Bucyrus Elementary Student/Family Handbook

245 Woodlawn Ave. Bucyrus, OH 44820
419-562-6089

To provide a safe and effective learning environment for students, families, staff, and visitors, this Student/Family Handbook provides information for daily care of students, school procedures, and explains students' and/or families' responsibilities.

BOE Approved June 2026

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Section 1 Intent of Handbook

Welcome to Bucyrus Elementary School. This handbook is intended to be used by students and parents to provide general information about Bucyrus Elementary School and to serve as a guide to the district and school policies. It contains many practices and pieces of information that are necessary for the day-to-day operation of Bucyrus Elementary School.

Each parent is responsible for becoming familiar with the handbook, familiarizing their children with the handbook, and knowing the information contained in it. Although the information found in this handbook is detailed and specific on certain topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

Section 2 Staffing and Contact Information

BUCYRUS CITY BOARD OF EDUCATION OFFICE
170 Plymouth Street
Bucyrus, Ohio 44820
Phone: 419-562-4045
Fax: 419-562-3990
www.bucyrusschools.org

BUCYRUS ELEMENTARY SCHOOL
245 Woodlawn Ave.
Bucyrus, Ohio 44820
Phone: 419-562-6089
Fax: 419-562-2367

BOARD OF EDUCATION
Mr. Randall Blankenship, President
Mrs. Christa Graves, Vice President
Mrs. Jenna Bollinger
Mrs. Morgan Jones
Mr. Chad Redmon

DISTRICT LEADERSHIP
Mr. Robert Britton, Superintendent
Mrs. Lisa Thoman-Cha, Treasurer
Mr. Jim Issler, Technology Coordinator
Mrs. Loni Porinchok, Student Services Director
Mr. Jonathan Muro, Curriculum Director

Please refer to the elementary page on the district website for the most up to date staffing list and to message staff members. https://www.bucyrusschools.org/o/elementary/staff

Article 1 – SCHOOL CALENDAR AND SCHEDULE

Section 1 School Calendar

Refer to the district website for the most up to date calendar:
https://www.bucyrusschools.org/events

Print versions of the school calendar are also available in the school office.

Special Note: PreSchool and Kindergarten will begin the year with a staggered start for the first two days of school. Families will be notified of their staggered start day after class lists are formed following screenings.

Section 2 Office Business Hours

7:45am to 3:45pm - Please contact the office during the listed times. You may call the building and leave a message outside of these listed times. Often staff and administration are in the building prior and after these times but are meeting or providing service to issues of the day. Please contact the main office to schedule an appointment with administration. Thank you for your understanding.

Please note: School Administration is unavailable from 8:20-8:45 and 3:15-3:35 due to duties during safe arrival and dismissal for students.

Section 3 Student Day

8:25am – Student Drop-off and Doors Open
Breakfast begins in classrooms
8:40am – Class Instruction Begins – Tardy Bell
3:25pm – Student Day Ends – Bus and Family/Student Pick-Up

Section 4 2-Hour Delay Schedule

10:25am – Student Drop-Off and Doors Open
Special note: On 2-Hour Delay days, breakfast is not served to students
10:40am – Class Instruction Begins – Tardy Bell
3:25pm – Student Day Ends – Bus and Family/Student Pick-Up

Article 2– COMING AND GOING

Section 1 School Arrival and Departure

Children are to arrive at school in the morning no sooner than 8:25 A.M. since supervision is not provided prior to this time. Students are to enter the building through their assigned grade-level entrance immediately upon their arrival at or after 8:25 A.M. and go to their homeroom.

Students that walk should be reminded to cross the streets in crosswalks only after looking several times in both directions. Bucyrus Elementary School has traffic monitors located at street crossings closest to the building to assist students. At dismissal, students are not permitted to linger on the playground and are to go directly home.

Designated drop-off/ pick-up areas are: Woodlawn Avenue and South East Street curbside areas. These “drop and go” areas provide quick exits after students leave their vehicles or school. All visitors and families needing to walk their child to a school door are encouraged to park in the school’s south parking lot, avoiding the west drive as that is for buses and pedestrians. Parents may also use the lot at Bucyrus United Methodist Church Administrative and Outreach Center as overflow. Please carefully escort your child through the appropriate walkways to the designated drop off points for their assigned areas. Anyone choosing to use the west side area parking may be delayed entering/exiting until all bus activity for arrival and dismissal is completed.

Parents and older siblings/students picking up students after school should arrive no earlier than ten (10) minutes before dismissal and are asked to wait outside the building.

For the safety of all staff, students, and families, no animals are permitted on school property at any time, including school drop-off and pick-up, without prior authorization from school administration.

Section 2 Building Entry

VISITORS, VOLUNTEERS, MENTORS – Safety and Security

Visitors, particularly family members, are welcome at the school. Visitors must request to enter the building using the outside intercom system, located on the post at the main entrance. Office staff will determine entry into the main office only. The building secretary, principal and/or Superintendent of Schools reserves the right to limit the entry of any person to the school if there is reason to believe that the presence of this person is detrimental to the safety and good order of the school. Students and staff are to never open and allow anyone in other doors of the building. Students and staff are expected to immediately report to office administration any suspicious behavior or situation that makes them uncomfortable.

