

# Big Walnut Local Schools Student & Parent Handbook

## Preschool-Grade 6

### 2018-2019



BIG WALNUT | INSPIRE  
LOCAL SCHOOLS | & GUIDE

**[www.bwls.net](http://www.bwls.net)**

*Our Mission is to inspire and guide each student  
to his or her maximum potential.*

**TABLE OF CONTENTS**

<p><b>Introduction</b>  Letter from the Principals  Foreword  Mission and Vision Statement  Board of Education  Administrative Team  School Information  District Information Sources  School Closings  Safer Schools Ohio  Federal/State/Local Compliance  Protection of Pupil Rights Amendment  Family Educational Rights and Privacy Act</p> <p><b>Technology</b>  Technology Usage Policy  1:1 Device Loan Agreement  1:1 Agreement Form</p> <p><b>Attendance</b>  Absence Reporting Procedure  Excused Absences  Unexcused Absences  Pre-Planned Absences  Arrival and Sign-Out Times  Tardiness  Early Dismissal/Transportation Changes  Make-Up Work  Extracurricular Participation  Withdrawal from School</p> <p><b>Academic Achievement</b>  School Fees and Instructional Materials  Field Trips  Reporting Student Progress  Gifted Identification and Services  Academic Promotion &amp; Retention  Student Assessment  Parent/Teacher Conferences</p>	<p><b>Health &amp; Medical Needs</b>  Immunization Requirements  Emergency Medical Authorization Form  Dispensing Medication  Student Illness  Communicable Diseases  Allergies and/or Medical Plans  Food Brought to School  Latex Free Environment</p> <p><b>Student Code of Conduct</b>  Code of Conduct Rules  Anti-Harassment, Intimidation, and Bullying Policy  Anti-Harassment Policy Title VI  School's Right to Search  Video Surveillance  Discipline Options  In-School Intervention  Suspension  Expulsion  Student Due Process  Appeal Procedure for Suspension  Dress Code and Appearance  School Transportation  School Bus Rules  Suspension of Transportation Privileges  Bus Passes</p> <p><b>General Information</b>  Animals in School and on District Property  District Safety Plan  Food Service  Fundraising Activities  Lockers  Lost and Found  Classroom Celebrations  Playground Safety  Riding Bikes/Scooters/Skateboards to School  Staff Gifts  Toys and Novelties  Vacationing Parents  Visitors  Volunteers</p>
---	---

## Letter from the Principals

Dear Parent/Guardian,

On behalf of the entire staff, welcome to the 2018-2019 school year. It is essential that parents read the Student Handbook and that students are made aware of its contents. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures. We are looking forward to this school year as we inspire and guide each student to his or her maximum potential. Best wishes for a successful school year!

Sincerely,  
Big Walnut Intermediate & Elementary Principals

## Foreword

The Big Walnut Local School District (BWLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. This Student/Parent Handbook is based in significant part on policies adopted by the Big Walnut Local School District Board of Education and Administrative Guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, 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.

## Big Walnut Local Schools Mission and Vision Statement

Our Mission is to inspire and guide each student to his or her maximum potential. We will accomplish this through our vision of

- **Staff:** student-focused, professional, and collaborative
- **Curriculum:** student-focused, challenging, and current
- **Environment:** safe, respectful, and welcoming
- **Community:** informed, involved, and supportive

**Board of Education**

Mr. Douglas Crowl, Dr. Allison Fagan, Mrs. Mindy Meyer, Mr. Brad Schneider, Mr. Andy Wecker

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the Board of Education are set at the Organizational Meeting in January. See the District's web site, [www.bwls.net](http://www.bwls.net), for dates, times, and locations of Board meetings. All community members are invited to attend.

**Administrative Team**

Ms. Angie Pollock	Superintendent
Mr. Mark Cooper	Assistant Superintendent
Mr. Jeremy Buskirk	Treasurer
Mrs. Jen Young	Director of Academic Achievement
Mrs. Laura Lawrence	Director of Student Services
Mr. Ron McClure	Director of Administrative Services
Mr. Doug Swartz	Director of Facilities

