

**WEST ELKTON  
INTERMEDIATE  
SCHOOL**

**STUDENT/PARENT HANDBOOK  
2020-2021**

**11751 State Route 503  
West Elkton, OH 45070  
937-787-4102**

**This handbook belongs to:**

**Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**City**\_\_\_\_\_ **State**\_\_\_\_\_ **Zip Code**\_\_\_\_\_

**Phone**\_\_\_\_\_

**Grade**\_\_\_\_\_ **Homeroom Teacher**\_\_\_\_\_

This district provides an equal opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Superintendent  
(937) 452-1283

My signature signifies that my child and I have reviewed and understand the school rules and consequences.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

Dear Parents and Students,

Welcome to West Elkton Intermediate School! We are glad you are a part of our school family. To make your school experience a positive one, this handbook has been compiled with information concerning the procedures and rules in your school. We hope you will read it carefully and refer to it when needed.

Parents, students, and teachers have a joint responsibility at West Elkton Intermediate School. By working together we aim to provide a quality educational experience that involves the home and the school. Let this handbook be one step toward this goal.

We appreciate your support and are looking forward to a successful school year in our voyage of excellence.

Sincerely,  
The Staff, Administration, and Board of Education.

### PREBLE SHAWNEE LOCAL MISSION STATEMENT

The mission of Preble Shawnee Local School District, in partnership with the family and community, is to challenge students to achieve their maximum potential in a safe learning environment.

### DISTRICT INFORMATION

<b>Central Office</b>	<b>937-452-1283</b>	<b>Matt Bishop, Superintendent</b>
<b>124 Bloomfield St., Camden, OH 45311</b>		<b>Fax: 937-452-3926</b>
	<b>937-452-1283</b>	<b>Jaime Ranly, Curriculum Director</b>
<b>Camden Primary</b>	<b>937-452-1204</b>	<b>Heather Campbell, Principal</b>
<b>120 Bloomfield St., Camden, OH 45311</b>		<b>Fax: 937-452-3291</b>
<b>West Elkton Intermediate</b>	<b>937-787-4102</b>	<b>Kyle Morton, Principal</b>
<b>11751 St. Rt. 503, PO Box 97, West Elkton, OH 45070</b>		<b>Fax: 937-787-3453</b>
<b>Preble Shawnee Jr/Sr High</b>	<b>937-787-3541</b>	<b>D. Whitis, Principal R. Ellis, Asst. Principal</b>
<b>5495 Somers-Gratis Rd., Camden, OH 45311</b>		<b>Fax: 937-787-3664</b>
	<b>937-787-3541</b>	<b>Jennifer Taulbee, Director of Special Ed.</b>
	<b>937-787-3541</b>	<b>Jeff Johnson, Technology Director</b>
<b>Transportation</b>	<b>937-787-4668</b>	<b>Kitty Line, Coordinator</b>
<b>Food Services</b>	<b>937-787-4435</b>	<b>Rhonda Rivers, Director</b>

### GENERAL INFORMATION

School Hours: 9:00 a.m.- 3:30 p.m. (Wednesday dismissal is 2:30 p.m.).....Grades 4<sup>th</sup> – 6<sup>th</sup>  
(Students are NOT permitted in the building before 8:35 a.m.) (Car rider/Walker pick-up time: 3:30 p.m.)

1 Hour Delay: 10:00 a.m – 3:30 p.m.

2 Hour Delay: 11:00 a.m – 3:30 p.m.

1 Hour Early Release: 9:00 a.m. – 2:30 p.m.

2 Hour Early Release: 9:00 a.m. – 1:30 p.m.

**PARENT VISITATION AND CONFERENCES:** Parents are encouraged to call the school and arrange individual conferences or visitation. Planned parent-teacher conferences are also held during the school year.

**VISITORS:** All visitors, guests, and volunteers (including parents) are required to sign the register in the school office and pick up a volunteer or visitor badge upon entering the school building. The West Elkton Intermediate School Office is located on the first floor, south entrance, first door to the left. Children who are not enrolled at West Elkton School are not permitted to attend school.

**WITHDRAWING STUDENTS:** Parents are responsible for notifying the school of student withdrawal. Advance notice is necessary to prepare adequate records needed to enroll your child at his/her new school. A withdrawal form must be completed in the office, bills paid and textbooks returned before a student's record is clear.