Any visitor needing access into student areas of the building must provide their driver's license and obtain a visitor badge. Anyone found in the building without a visitor badge shall be escorted back to the office. Staff are expected to question anyone they do not recognize, is not wearing a badge, or is outside the school building even after school hours. If a person wishes to confer with a member of the staff, s/he should contact the school for an appointment prior to coming to the school, in order to schedule a mutually convenient meeting time. Interrupting instruction during the day is not acceptable.

Volunteers are required to have a BCI background check prior to being accepted in working with students.

Section 3 Early Dismissal

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian. No students will be released early to a sibling, family member or designated pick-up person that is under 18.

Section 4 Pickup During Dismissal

If you pick up your child at dismissal, please park in a space that allows vehicles (including buses) to enter and exit. Anyone choosing to use the west side area parking may be delayed entering/exiting until all bus activity is completed.

During the first semester, you will be expected to have a color-coded name card with your child's name. Name cards will be provided to you during the first week of school. Should you not have this, you will be expected to sign out your student at the main office.

Section 5 Going Home with a Friend

If your child is to go home with someone other than you or by other means than they usually do, we ask that you send a note to school with your child indicating that they have permission to go

with that person. Please be aware that students are not allowed to ride a different school bus or exit the bus other than at their regular stop. For student safety, only requests made directly to personnel in the office from the parent or legal guardian will be honored.

Section 6 Bicycles

Students in grades 1 - 5 are permitted to ride bicycles to school provided they follow the following guidelines:

1. When reaching school property, bicycles should be dismounted and walked on to the school grounds.
2. After school, students should also walk their bikes to the edge of the school grounds prior to boarding them.
3. Bicycles are to be parked in bicycle racks provided at school. It is advisable for the students to have locks for their bicycles.
4. Roller blades/skates, “wheelie” shoes, and wheeled book bags are not permitted.

Section 7 Bus Transportation to School

The school district provides transportation for students who live 1.5 miles or more away from the elementary building and within the school district boundaries.

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

The Transportation Director, principal or principal’s designee may approve a change in a student’s regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Article 3 – BUS

Section 1 Bus Conduct

Students who are riding to and from school or special field trips on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to Loading

Each student shall:

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

During the Trip

Each student shall:

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

Exiting the School Vehicle

Each student shall:

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

Section 2 Penalties for Infractions

A student who misbehaves on the bus may be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Article 4 – BEGINNING OF THE SCHOOL YEAR

Section 1 School Forms to Complete

All forms for the district are now electronic and are to be entered through FinalForms. Parents and guardians will receive emails prompting forms to be updated each school year. FinalForms can also be found at: https://bucyrus-oh.finalforms.com/.

All forms must be updated every year. During the year, please update forms as phone numbers, addresses, and contact information changes. If you need help updating forms, please contact the school office for assistance.

When students move within or out of Bucyrus school district, new proof of residency must be uploaded into Final Forms.

Section 2 New Student Enrollment

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

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parents or legal guardian. When enrolling, in addition to completing FinalForms, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency, such as a lease, utility bill or notarized residential affidavit
D. proof of immunizations
E. Copy of student's IEP and ETR or 504 Plan if applicable

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

Students enrolling from another school must have official records sent from their previous school. The school office will request these records once all enrollment forms are completed and documents are uploaded. Absences transfer from previous school and are subject to Ohio truancy laws.

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

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

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Section 3 School Entrance Age

Preschool - A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 1st of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten. To be eligible for our preschool and scheduled for screening, students must be enrolled via FinalForms and have all requested documents uploaded. Preschool screenings will take place in late July, and throughout the school year on Fridays as space allows. For more questions about our preschool program, contact us at 419-562-6089 or email our Preschool Director, Mrs. Robin Showers - rshowers@bucyrusschools.org.

Section 4 Kindergarten Entrance

In accordance with House Bill 114, a child is eligible for entrance into kindergarten if s/he attains the age of five (5) by the first day of instruction for the current school year. A child under age six

(6) who is enrolled in kindergarten will be considered of compulsory school age. Students must be enrolled via FinalForms and have all requested documents uploaded to be scheduled for a screening. Kindergarten screening will take place in early August.

The Board may admit to kindergarten such children as may be ineligible by reason of age but demonstrate the ability and need to undertake a program of education. The Board will designate the necessary standards and testing programs required for such early admission. The Board may admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in an approved public school kindergarten before transferring to this District.

Section 5 Assignment of Students to Classrooms

The PK-5 principal is delegated the responsibility of assigning students to classrooms. The principal shall equalize the number of students in each class to the extent possible. Factors considered in the formation of equal classes will be student learning styles, gender, learning abilities, behavior patterns, and special education needs. Teaching styles of teachers will also be considered. In summary, each child will be placed wherever the highest potential for learning exists. Any student in close relation to another student (sibling, cousin, etc.) will be separated in homeroom classes whenever possible, upon the discretion of school administration, to promote the development of independent learning. Teachers will be consulted for their recommendations for class roster composition for the next year.