**Big Walnut Administrative Offices**

110 Tippett Court  
Sunbury, Ohio 43074  
740-965-3010

**Big Walnut High School**

555 S. Old 3C Highway  
Sunbury, Ohio 43074  
740-965-3766  
Principal: Andy Jados

**Big Walnut Middle School**

777 Cheshire Road  
Sunbury, Ohio 43074  
740-965-3006  
Principal: Josh Frame

**Big Walnut Intermediate School**

105 Baughman Street  
Sunbury, Ohio 43074  
740-965-7800  
Principal: Gary Hankins

**Big Walnut Elementary**

940 S. Old 3C Highway  
Sunbury, Ohio 43074  
740-965-3902  
Principal: Annie Clark

**Harrison Street Elementary**

70 Harrison Street  
Sunbury, Ohio 43074  
740-965-7850  
Principal: Kim Castiglione

**General Rosecrans Elementary**

301 S. Miller Drive  
Sunbury, Ohio 43074  
740-965-8900  
Principal: Kate Thoma

**Hylen Souders Elementary**

4121 Miller Paul Road  
Galena, Ohio 43021  
740-965-3200  
Principal: Matt Cox

### School Hours

#### High School & Middle School

7:40 Classes Begin

2:20 Dismissal

#### Intermediate

7:30 Students may enter buildings

7:45 Classes begin

2:25 Dismissal

#### Elementary

8:35 Students may enter buildings

8:45 Classes begin

11:35 AM Pre-K/Kindergarten dismissal

12:45 PM Pre-K/Kindergarten arrival

3:35 Dismissal

#### Two Hour Delay

9:40 Classes Begin

2:20 Dismissal

#### Two Hour Delay

9:30 Students may enter buildings

9:45 Classes begin

2:25 Dismissal

#### Two Hour Delay

10:35 Students may enter buildings

10:45 Classes begin

12:35 AM Pre-K/Kindergarten dismissal

1:45 PM Pre-K/Kindergarten arrival

3:35 Dismissal

### District Information Sources

Big Walnut offers a variety of ways to keep up with important news and information on our school district: • Website: [www.bwls.net](http://www.bwls.net) • Notification System: To subscribe or to manage your account, visit the homepage of the district website and sign up for Eagle-i. • Social Media: Facebook, Twitter, and Instagram.

### School Closings

In the event of inclement weather, school delays and closings will be posted online at [www.bwls.net](http://www.bwls.net). Delay and closing information will also be reported using the district's automated phone system, the email notification system, the local television stations, and the radio stations. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

### Safer Schools Ohio

Big Walnut Local Schools uses the Safer Schools Ohio anonymous tip line for students and families to share information with school officials and law enforcement about threats to student safety -- whether that involves a threat of a mass incident or harm to a single student. To report a concern, call or text 1-844-SAFEROH (1-844-723-3764). The system will send your anonymous report to the appropriate people to address the concern.

### Federal/State/Local Compliance

The Big Walnut Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the

basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Big Walnut Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the rights to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam to screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Big Walnut Local School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Big Walnut Local

School District will directly notify parents and eligible students of these policies at least annually, at the start of each school year, and after any substantive changes. The Big Walnut Local School District will also notify parents and eligible students annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/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, 20202-4650

### **Family Educational Rights and Privacy Act (FERPA)**

The following rights are afforded parents and students over 18 years of age (“eligible students”) under The Family Educational Rights and Privacy Act:

1. The right to inspect and review the student’s education records within 45 days of the day the school received a request for access. Parents or eligible students should submit to the school principal (or the principal’s designee) a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and location where records may be inspected.
2. The right to request an amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or the principal’s designee), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person

serving on the School Board; as person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Big Walnut Local School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA:  
     Family Policy Compliance Office  
     400 Maryland Avenue, SW  
     Washington, DC 20202-4650

Big Walnut Local Schools will release standard student demographic data to non-profit organizations. If you do not wish to have data concerning your child released, in writing, notify the principal of your child's school.

## Technology

### Technology Acceptable Use & Internet Safety Policy

#### **(Board Policy 7540.03) - STUDENT AND FACULTY NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

- The focus of this document is on Internet usage but applies to all computer usage at Big Walnut Local Schools.
- All students, faculty, staff, continuing education students, and support staff will be referred to as "USER" or "USERS".
- Internet access is available to users at the Big Walnut Local Schools.
- The goal of the Big Walnut Local School District is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.
- The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Users may have access to the following:
  - A. Electronic mail communications with people all over the world.
  - B. Information and news from many educational institutions as well as scientific and governmental agencies.
  - C. Public domain software and shareware of all types.
  - D. Discussion groups on a broad range of topics.
  - E. Access to University catalogs, the Library of Congress, and on-line public libraries.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Big Walnut Local Schools has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and users may



discover controversial information. The District believes that the valuable information and interaction available on this network far outweighs the possibility that users may produce materials that are not consistent with the educational goals of our District.

Internet access is coordinated through a complex association of government agencies and regional and State networks. In addition, the smooth operation of the network relies upon the proper conduct of end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could possibly be denied. All parties acknowledge that their signature on the Handbook Awareness statement is (are) legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully, understand(s) their significance, and agree to such terms and conditions.

### **Terms and Conditions**

- A. Acceptable Use - The purpose of access to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the District. Use of another organization's network or computer resources must comply with the rules that are appropriate for that network. Transmission of any material in violation of any U.S. or State law is prohibited.
  - 1. This includes but is not limited to downloading copyrighted material; transmitting threatening or obscene material; or accessing, appropriating, and/or employing material that constitutes confidential or trade secret information. Use of Internet access for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- B. Privileges - The use of the Internet is a privilege, not a right; and inappropriate use will result in cancellation of those privileges. The system administrator can recommend removal of access until reviewed by school administration. The administration, faculty, and staff of the Big Walnut Local Schools may request the system administrator to investigate possible violations.
- C. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - 1. Be polite. Do not get abusive in your messages to others.
  - 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - 3. Do not reveal your personal address or phone numbers to other users.
  - 4. Know that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. The systems administrator will monitor e-mail. Any messages related to or in support of illegal activities may be reported to the authorities.
  - 5. Do not use the network in such a way that it would disrupt the use of the network by

other users.

6. All communications (including e-mail) and information accessible via the network should be assumed to be private property, unless it is very clearly marked as being available for use or distribution.
  7. Illegal activities are strictly prohibited.
  8. Keep your password confidential. Do not give your password to anyone for any reason. You are responsible for it and will be held accountable.
  9. If you subscribe to a listserv, plan on checking your mail on a regular basis.
  10. The regular and routine use for private or personal for-profit business such as, for example, the advertising of goods or services for purchase or sale, is not an acceptable use.
- D. No user shall have any expectation of privacy with respect to any information transmitted through or stored on District computers and related equipment and storage media. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions no matter how caused. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. No user shall access any fee based system.
- E. Security - Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account under any circumstance. Attempts to login to the network as a system administrator may result as cancellation of privileges. Any user identified as a security risk or having a history of misusing other computer systems may be denied access to the network.
- F. Vandalism - Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or to intrude in the network or data of another user, Internet, or any other network, including the above listed agencies or other networks that are connected to the Internet backbone. This includes the Local Area Network at Big Walnut Local Schools and any computer owned by the District.

