Refusing to accept discipline**
- **Possession of electronic equipment (unauthorized use)**
- **Violation of classroom/school rules**
- **Violation of bus/transportation rules**
- **Interference, disruption, or obstruction of the educational process**
- **Improper dress**

### **Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

### **Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**Possession of electronic equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the building Principal. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

**Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**Violation of bus/school vehicle rules** (see Section V – Transportation)**Interference, disruption, or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**PENALTY:** Violations of the above offenses may result in student conference, parent conference, referral to counselor, detention, in-school suspension, out of school suspension (not to exceed 10 days), police notification, alternative placement, and/or recommendation for expulsion. The specific penalty will be assigned by the administrator based on the information available and the severity and frequency of the rule violation.

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school vehicle rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- before-school, ( ) lunch-time, ( ) after-school detention;
- in-school discipline;

#### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or their parents are responsible for transportation.

### In-School Discipline

In-School Intervention (ISI), also referred to as In-School Suspension (ISS), is a disciplinary response designed to address inappropriate behavior while allowing students to remain in the school setting. During ISS, students are removed from their regular classroom environment and placed in a supervised setting where they are expected to complete assigned academic work and reflect on their behavior.

Students assigned to ISS must follow all school rules and expectations, including working quietly, completing assignments, and demonstrating respectful behavior. Failure to comply with ISS expectations may result in additional disciplinary action.

The purpose of ISS is to provide a structured environment that supports behavior correction, maintains academic progress, and promotes positive decision-making.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities, such as Ensemble can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 7 calendar days after receipt of the suspension notice, to the Treasurer or Superintendent. The request for an appeal must be in writing.

During the appeal process,

- the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. While a hearing before the Board may occur in executive session, the Board must act in public. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or assistant principal may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

### **Students in Grades Pre-K Through Three (3)**

A student in any of grades pre-kindergarten through three (3) may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through three (3) is removed and returned to their curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved, either by reinstatement, suspension, or expulsion.

### **Students in Grades Pre-K Through Three (3)**

In accordance with Ohio law and Board policy, students in grades pre-kindergarten through three (3) may not be suspended or expelled from school, except in situations involving serious safety violations as defined by law (e.g., bringing a weapon to school).

Students in these grades may be removed from the classroom or school **only for the remainder of the school day**. The student must be permitted to return to school and participate in all curricular and extracurricular activities on the next school day.

For same-day removals, a formal hearing is not required.

If a student is subject to disciplinary action beyond a same-day removal due to an applicable exception under law, the District will follow all required due process procedures

### **Notification and Due Process**

Within one (1) school day of a decision to suspend a student (when applicable), written notice will be provided to the student's parent(s)/guardian(s) or custodian(s). This notice will include:

- The reason(s) for the suspension
- The right to appeal the decision to the Board of Education or its designee
- The right to be represented in appeal proceedings

In situations involving potential expulsion, procedures will follow Board policy and applicable law.

In cases of emergency removal, a student may be removed immediately if their presence poses a danger or disruption. The student may be excluded from school until the matter is resolved through reinstatement or further disciplinary action in accordance with law.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its

designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing will be conducted before the Board or its designee, and the student may be represented. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student/parent of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

## **SEARCH AND SEIZURE**

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

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **INTERROGATION OF STUDENTS**

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

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

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

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;

2. advertises any product or service not permitted to minors by law;
  3. intends to be insulting or harassing;
  4. intends to incite fighting; or
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the Transportation Supervisor at (513)897-8511 or [lparrish@waynelocal.net](mailto:lparrish@waynelocal.net).

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

### **CONDUCT ON SCHOOL VEHICLES**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;

- not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

**VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior.

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

**PENALTIES FOR INFRACTIONS**

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above).

**TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.