**COURTESY:** Students shall address all members of the school staff as Mr., Mrs., or Miss.

**TELEPHONE:** The telephone is for school business and student emergencies only.

**FEES:** Fees for consumable materials are required of all students. Letters regarding the amount of fees will be sent home with students. Students will not receive report cards until all fees are paid and overdue

library books are returned. Also, students will not be permitted to attend Camp Campbell Gard if fees are not paid.

**AFTER SCHOOL ACTIVITIES:** Students are not permitted to pass out invitations at school for home parties or other private after-school events or to use the school phone to make social arrangements.

**DRESS AND GROOMING:** Dress or grooming, which causes a disruption from classroom work and/or school activities or creates a danger to the health and safety of the pupils will not be permitted. Disruption of the educational process as determined by the principal will be the deciding factor with regard to dress and/or grooming. The school does not permit hats to be worn inside the building during school hours. **No pants with unpatched holes above the knee are permitted. Shorts are permitted in WARM WEATHER as long as they are fingertip length or longer. Skirts must be fingertip length or longer. Shirts and tops must be long enough to be tucked in. Halter-tops, spaghetti straps, fishnet, open sides, low-cut and short tank tops or any other clothing items which show undergarments are not permitted.** Pajamas and slippers are not permitted. Shoes must be worn at all times. BASEBALL, FOOTBALL OR SOCCER CLEATS ARE NOT PERMITTED IN THE BUILDING. Clothing items with obscene, offensive, suggestive, tobacco, and/or drug-alcohol related slogans and pictures are prohibited. **STUDENTS DRESSED INAPPROPRIATELY WILL BE PERMITTED TO CALL HOME FOR A CHANGE OF CLOTHING. IF A PARENT IS NOT AVAILABLE, CLEAN SHIRTS AND/OR SWEATPANTS WILL BE PROVIDED BY THE SCHOOL FOR THE REST OF THE DAY.**

**JEWELRY:** Students are not permitted to wear jewelry during gym classes. The physical education teacher will determine exceptions.

**PERSONAL BELONGINGS:** Students are responsible for their personal belongings. Valuable articles should be left at home. Items (including clothing) should be clearly marked for easy identification.

**OUTDOOR RECESS:** During inclement weather recess will be in the gym or classrooms. If it is raining or the temperature is 30° F or below, there will be no outdoor recess. During outdoor recess, students will be expected to remain with their class. If it is necessary for a child's activities to be limited, the parent should send a note to the teacher. For extended periods of time, a doctor's note will be required.

**LUNCHES:** Student lunches can be paid on a daily, weekly, monthly or annual basis. Free and reduced price lunch forms will be available and will be approved if requirements are met. All students are expected to eat a school lunch or a sack lunch.

**DISASTER PLANS:** Each building has an emergency disaster plan that provides for the safety of students and staff. Fire and tornado drill procedures are posted in each room. Students are to follow all directions given by teachers and silence is to be observed in order for everyone to hear the instructions.

## ATTENDANCE

Attendance is an important factor in school performance and success. It is in the best interest of each student to maintain regular school attendance. Ohio Revised Code requires school attendance of every person between six and eighteen years of age during each school day.

### Preble Shawnee Local Schools/State of Ohio/Preble County Attendance Policy

**House Bill 410**, effective at the start of the 2017-18 school year, was passed by the Ohio General Assembly to encourage and support a preventative approach to excessive absences and truancy. Schools will create policies and outline interventions for students that are truant. **Habitual Truant** is the new term referring to any child of school age (6-18) who is absent without legitimate reason. The new criteria for a **Habitual Truant** student is measured in hours not days.

- a. absent 30 or more consecutive hours without legitimate excuse or
- b. absent 42 or more hours in one month without legitimate excuse or
- c. absent 72 or more hours in one year without legitimate excuse.

HB 410 includes an **"Excessive Absent"** component for students missing school **with or without** legitimate reason.

- a. absent 38 or more hours in one month **with or without** excuse.
- b. Absent 65 or more hours in one school year **with or without** legitimate excuse.