### **1:1 Device Loan Agreement**

**Students may be provided with a school-issued device to improve and personalize his/her education. The school-issued mobile device is an important learning tool and is to be used for educational purposes. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device. Violating any of the responsibilities below may result in disciplinary action.**

- One device and power cord are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

- This equipment is, and at all times remains, the property of Big Walnut Local Schools and is lent to the student for educational purposes.
- The student will report any issues associated with the device (damage, loss, etc.) IMMEDIATELY to the administration or teacher. No attempts by outside parties will be made to repair the device.
- Big Walnut Local Schools will cover all repairs to devices deemed faulty
- Replacement of a stolen device
  - Must have a copy of a filed police report
  - Subject to administrative investigation
- Access to classroom charging stations
- Access to the Big Walnut wireless network
- All repairs/replacements done by Big Walnut Local Schools

#### **Coverage Does Not Include:**

- Lost device
  - Student responsible for full replacement cost
  - Subject to administrative investigation
- Neglect
  - Student responsible for full repair/replacement cost
  - Subject to administrative investigation

#### **Device Care**

##### **Cleaning**

Use only a clean, soft cloth to clean the screen. No cleansers of any type shall be used (i.e. window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material).

##### **Daily Use**

- Cords and cables must be inserted carefully into the device to prevent damage.
- Students are responsible for keeping their device's battery charged for school each day.
- The device screen can be damaged if subjected to rough treatment.
- Careful placement in your backpack is important.
- Never place a device near food, liquids, heavy objects, or sharp objects.

##### **Appearance**

- The device must remain free of any writing, drawing, stickers, or labels that are not applied by the district.

##### **Safe Keeping**

- When not in the assigned student's personal possession, the device should be in a secure, locked environment.
- Unattended devices will be collected and stored in the school's office.
- Devices are not to be lent to another person. Each device is assigned to an individual, and the responsibility for the care of the device solely rests with that individual.
- Never expose the device to long-term temperature extremes or direct sunlight. An

automobile is not a good place to store a device.

- Do not attempt to gain access to the internal electronics or repair the device.
- If the device fails to work or is damaged, report the problem to the Tech Squad as soon as possible.



### 1:1 Device Loan Agreement Form

Place your initials on each line.

As a student,	As a parent / guardian,
____ I received one Chromebook (\$300 value).	____ I understand all items must be returned upon withdrawal from Big Walnut.
____ I received one Chromebook charger (\$30 value).	____ I understand that I will be charged for any missing/damaged equipment or cables.
____ I understand all items must be returned upon withdrawal from Big Walnut.	____ I understand the procedures and requirements to which my student must comply, including the Big Walnut Local Schools Acceptable Use Policy for Computer Network and Internet usage.
____ I understand that I will be charged for any missing/damaged equipment or cables.	____ I accept responsibility for any damage or neglect that may result from my student using the Chromebook, which may result in monetary charges.
____ I understand that I may lose my Chromebook privileges as a result of any inappropriate behavior with the device.	
____ I have read and will comply with the Big Walnut Local Schools Insurance and Usage Policy and Acceptable Use and Internet Safety Policy.	

**Student:** I understand and agree to the terms of this agreement.

\_\_\_\_\_  
 Student name (print)                      Student signature                      Date

**Parent/Guardian:** I understand this agreement and give permission for the school to allow my child to use the BWLS assigned device both at school and at home under the terms and conditions in the Device Loan Agreement.

\_\_\_\_\_  
 Parent/Guardian name (print)                      Parent/Guardian signature                      Date

## Attendance (Board Policy 5200)

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within one week of the date on which the child begins to reside.

The State Department of Education, Section 3321.0 of the Ohio Revised Code and House Bill 410 have formulated the following rules and regulations, which govern the past absences of students from school. The child's parent or legal guardian must communicate explanation of the child's absence to the school office by phone the day of the absence and by written note upon the student's return to school. If there is no notification provided within ten days then it is an unexcused absence/tardy. If a student will be absent for twenty or more consecutive school days, the parents must contact the principal to explore the possibility of home instruction.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or for seventy-two (72) or more hours in one school year.

In order to address the attendance practices of a student who is habitually truant, the school may take any of the following intervention actions:

- Assign the student to a truancy intervention plan
- Provide counseling to the student
- Request or require the student's parent to attend a parental involvement program
- Request or require the parent/guardian attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate legal action

### Absence Reporting Procedure

If your child does miss school, parents need to notify the school by 9:30AM for elementary and 8:30AM for the Intermediate School. If the school is not notified, the school must attempt to contact parents at home or work. This is a result of the Missing Child Act passed in April 1985. Parents need to provide notification and reason for absence within ten school days.

### Excused Absences

1. School activities (will be reviewed on a case by case basis).
2. Doctor or dentist appointments (note from the health care provider required).
3. Absences where a doctor has indicated the student should not attend school. In this case, a doctor's note will be necessary. The note must specify the exact dates that the individual should have been absent from school. Personal illness not requiring a doctor's note requires parent notification.

4. **Students missing 65 or more hours of school must provide a doctor's note. Absences in excess of 65 hours that are not documented by a doctor's note or approved pre-planned absence will result in an unexcused absence.**
5. Confinement to a hospital, clinic, or a similar health related institution
6. Funerals / death / emergency in the family
7. Court appearances
8. Religious holidays
9. Quarantine of the home
10. Reasons subject to principal approval
11. Bus missing stop

### **Unexcused Absences**

1. Truancy
2. Oversleeping
3. Car problems / late ride / missing the bus
4. Out-of-school suspensions
5. Other absences as determined by the administration

### **Pre-Planned Absences**

Parents must obtain a "PRE-PLANNED ABSENCE REQUEST FORM" from the office when known in advance that a child will not be attending school (i.e. family vacation, participation in the Delaware County Fair, etc). The form is to be completed by the parents and submitted to the office for principal approval at least two days before the pre-planned absence. Work may be given in advance and will be due upon the student's return. Other work will be kept for the student during the course of the absence. That work will be due within the same number of days as the length of the absence. Please note that absences not authorized according to attendance policies and procedures will be counted as unexcused.

### **Arrival and Sign Out Times**

Students leaving and returning within the same school day will have their absence calculated based on the time out.

### **Tardiness**

Any students who are not in their assigned classroom when school officially begins for the day will be counted tardy. Habitual tardiness to school will be referred to the attendance officer for follow-up. Excessive violations may result in Juvenile Court proceedings.

### **Early Dismissal/Transportation Changes**

For your child's safety and protection, students are not to leave the school or playground during the school day without special permission. Any students leaving during the school day will ONLY be dismissed from the office. If your child's transportation will change, please notify your child's office at least an hour before dismissal. If a child will be accompanying another student on the bus or picked up with another student, notification must be received from BOTH sets of parents. Changes in bus transportation will be subject to approval based on availability.

**Make-Up Work**

Students are given the same number of days as the length of the illness to complete and turn in make-up work. For example, a child absent three days from school would be given three days upon his/her return to complete and turn in the missed work.

If your child is absent and you would like to receive missed work, prior to your student's return, please contact your child's school office regarding this possibility.

**Extracurricular Participation**

Guidelines for extracurricular participation as a result of illness or other absences are as follows:

1. If a student is ill and does not come to school, he/she should not attend extracurricular activities that evening.
2. If a student leaves school anytime during the day as a result of illness, he/she is not to return for the extracurricular activity that evening.

**Withdrawal from School**

Parents/Guardians are required to complete the BWLS Student Withdrawal Notice Form in the office of attendance to initiate the withdrawal process in Big Walnut. This signed form may be used to begin the process until at least one of the following preferred documentation methods are provided: 1) a signed withdrawal form from a responsible party outside the district that includes the last date attended in the district and the name of the new district/school 2) documentation of notification from an ODE system that the student has enrolled in another Ohio district 3) a hard copy or electronic records request from the new district/school with the date enrolled in the new school and/or the date the request was received. Parents/Guardians need to provide their new mailing address and contact information.

**Academic Achievement****School Fees and Instructional Materials (Board Policy 6152)**

School fees for the 2018-2019 school year are \$55.00 per student. Fees are due at the beginning of the school year. School fees are used for the annual purchase of consumable items (i.e. workbooks) and software subscriptions for individual students. Payments may be made using our online payment system on the district website: [www.bwls.net](http://www.bwls.net), a credit card transaction at school, or by sending a check to school. Invoices will be sent on a monthly basis. Until fees are paid, students may not participate in Eagle Extensions. School fees are waived for those students who qualify for Free Lunch. Those students who qualify for Reduced Lunch will pay \$27.50 per student.

Students are responsible for instructional materials loaned to him or her, and are expected to return instructional materials at the end of the course. Students will be responsible to pay for any instructional materials that are damaged, lost, or stolen.



**Field Trips (Board Policy 2340)**

Field trips are an opportunity to participate in educational experiences beyond the regular classroom. Only classroom students and adult chaperones are permitted on field trips. Adult chaperones may be required to have a successful background check, prior to supervising any students on the trip. Permission slips signed by a parent or guardian must be on file in the office prior to the date of the trip. A telephone call giving permission is not a signed permission slip. Field trips are a privilege, not a right. A student's attendance and attitude are key factors in determining his/her participation in these educational opportunities. Students on all district-sponsored trips remain under the district's administrative guidelines.

**Reporting Student Progress (Board Policy 5420)**

Student academic progress will be reported to parents on consistent intervals throughout the year. Parent conferences and PowerSchool will be provided to keep parents informed of student progress. *PowerSchool* is the online tool used by Big Walnut Local Schools to report grade information. This allows parents access to their child's academic progress.

Big Walnut implements a Response to Intervention (RtI) model to meet the needs of all students. Each student is universally screened in the areas of literacy and math three times per year. Data teams that are comprised of various professionals including but not limited to classroom teachers, intervention staff, and the school principal look at student data to determine the needs of students to receive support in academics and/or behavior. Throughout these interventions, the student's progress is monitored and will be communicated to the parents. If the educational team, which also includes the parents, has a concern about a lack of or stalled progress, a switch in intervention may be made or further conversation of meeting the student's needs may occur.

**Gifted Identification and Services (Board Policy 2464)**

The State of Ohio requires gifted identification, however, it does not mandate comprehensive services for children identified as gifted. Big Walnut Local Schools follow the state term of "gifted" as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified following procedures and criteria established by the Ohio Revised Code, Section 3324.03.