### EXCUSED ABSENCES:

Students must be in school unless the absence has been excused for one of the reasons listed below.

## Legal Reason for Absences

1. Illness-The principal or designee may require the verification of the illness by a physician.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments.
7. Vacation-A note must be sent for approval at least one week prior to the vacation.

## NOTIFICATION PROCEDURES

Parents are to notify the school, before the start of the first period on the day of the absence, to explain the reason their child is missing school. **Parents can report their child's absence by calling the attendance secretary at 787-4102. Each absence should be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary. If the note has not been received within two days the absence may be considered unexcused.**

Any questions concerning the authority and guidelines used for excusing student absences from school are outlined in ORC 3321.04 and Chapter 3301-51 of the Ohio Administrative Code. If a question still exists, consultation with the county superintendent should occur **prior** to granting the excused absence.

Students with chronic medical conditions may submit documentation from a physician to be kept on file. This documentation will be reviewed by school officials to determine whether future excuses/notes will be required.

House Bill 410 requires the District to notify the County Attendance Officer in the event the student is absent *with or without* legitimate excuse for 38 or more hours in one school month or 65 hours in a school year. The County Attendance Officer will also notify a student's parent, guardian, or custodian regarding the absences.

## NOTIFICATION PROCEDURES (CONTINUED)

Requires a school district or school to (1) make at least three meaningful, good faith attempts to secure participation of the student's parent within a specified time period and (2) investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services.

With specified exceptions, requires a complaint to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st day after the implementation of an absence intervention plan, provided that the school district made meaningful attempts to re-engage the student and the student refused to participate or failed to make satisfactory progress.

Triggering Instances	Steps to be taken
Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.	<ul style="list-style-type: none"><li>• District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger.</li><li>• District or school must provide written notice to the parent, within seven days of the triggering absence.</li><li>• District or school may utilize any other intervention strategies contained in the new policy.</li></ul>
Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.	<ul style="list-style-type: none"><li>• District or school must assign the student to an absence intervention team within seven days of the triggering absence.</li><li>• District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to</li></ul>

	<p>participate warrants a report to child protective services.</p> <ul style="list-style-type: none"> <li>• Within 14 days of assignment of a team, the team must develop an absence intervention plan.</li> <li>• Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent.</li> <li>• District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</li> </ul>
Student refuses to participate or fails to make satisfactory progress on absence intervention plan.	<ul style="list-style-type: none"> <li>• Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</li> </ul>

In the event a student reaches or exceeds the number of unexcused or excused absence hours, they will be placed with an intervention team, parents will be notified via phone or in writing, and depending on the number of hours absent the Preble County truancy officer or court system may become involved.

**Truancy Intervention Meeting-Parents and students may be ask to attend a meeting with the Preble Shawnee intervention team and the Preble County Truancy Officer to discuss their students absences from school.**

**DISMISSALS:** Parents are responsible to CLEARLY inform children of after-school arrangements for activities and/or destination changes. A note signed by the child's parent must be sent to the teacher indicating specific changes. THIS INCLUDES BUS TRANSFERS. IF A NOTE IS NOT RECEIVED THE CHILD WILL FOLLOW NORMAL PROCEDURES.

**CLOSINGS / DELAYS:** The earliest news of closings or delays due to inclement weather or other emergencies will be broadcast on WING/AM (1410), WHIO/AM (1290), WLW/AM (700), WROU/FM (92.1), WHKO/FM (99.1), WYSO/FM (91.3), WING/FM (102.9), WGTZ/FM (92.9), WCLR/FM (95.3), WEBN/FM (102.7), and WDTN/TV-Channel 2; WHIO/TV-channel 7; WRGY/TV-channel 45; AND WKEF/TV-Channel 22. If Preble Shawnee Schools are not mentioned please assume that school is in session. You may also check the website at [www.Preble-Shawnee.k12.oh.us](http://www.Preble-Shawnee.k12.oh.us)

**EARLY PICK-UP:** Students leaving school during school hours must be signed out in the office. Proper identification will be required for the safety of all students. **PARENTS ARE NOT TO GO TO CLASSROOMS OR PLAYGROUND WITHOUT FIRST REPORTING TO THE OFFICE.** STUDENTS WILL NOT BE ALLOWED TO LEAVE THE SCHOOL GROUNDS WITHOUT APPROVAL FROM THE OFFICE.