If you wish to find out more about the "Big Walnut Policy and Plan for the Identification of Children Who Are Gifted" or "Gifted Education Services and Eligibility Criteria", please contact your child's school or the Big Walnut District office to obtain additional information.

**Academic Promotion & Retention (Board Policy 5410)**

The promotion/retention of a student in any grade level should always be in the best interest of the student. The first consideration for student retention is the inability to meet at least minimum levels of knowledge and skills at his or her grade level. However, academics will not be the sole factor in the determination of retention. The student's age,

maturity level, emotional and social development, and attendance will also be considered. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program.

### **Student Assessment (Board Policy 2623)**

Big Walnut Local Schools follows requirements for all state mandated testing and assessments. 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.

### **Parent/Teacher Conferences (Board Policy 5420)**

Parent/Teacher conferences are scheduled multiple times throughout the year. Conference times will be arranged through your child's teacher. Conferences may be arranged at other times throughout the year by request of the parent, teacher, or building principal.

## **Health & Medical Needs**

### **Immunization Requirements (Board Policy 5320)**

Your child must meet county and state health regulations for entrance to school, which includes compliance with immunization laws. Each school year, the district nurse reviews health records and reminders will be sent if your child is out of compliance. **Students will be excluded from school if the immunization requirements are not completed within 14 calendar days after the student's first day of school.** Written statements of objection to immunizations due to parent/guardian philosophical or religious reasons must be provided to the school and are kept on file in the student record. An exemption from immunizations related to medical reasons must be signed by the child's physician and will be kept in the student file.

Listed below are the immunizations your child must have according to the Ohio Department of Health and the Ohio Department of Education for the 2018-2019 School Year:

Vaccines	Fall 2018 Immunization Requirements for Child Care/Head Start and Pre-Schools	Fall 2018 Immunization Requirements for School
<b>DTaP/DTP/DT</b> Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP or DT or any combination.	<b>Kindergarten</b> 4 or more of DTaP or DT, or any combination. If all 4 doses were given before the 4 <sup>th</sup> birthday, a 5 <sup>th</sup> dose is required. If the 4 <sup>th</sup> dose was administered at least six months after the 3 <sup>rd</sup> dose, and on or after the 4 <sup>th</sup> birthday, a 5 <sup>th</sup> dose is not required.*  <b>Grades 1-12</b> 4 or more of DTaP or DT, or any combination. 3 doses of Td or a combination of Td and Tdap is the minimum acceptable for children age 7 and up.  <b>Grades 7-12</b> 1 dose of Tdap vaccine must be administered prior to entry.**
<b>Polio</b>	3 doses of OPV or IPV or any combination of OPV or IPV.	<b>K-5</b> 3 or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous

		<p>doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.***</p> <p><b>Grades 6-12</b> 3 or more doses of IPV or OPV. If the 3<sup>rd</sup> dose of either series was received prior to the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is required; If a combination of OPV and IPV was received, 4 doses of either vaccine are required.</p>
<p><b>MMR</b> Measles, Mumps, Rubella</p>	1 dose of MMR administered on or after the 1st birthday.	<p><b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.</p>
<p><b>Hib</b> Haemophilus Influenza Type b</p>	3 or 4 doses depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months or 1 dose if given on or after 15 months of age.	<p><b>None</b></p>
<p><b>HEP B</b> Hepatitis B</p>	3 doses of hepatitis B	<p><b>K-12</b> 3 doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
<p><b>Varicella</b> (Chickenpox)</p>	1 dose of Varicella administered on or after the first birthday.	<p><b>K-5</b> 2 doses of Varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three months after dose one; however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b>Grade 6-9</b> 1 dose of Varicella vaccine must be administered on or after the first birthday.</p>
<p><b>MCV 4</b> meningococcal</p>		<p><b>Grade 7</b> One (1) dose of meningococcal (serogroup A, C, W and Y) vaccine must be administered prior to entry</p> <p><b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W and Y) vaccine must be administered prior to entry ****</p>

### Emergency Medical Authorization Form (Board Policy 5341)

Parent/Guardians are required by state law to complete an Emergency Medical Authorization Form. These are kept on file in the school office. This form must be on file in order for a student to participate in an activity off school grounds, including field trips, athletic and other extracurricular activities. The Emergency Medical Authorization is provided at the time of enrollment or each school year and must be completed every school year thereafter. Please note when listing person(s) as emergency contacts, it is recommended that those contacts are in close vicinity of the school building in the event that the student would need to be picked up from school if you are unable to be reached.

### Dispensing Medication (Board Policy 5330)

Big Walnut Board of Education wishes to cooperate fully with students, parents, and medical professionals to ensure that students receive any required medication during the normal school day at the time which it is required, however it is ideal that medications be

given at home if at all possible. Guidelines have been established to ensure to maintain the control of authorized drugs within the schools and to ensure the health and welfare of student.

A “ MEDICATION ADMINISTRATION FORM” must be on file in the office for any **prescribed** or **over the counter medication (OTC)** to be dispensed to your child. OTCs include but are not limited to pain medication (Tylenol, Advil, etc.), cold medication (Mucinex, Sudafed, etc.), cough drops, and essential oils. Medication brought to school must be in the original container and must be brought to school by a parent or parent designee. Medication cannot be sent to school with the student. Prescription medications must be kept in pharmacy container with the student’s name and match the the physician’s written orders on the Medication Administration Form. For over the counter medications, the dosing must match manufacturer’s suggested dosing. All medication will be stored in a secure location in the office and dispensed by the principal or his/her designee. A medication log is maintained in the office including student name, type of medication, date and time medication is administered, amount provided and the expiration date of the medication.

In some instances, students are permitted to carry certain prescription medications (ie epinephrine) with them while in school or attending a school sponsored function. If the physician feels that is medically necessary for the student to carry the medication, the physician must provide documentation providing authority to do so. If the student requires emergency medication to be kept at school, the appropriate Emergency Action Plan is to be completed and signed by the physician and parent/guardian. If the student is found to use the emergency medication in an inappropriate manner, Administration has the authority to confiscate the medication and notify parents and the physician to arrange for alternative means of administration.

Medical Plans must be provided to school every year or anytime a change has occurred. The plan must be signed by a physician.

Any medication that is not picked up by the parent/guardian at the end of the school year, will be appropriately destroyed by the district nurse.

Medical forms are available in the school office or on our district website at [www.bwls.net](http://www.bwls.net), expire at the end of the school year.

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

### **Student Illness**

Your child needs to be free of vomiting, diarrhea and/or fever-free (less than 100.5) without medications for 24 hours before they can come or return to school. Students with an unexplained rash will need a note from a physician stating that they are not contagious and may attend school. Students will be sent home with any of these symptoms, in order to

prevent spreading illness among our students and staff. If you have any questions or concerns, please feel free to contact District Nurse, Megan Truax.

### **Communicable Diseases (Board Policy 8450)**

Following is a list of common Communicable Diseases from the Delaware County Health Department. Should your child contract a communicable disease please notify the office.

<b>Disease:</b>	<b>Exclusion from School:</b>
Strep Throat	24 hours on antibiotic
Chicken Pox	until the 6th day or all lesions are dry
Mumps	until 5 days after the onset of parotid swelling
Impetigo draining	24 hours on antibiotic and lesions are no longer
Pink Eye	until discharge from eye(s) cease; 24 hours on medication
Head Lice	until treated and cleared by school personnel
Scabies	until adequately treated
Ringworm	until 24 hours after being adequately treated
Whooping Cough	24 hours after 5th dose of Zithromax is given
MRSA	Exclusion if wound is draining and cannot be covered

### **Allergies and/or Medical Plans**

If your child has an allergy or has specialized medical needs, please notify the district nurse, Megan Truax, your child's teacher, or school office. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year each school building and the Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

### **Food Brought to School**

Safety of our students is a top priority each day. Non food treats are a safer, healthier alternative. In an effort to further promote the safety of all students, the following guidelines are now in place:

1. All food items brought in for students, besides your child(ren), must be purchased from a store, individually packaged, and labeled with ingredients. Food from home is NOT permitted to be given to other students.
2. Food items being brought/sent in for other students must be nut-free (no peanuts, tree nuts, etc.).
3. Food items also need to have the nutritional content label.
4. Food items being brought/sent in for other students cannot be processed in facilities that process nut products (as noted on any labels).
5. We strongly encourage celebrating special days with non-food items. There are many ideas that can be found by doing a quick search on the internet. Please communicate your idea with the classroom teacher.
6. Grade level teams and/or individual teachers may have more specific requirements,

based on the needs of their students. These requirements will be communicated to you by each team/teacher as needed.

7. The building reserves the right to prohibit any food items from being brought into school.

### **Latex Free Environment**

Big Walnut Local Schools are a latex free environment. This means that no student is to bring balloons, gloves, rubber bands, or any other materials that contain latex. This is for the safety of all of our students and staff.

## **Student Code of Conduct (Board Policy 5500)**

### **Code of Conduct Rules**

The purpose of discipline is teaching students to control their own behavior in accordance with socially accepted standards.

As students progress from preschool to 6<sup>th</sup> grade, they become increasingly responsible for their behavior. The following behaviors are considered serious in nature and may result in disciplinary action. The principal considers many factors including age, previous discipline reports, disability and severity of behavior when considering disciplinary action.

- Fighting/Assault
- Threats
- Leaving school without permission
- Damage of property
- Disruption of the learning environment
- Insubordination
- False Alarms
- Possession or use of alcoholic beverages, narcotics, drugs or tobacco (Board Policy 5512, 5530)
- Possession of dangerous weapons or look-alikes (Board Policy 5772)
- Theft
- Sexual harassment
- Non school time violations toward school personnel, school property, or an event that disrupts the learning environment
- Lying/Cheating/Forgery
- Behaviors disruptive to the learning environment or use of objects causing disruption
- Behaviors that may cause injury to self or others (running in halls, shoving, playground actions, etc.)
- Violation of the BWLSD Technology Policy

### **Anti-Harassment, Intimidation, and Bullying Policy (Board Policy 5516, 5517)**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Big Walnut Schools is strictly prohibited, and such conduct may result in disciplinary action,

including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. These reports can be formal, informal or anonymous. Bullying Reports are made available in the office. In addition, anonymous reports can be made by contacting the Safer Schools Ohio tip line via call or text at 1-844-SAFEROH (1-844-723-3764).

### **Anti-Harassment Policy Title VI (Board Policy 5517)**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age or disability. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates policy.

### **School's Right to Search (Board Policy 5771)**

If there are reasonable grounds for suspecting that the search will turn up evidence that the student is committing a violation of law or of school rules, the principal or designee may search the student and/or the student's personal possessions. Lockers may be searched by school officials at any time.

### **Video Surveillance (Board Policy 7440.01)**

Video surveillance equipment is used inside and outside of all buildings in the district and may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

### **Discipline Options (Board Policy 5600)**

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct and, where required by law, to the student's due process right to notice, hearing, and appeal.