**PARENTS MUST WAIT OUTSIDE THE BUILDING TO PICK UP STUDENTS AT DISMISSAL.** Students who walk to school need to follow traffic safety rules. Parents are responsible for student safety and conduct between home and school.

**EARLY DISMISSALS:** Early dismissals may occur for various reasons throughout the year. Please have an early dismissal plan for your child so that your child understands what to do if there is no one at home. If plans differ from the normal routine a written copy must be on file in the school office. Plan ahead in order to avoid last minute confusion.

**BUS LOADING / UNLOADING:** For the safety of students, parents are not to park in BUS LOADING areas or DRIVEWAYS and are asked to observe parking and traffic regulations. No one should walk between parked buses. When buses begin to move, all other vehicular traffic should stop until buses have departed. Car drop-offs / pick-ups should not occur in bus areas when buses are present.

### GENERAL RULES

- Students are to report directly to their classrooms. Students are to remain there unless given permission by the teacher to leave.
- Students are expected to behave in a courteous, respectful, and obedient manner in the classroom, in the hallways, and on the playground.
- Students are to walk in the building.

- Students will be held responsible for damaged or lost textbooks and damage to any other school property resulting from carelessness or disregard of rules.
- Lockers and desks are the property of the school and are subject to inspection at any time.
- Possession of guns of any type, water pistols, cap pistols, firecrackers, knives, matches, lighters, or any object that may be used to inflict injury is prohibited on school property during the regular school day, at all school activities, and on school buses. Do not bring markers of any kind to school (If needed, teachers will provide them).
- Pets should not be brought to school except as part of a planned class experience in which the pet can contribute to the learning situation. The student must secure permission from the teacher.
- Should parents permit students to ride his/her bike to school, he/she is to push the bike upon reaching the school grounds. The student is responsible for the safety of his/her bike.
- Scooters, skateboards, roller skates, roller-blades, heely type roller shoes, electronic games and toys, radios and other music devices, trading cards and other collectibles, laser pointers and other valuables are not permitted on the school grounds or on school property. If cell phones are brought to school they must be turned off and in the student backpack.
- Students may not chew gum on school property during school hours.
- Students are not permitted to trade any personal items or participate in any activity that constitutes gambling.

### **CAFETERIA**

1. Students are to speak softly & walk at all times.
2. Students are to be respectful and courteous to fellow students and staff.
3. Students are to return trays and dispose of waste with permission.
4. Students must purchase or pack a full lunch in order to buy extra snacks.  
(Sharing of food is in violation of the health code.)
5. Students must eat all food and beverages in the cafeteria.
6. Students may purchase two (2) extra items per day.

### **LIBRARY RULES**

1. CHECK OUT— All books must be handled at the main desk by the librarian. Reference books and/or periodicals may be used in the library only.
2. FINES— A charge of five cents per calendar day will be placed on all overdue books.
3. RESPONSIBILITY— Books returned damaged shall be charged to the borrower.

### **PLAYGROUND RULES**

1. Appropriate outer clothing (coats, hats, gloves, boots, etc.) must be worn during cold weather.
2. Students are to be respectful and courteous to all students and staff.
3. Displays of aggressive behavior during independent or group play will result in disciplinary action. (This includes basketball, soccer, and/or use of playground equipment.)
4. Contact sports (football, wrestling, boxing) are not permitted.
5. Students are to follow all school safety rules and procedures.
  - Running games are to be played on the grass.
  - Steps, railing, trees, and fences are off limits.
  - Hardballs, wooden or aluminum bats, skates, rollerblades, skateboards, and scooters are not permitted on the playground.
  - Retrieve out-of-bounds balls only with playground supervisor's permission.
  - Standing on swings, slides, seesaws, monkey bars (the top), and other playground equipment is prohibited.
  - Doubling on swings and slides, jumping out of a moving swing, and swinging sideways or in a circle are prohibited.
  - Throwing snowballs, sticks, stones, and other objects is prohibited.
  - Climbing up the slide and sitting backward on the seesaw are prohibited.
  - Hanging upside down from any playground equipment is prohibited.