### **In-School Intervention (Board Policy 5610.02)**

In-school Intervention will provide a practical alternative to out-of-school suspension for less serious infractions as determined by the administration. This program will remove disruptive students from the classroom while providing a continuing educational program and an opportunity to change inappropriate behavior. They will be marked as present for school for the days they are in ISI. They are required to complete their regular school work and will receive up to 100% credit for work completed while in ISI.

### **Suspension (Board Policy 5610)**

1. No suspension will be for more than ten (10) school days.
2. The superintendent, principal or assistant principal and the dean of students must give notice of intention to suspend and reasons why to the student.
3. The student or his designee must have the opportunity to appear at an informal hearing before the principal, assistant principal, dean of students or the superintendent to challenge reasons for intended suspension or otherwise explain his actions.
4. Within 24 hours of the suspension, the parent, guardian, or custodian of the pupil and treasurer of the Board of Education must be notified. This notice will include: 1) the reasons for the suspension; 2) notice of the right of the pupil or his parent, guardian, or custodian to appeal such action and to be granted a hearing; 3) notice of the right of representation at the appeal; and 4) notice of the right to request that an appeal hearing be held in executive session.
5. The student is not permitted to participate in any school function during the period of suspension. Students are to remain at home during school hours during the duration of the suspension.

### **Expulsion (Board Policy 5610)**

1. Only the superintendent/superintendent designee may expel.
2. The superintendent gives the pupil and his parent or guardian written notice of the intended expulsion.
  - a. The notice must include the reasons for the intended expulsion.
  - b. The pupil and parent or their representative must have the opportunity to appear before the superintendent or his designees to challenge his action or to otherwise explain the pupil's actions.
  - c. The notice must state the time and place to appear for the hearing. This hearing must be held not less than three (3) not later than five (5) school days after the notification of intention to expel is given.
  - d. The superintendent may grant an extension of time for the appeal. If granted, he must notify all parties of the new time and place.



3. No expulsion may be for a period exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place.
4. Within 24 hours of the expulsion, the parent, guardian, or custodian of the pupil and Big Walnut Local School District Treasurer must be notified. The notice must include the reasons for the expulsion, the right of the pupil, parent, or custodian to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session. If the expulsion is for a period of more than twenty (20) school days or for any period of time that would extend into the following semester or school year, the notice must provide information about services or programs offered by public and private agencies that work toward improving behavior and attitudes that contributed to the incident giving rise to the expulsion, including the names, addresses, and phone numbers of such agencies.

### **Student Due Process (Board Policy 5611)**

No student shall be suspended, expelled, or removed from school except in accordance with the code adopted by the Big Walnut Board of Education. In the event that a suspension or expulsion is necessary, the student has the right to a hearing with the administrator imposing the discipline to give an account of the incident and/or to challenge the reasons for the suspension or expulsion. In addition, parents have the right to appeal suspension or expulsion decisions to the Superintendent or designee, and the Board of Education or its designee, to be represented in the appeal by a representative of their choosing, and to request that the hearing be held in an executive session.

### **Appeal Procedure for Suspensions**

Should a student or a student's parent(s) choose to appeal the suspension, he/she must submit a request in writing to the Superintendent or Treasurer within ten (10) calendar days of the notice of the suspension. All witnesses are sworn and verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student shall have the right to have representation at the hearing. The student may be excluded from school during the appeal process.

### **Dress Code and Appearance (Board Policy 5511)**

Dress is the responsibility of the student and parent. When dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter of administrative action involving the student and/or parent. Big Walnut Local School District students are expected to maintain a high standard of behavior, and each student is encouraged to dress in a manner that is appropriate. The building administrator or designee may exclude any student, when, in his/her judgment, apparel is not consistent with the standards established below:

1. Hats, head coverings, bandanas, sweatbands, and sunglasses should only be worn outside the building unless approved by building principal or designee.
2. Appropriate footwear must be worn for safety and sanitation reasons. Examples of

unacceptable footwear include flip flops, slippers, and loose fitting footwear that cannot safely and securely remain on the student's feet. Shoes must cover heels.

3. Clothing must be safe for school activities. Examples of inappropriate apparel include but are not limited to: halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see through tops, open mesh garments, garments with open sides which expose skin or undergarments.
4. Lower garments are to be worn at the appropriate level and cannot drag the floor. Lower garments should not allow any portion of the undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. No form fitting shorts of any kind may be worn unless worn completely under a shirt/dress.
5. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc.)
6. Coats and jackets are meant for outdoor wear and must be kept in school lockers or other designated areas during the day.
7. Jewelry or articles judged potentially harmful to students are not acceptable.
8. Excessive make-up, which causes disruption, is not permitted.
9. Distracting hair is not acceptable.

### **School Transportation (Board Policy 8600)**

The Big Walnut transportation system is operated as a convenience and service for the students of the Big Walnut School District. The primary purpose of the system is to transport students safely to and from school. Safety is the key concept around which the system operates. Safety is the motivating force behind the operational policies, rules, and regulations. Efficiency is also a basis for rules and regulations. Some of the following rules and regulations have grown from policies of the Big Walnut Board of Education. Others are state laws as found in the Ohio Revised Code (ORC) 3301-83-08, and still others formulated by the Ohio Department of Education.

### **School Bus Rules**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior at bus stop must not threaten life, limb, or property.
4. Students must go directly to an available or assigned seat so the bus may resume motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must listen for directions or instructions and obey the driver, promptly and respectfully.
7. Students must not use profane language.
8. Students must not eat or drink on the bus, except as required for medical conditions.
9. Students must not use tobacco on the bus.
10. Alcohol and drugs are prohibited on the bus, with the exception of medication for medical reasons.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry onto the bus only objects that can be held in their laps.

13. Students must leave or board the bus at locations to which they have assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus window.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect the safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office.

### **Suspension of Transportation Privileges (Board Policy 5610.04)**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student 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 his/her 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 his/her parents will be notified in writing within one school day of the reason for and the length of the suspension.

### **Bus Passes**

Due to the fact that the buses are operating at capacity load, the school may NOT be able to honor notes requesting that students ride a different bus. Students will only be transported to and from their place of residence or, if arrangements have been made in advance, to their childcare provider. Bus drivers will work with students, parents and administrators to ensure safety.

## **General Information**

### **Animals in School and on District Property (Board Policy 8390)**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities with administrative approval, those that serve as service animals as required by federal and state law, or those that conduct random searches for illegal substances. The student's need for and use of a service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

### **District Safety Plan (Board Policy 8400)**

In case of an emergency, district personnel will follow the District Emergency Operations

Plan. This plan specifies steps to be followed should an emergency arise that threatens the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Emergency Operations Plan, our staff routinely trains on many of these procedures. The drills include fire, tornado, and lockdown drills. In the event of a lockdown, parents will be notified via email, text, phone, and/or the district website. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

### **Food Service (Board Policy 8500)**

Students in full-day kindergarten and grades 1-6 may purchase a lunch from the cafeteria. Student breakfast is \$1.50 and lunch is \$2.75. Payments may be made using our online payment system on the district website: [www.bwls.net](http://www.bwls.net), a credit card transaction at school, or by sending a check to school. Students are permitted up to three (3) school lunch charges once their accounts are depleted. Lunch charges do not include ala carte items. Once a student has charged a school lunch three (3) times, he/she will be provided with a sandwich and drink for lunch.

Students gain access to their personal account with a Personal Identification Number (PIN). This system is used for all purchases including full meals, ala carte and milk. Accounts remain active until graduation or withdrawal from district. Students who fraudulently use a debit account or deny payment for food items will be responsible for repayment, disciplined and may be prosecuted. The school lunch includes a main entrée, milk, choice of fruits and vegetables, and often a dessert. A variety of ala carte items are always available.

Applications for the Free and Reduced-Price Meal Program are distributed to all students at the beginning of each school year. If you would like an application to this program, please contact your child's school.

### **Fundraising Activities (Board Policy 5830)**

Student fundraising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent. Contact your building principal with any questions.

### **Lockers (Intermediate School Only)**

Each student is responsible for his or her combination lock for his or her hallway locker. The combination lock will be provided to the homeroom teacher. Lockers should be kept locked at all times. Students should not reveal their locker number/combination verbally or visibly, or they cannot expect their property to be safe. Lockers must be cleaned every nine weeks. Lockers should be kept clean inside and out. Gummed labels; stickers, and/or pictures are not to be displayed inside or outside of the locker. Markers (including dry erase markers) may not be used on lockers. Damage caused by misuse will be charged to the student responsible. If a school supported (e.g. team spirit poster) locker display is placed on the locker, it must have prior administrative approval and only masking tape must be used.

**Lost and Found**

Found items are kept in a lost and found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents and students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

**Classroom Celebrations**

Various school celebrations are planned during the year by classroom teachers and the PTO. Birthdays are special - ask your child's teacher for specific guidelines on treats and times for the class. Delivery of flowers, balloons, and/or clowns is prohibited during the school day.

\*Please refer to the section titled "Food Brought to School" for guidelines on what food is appropriate for these events.

**Playground Safety**

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.). Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 25° Fahrenheit or above, including the wind chill, and playground conditions permit safe play. We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

**Riding Bikes/Scooters/Skateboards to School (Board Policy 5514)**

The Board of Education regards the use of bicycles/scooters/skateboards for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board will permit the use of bicycles/scooters/skateboards by students in accordance with the administrative guidelines of the Superintendent. The Board will not be responsible for bicycles which are lost, stolen, or damaged.

**Staff Gifts (Board Policy 3214)**

It is the policy of the Board that staff members may accept gifts of nominal value (generally considered a value of \$25 or less) from students or parents. The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

**Toys & Novelties**

Toys and novelties should stay at home except with principal permission. Any item that resembles or can be used as a weapon may not be brought to school.

**Vacationing Parents**

Each year some of our parents go on trips or vacations, leaving their children with friends or family. The school needs certain information in case of an emergency.

Before parents leave on vacation, the school must have a **notarized** medical consent form including:

1. Child's name
2. Name, address and telephone number of responsible adult
3. Length of time the responsible person is in charge
4. Parent's signature and date
5. Any pertinent medical history or allergies not already included in required paperwork

**Visitors (Board Policy 9150)**

Visitors are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the school office upon entering the school to sign in and obtain a visitor's pass. Visitors may also be required to provide a driver's license or other form of identification. Any visitor found in the building without a visitor badge will be asked to return to the office.

In order to protect our educational process, we ask that visitors and volunteers respect our learning environment and minimize the disruption of learning by remaining in scheduled areas. If parents wish to meet with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process. Students may not bring visitors to school without first obtaining permission from the building principal.

**Volunteers (Board Policy 4120.09)**

All volunteers who work with children on a regular basis need to display appropriate behavior at all times and may be required to provide a successful background check, prior to working with students.