## DISCIPLINE

The students must be aware of school rules and expectations. Compliance is mandatory to and from school! The major emphasis of discipline policy is to teach children the importance of self-discipline. This training is the shared responsibility of students, parents and staff. We encourage all parents to work with us to help each child manage his/her behavior. When children step over the boundaries of appropriate behavior, consequences will occur. Children may lose recess, serve detention during or after school, miss a special activity, be removed from the classroom, go to Thursday or Saturday School, have in-school or out-of-school suspension, and/or be expelled. Parents will be contacted when necessary.

The Board of Education has adopted the following rules for student conduct:

Students shall not engage in any acts of harassment or bullying, whether physical or verbal (including sexual or racial harassment, menacing, assault, or fighting), while at school or at any school activity or while traveling to or from school or any school activity. Students shall not behave in a way that could cause physical injury to himself/herself or anyone else. A student found in violation faces the possibility of detention, Saturday School, suspension, and/or expulsion from school. Violations will be judged independently and appropriate discipline will be applied.

Students shall not possess or share with other persons pornographic literature or materials while at school or at any school activity or while traveling to or from school or any school activity. A student found in violation faces the possibility of Saturday School, suspension and/or expulsion from school. Violations will be judged independently and appropriate discipline will be applied.

**DISCIPLINARY ACTION:** Detention may be assigned and supervised by the teacher or administrator for a minimum of one-half hour and a maximum of one-hour before/after school with a 24-hour advance notice to parents. Transportation home from detention is the responsibility of the parent. Lunch or recess may be assigned and supervised by the teacher or administrator. Suspensions may be assigned by the administrator. Expulsions may be assigned by the superintendent.

**MINOR OFFENSES:** Referrals to the office will be handled at the discretion of the principal.

**SEVERITY CLAUSE:** If in the judgment of the principal the incident warrants more severe consequences than step one, he/she may omit steps. Students with a prior serious offense in another category may cause steps to be omitted. Each student starts each school year with no offenses.

**COURT REFERRAL:** Students may also be referred to court as "unruly" if their behavior at school continues to be a disruption to the learning environment. In some cases, depending on the nature of the offense, school officials may file a complaint with the prosecutor against a student for serious disciplinary offenses.

## MEDICAL

Please read this section carefully and call the school office if you have questions.

**IMMUNIZATIONS:** State law requires that immunization records be on file in the school office.

**COMMUNICABLE/NUISANCE DISEASES:** Parents are responsible to call the school office if a student becomes ill with a communicable disease.

**ILL STUDENTS:** The school is not equipped with the facilities to attend nauseated, vomiting students or students with fever needing bed rest. Parents will be responsible for transporting students home as soon as they are reported ill. NOTE: School personnel are not permitted to remove ticks or splinters.

**INJURED STUDENTS:** In the event of an injury, the school will make every effort to notify parents as soon as possible. If neither parent can be contacted, other individuals listed on the emergency form will be contacted as deemed appropriate by school personnel. The parents or designated alternate on the emergency form will be responsible for transportation. If a student is seriously injured, school personnel will call the emergency squad if determined necessary.

**EMERGENCY PROCEDURE FORMS:** Parents are responsible for the completion of Emergency Procedure Forms and their return to the school office. Please supply an adequate number of alternate names in case parents cannot be contacted. If the parents cannot be contacted school officials will call those listed on the emergency form or the emergency squad if needed.

## **THE BOARD OF EDUCATION POLICY REGARDING STUDENT MEDICATION MUST BE FOLLOWED:**

"The administration of a prescribed medication to the student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. Medication shall include all medicines prescribed by a physician and any patent drugs or remedies." If possible, all medication should be given at home. If this is not possible, no drug, either non-prescription or one prescribed by a physician, can be administered unless the following occur:

A: A written request on the appropriate form available in the school office must be completed and signed by the parent requesting that medication be administered. The form must be completed and signed by both the parent and physician before any prescription drugs can be administered.

B: The permit form and the medication shall be brought to the school office by the parent. All medications must be clearly marked and the prescription drugs must be received in the container in which the physician prescribing medication or a licensed pharmacist dispensed them.

C: The parent or guardian of the student must submit a revised statement signed by the physician who prescribed the drug if any of the information provided by the physician on the original form should change.

All medication shall be brought to the school **by the parent** and shall be picked up at the end of the year or the end of the period of medication, whichever is earlier. Any medication that is left at school for more than five days after the end of the period of medication shall be destroyed by the school nurse or building principal.

## **USE OF PICTURES**

A student's image, individually, or in a group picture, may be selected to appear on the School District's website or in a school newsletter, or to local public media. The images may be a result of a student project or sport event that recently occurred. Photos will be identified by first name only and may be used to illustrate news items, programs or projects on school or District web pages. Any person who opt out may do so with written request to the building administrator.

In school and District displays, bulletin boards, slideshows and videos, newsletters and newspapers, yearbooks, brochures, miscellaneous projects, and others as determined by the District, as well as photos with six or more children, will be exempt from withholding permission.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures have been followed.

Serious offenses may also result in disciplinary action under the regular student disciplinary code as listed.

Students may only get off the bus at their assigned stop unless they have a note from the parents and prior approval from the principal. You **MUST** have prior permission to ride a different bus.

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

- 1) Students are to go directly to their assigned seats and remain seated at all times keeping the aisle and exits clear.
- 2) Disruptive activities, the use of profanity, possession or use of tobacco, alcohol or drugs, lighting matches or lighters are prohibited. No aerosol cans (hair spray, deodorant, etc.) are permitted on the bus.



- 3) Transportation of firearms, animals, and dangerous weapons are prohibited.
- 4) Any misconduct that will distract the driver is prohibited.
- 5) No food, drink or chewing gum is permitted on the bus at any time.
- 6) Music playing devices, electronic games, trading cards, etc. are not permitted on the bus.
- 7) Vandalism or otherwise damaging the bus and/or property of others will result in serious disciplinary action and require the student(s) responsible to pay for damages.
- 8) No part of the body or any object is to be extended out of the window at any time. Students must not throw or pass objects on, from, or into the bus. Pupils may carry on the bus only items that can be held in their laps.
- 9) Students are to arrive at their bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus. Behavior at the bus stop must not threaten life, limb or property. **LOADING:** A single line is to be used for loading. **UNLOADING:** Students are to remain seated until the bus has come to a stop.
- 10) Students exiting from the bus must be a minimum of 10 feet from the bus before it proceeds.
- 11) Students are not permitted to exit the bus and go to the mailbox until the bus has left the area.
- 12) Students **crossing the road** must wait for the driver's hand signal to cross.
- 13) Students may only get off at their designated stop unless they have a note from their parent/guardian and prior approval from the principal. Students must have written permission from the principal to ride a different bus.
- 14) **Absolute quiet** shall be observed at all railroad crossings.

### **Rule Violations / Discipline Procedure**

**First Offense / Semester:** Written report filed by driver. Principal will hold a conference with the student and issue a verbal reprimand and/or take disciplinary action, depending on the offense. Parent will be notified.

**Second Offense / Semester:** Written report filed by the driver. Principal will hold a conference with the student. Students are subject to detention, ISD, Sat School. Parents will be notified.

**Third Offense / Semester:** Written report filed by driver. Students will be subject to a 3-day bus suspension. Parents will be notified.

**Continued Misconduct / Repeated Offenses:** Multiple day bus suspensions (up to 10 days per infraction) and possible recommendation for denial of bus riding privileges and court referral may result.

**Severity Clause:** If in the judgment of the principal, the incident warrants more severe consequences, he/she may omit steps. Serious offenses may be referred to the Student Discipline Code for punishment.




## PREBLE SHAWNEE LOCAL SCHOOLS 4-6 DISCIPLINE CODE

INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Use/possession of tobacco products	3 Day Suspension	5 Day Suspension	10 Day Suspension
Use/Possession of Illegal Drugs/Alcohol/E-Cigarettes.	5 Day Suspension	10 Day Suspension / recommend expulsion / court referral	10 Day Suspension recommend expulsion / court referral
Fighting	Reprimand & Parent Contact / Det. / ISD / Th/Sat School	3 Day Suspension	5 Day Suspension
Assault of Student or Staff	ISD / 3 Day Suspension	5 Day Suspension / Court referral	10 Day Suspension / recommend expulsion / court referral
Leaving School Without Permission	Reprimand & Parent Contact	After School Detention / ISD	2 Day Suspension
Possession of Deadly Weapon/Instrument (Includes look-alike weapons)	10 Day Suspension / recommend expulsion / court referral	10 Day Suspension / recommend expulsion / court referral	10 Day Suspension / recommend expulsion / court referral
Vandalism of School Property	Pay Costs / Parent Contact / Th/Sat School / ISD	Pay Costs / 3 Day Suspension	Pay Costs / 5 Day Suspension
Theft (Major)	Restitution / 3 Day Suspension	Restitution / 5 Day Suspension / Court referral	Restitution / 10 Day Suspension / Court referral
Abusive, Profane Language/Gesture/Material	Reprimand and Parent Contact	Th/Sat School / After School Detention	3 Day Suspension
Insubordination or Disrespect toward Staff	Reprimand & Parent Contact / Detention / Th/Sat School / ISD	3 Day Suspension	5 Day Suspension
Refusal to Serve Detention or Sat School	Th/Sat School / ISD / 2 Day Suspension	3 Day Suspension	5 Day Suspension
Behavior Disruptive to Education Process/Academic Insubordination	Reprimand and Parent Contact / Detention / ISD	3 Day Suspension / Th/Sat School	5 Day Suspension / Possible Court Referral
Harassment (Including Sexual), Bullying, Threats, Hit lists, Death Threats	Reprimand and Parent Contact / Detention / Th/Sat School / ISD	3 Day Suspension	5 Day Suspension / 10 Day Suspension/recommend expulsion
Tardies	Detention assigned after <b>EACH</b> 3 tardies.	Repeat	Repeat
Inappropriate Touching	Reprimand & Parent Contact / conference with guidance counselor	Detention / Th/Sat School / ISD	3 Day Suspension / Court Referral
Electronic Devices (Cell Phones, iPods, MP3, etc.)	Warning & Parent will pick up device	ISD & Parent will pick up device	ISD / Th/Sat School & Parent will pick up device

**SEVERITY CLAUSE:** If in the judgment of the principal, the incident warrants more severe consequences than step one he/she may omit steps. Students with a prior serious offense in another category may cause steps to be omitted. Each student starts each school year with no offenses.

**CONTINUED MISCONDUCT:** Students who repeatedly violate the student code are guilty of continued misconduct, which may result in ISD, Sat School, multiple day suspension, recommendation for expulsion and/or court referral.

**Note:** If a teacher, staff member, or bus driver refers a student to the office, the consequences listed above will be used as a guideline, taking into consideration the age of the student, the severity of the problem and the frequency the student is referred to the office. ISD = In-School Detention.

Character Traits	Hallway/ Stairs	Classroom	Restroom	Lunchroom	Playground
 <p><b>Respect</b></p>	<p>Respect property and people. Listen and follow the directions of adults.</p>	<p>Respect property and people. Sit properly at the desk. Be kind and include others.</p>	<p>Wait your turn. Respect property and people.</p>	<p>Promptly follow signals and directions of adults. Be polite and proper at the table.</p>	<p>Be safe, friendly and include others. Keep hands, feet and objects to yourself.</p>
 <p><b>Responsibility</b></p>	<p>Go directly to your destination and return promptly. Stay to the right and walk in single file. Report problems to staff.</p>	<p>Promptly follow directions and stay on task. Be punctual, prepared and participate.</p>	<p>Place garbage in the trash can. Go flush, wash, and leave. Use the restroom and return to class promptly. Report problems to staff.</p>	<p>Sit in seat and clean your area. Leave café with permission only. Walk appropriately and respectfully.</p>	<p>Use and return equipment safely/properly. Follow directions and signals from adults. Line up and walk appropriately.</p>
 <p><b>Integrity</b></p>	<p>Do what is right even when no one is around. Use appropriate language and volume.</p>	<p>Do what is right even when no one is around. Use appropriate language and volume.</p>	<p>Do what is right even when no one is around. Use appropriate language and volume.</p>	<p>Do what is right even when no one is around. Use appropriate language and volume.</p>	<p>Do what is right even when no one is around. Use appropriate language and volume.</p>