Teacher requests from parents/ guardians will not be accepted.

To protect student safety, class lists will not be posted on school doors. Postcards will be mailed out to families at the beginning of August. Families may also find out homerooms for the new school year by attending Open House or calling the school office beginning the day after Open House.

Section 6 Immunizations

ALL students entering the Bucyrus City School District **MUST** have proof of required vaccinations or a completed exemption form **PRIOR** to starting school as required by law. **Your child will NOT be allowed to attend school without this information.** The school nurse will check students' records and inform those parents whose child does not have the necessary immunizations. Any questions about immunizations or waivers should be directed to the school nurse.

The school nurse will conduct vision, hearing, and other screenings at various grade levels. If concerns arise from the results of the screening, referral letters will be sent to the parents.

The district requires immunizations of students on the following basis:

1. Kindergarten children must have a complete immunization record.
2. Immunization records are requested for all students transferring into the district schools. If the previous school does not forward a record of it, or it is incomplete, it will be the parents' responsibility to comply with immunization requirements for students.

Article 5 – FOOD AND DRINKS

Bucyrus Elementary participates in the National School Breakfast and Lunch Program. For updated menus and prices please visit: www.bucyrusschools.org/page/food-services

Section 1 Breakfast

Breakfast is served in homerooms from 8:25 am – 8:40 am. A breakfast meal consists of 2 grains or 1 grain with 1 meat or meat alternative, fruit juice and milk. When 3 items are served, students must take the grain with a milk or juice. If there are 4 items served, students must take 3 items for the breakfast to be free.

Section 2 Lunch

A lunch consists of 5 components: grains, meat/meat alternatives, fruit, vegetable and milk. In order to be considered a student meal, the student must select three of the five components and one of the components must be a ½ cup of fruit or vegetable.

Section 3 Lunch Account Payments

Each student has a lunch account. Parents are encouraged to pay on a weekly basis. If paying by cash, exact change is recommended. If paying by check, make it payable to Bucyrus City Schools Food Service. Sending any form of money to school is best done in a sealed envelope with the child's first and last name, grade, teacher's name, and amount enclosed for the lunch account labeled on the outside of the envelope. If money is for more than one child, please indicate the amount for each child's account.

No student's charge balance will be allowed to exceed $100.

Payment can also be made online toward your child's account on the Bucyrus City Schools website. Parents may pay and monitor their child's account online through Pay School Central via the food service page.

Families are encouraged to complete the free and reduced lunch form each year. There is one form required per family. These forms are sent home with students the first week of school. Please note: This is a paper form and not included in FinalForms.

Section 4 NO Restaurant Food

Due to restrictions by law, commercial food is not permitted to be brought into the cafeteria or classroom by families to eat during breakfast or lunch. Students are asked to leave pop and energy drinks at home. Thank you for helping us to comply with this law.

Section 5 Parties, Birthday Treats, and Deliveries

Celebrations are an important part of growing up. We want to ensure that every child has an opportunity to celebrate their special moments without disruption to the educational environment of the school day.

Special treats for class parties and celebrations may be brought to school by the student or brought to the office for delivery to the classroom. Please only provide treats that are

prepackaged and labeled with ingredients to ensure students with allergies do not ingest something they cannot have. We ask for class holiday celebrations, families only provide what is specifically requested by the teacher. For birthday treats, we ask that parents coordinate with the teacher at least 24 hrs prior to the treat being brought into school.

Due to transportation restrictions, nutrition regulations, and distractions to the educational environment, the school is unable to accept any deliveries during school hours on behalf of a student, including but not limited to balloons, flowers, or DoorDash.

Section 6 Water Bottles

Water fountains are currently turned on and functional throughout the school building. However, some teachers and/or students prefer to bring their own water bottle to school. Any water bottles brought to school must have a lid to prevent leaks, be labeled with the student's name, and must contain only water. No juice, pop, flavored water, or other beverages should be put in water bottles. Students are expected to follow teacher rules in accordance with their water bottles. These rules may include keeping water bottles in their cubbies/lockers, filling them up/accessing them when active instruction is not occurring, and more. Extreme care is to be used with water bottles around student chromebooks to ensure no water gets onto the technology.

ARTICLE 6 –ATTENDANCE

Section 1 Regular Attendance

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

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

Section 2 Notifying School of Absence

A parent/guardian must notify the school by 9:00 am providing an explanation for an absence of the day. **When the child returns to school they must bring a written explanation of the absence for our records. This can be a parental excuse or a doctor's excuse.** Without a parental excuse or doctor's excuse, the absence will be unexcused and the student will be identified as truant for that school day. Please note: Families that provide a prior written note or phone call excusing their child will still receive an attendance call from the school.

Section 3 Excused Absences

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

A. personal illness
B. illness in the family
C. doctor/dentist visit
D. court appearances
E. military related absence
F. quarantine of the home
G. death in the family
H. necessary work at home due to absence or incapacity of parent/guardian
I. observation or celebration of a bona fide religious holiday
J. such good cause as may be acceptable to the Superintendent

Section 4 Over Ten Occurrence Status

Parents may excuse their students up to ten (10) occurrences (unverified absence), less any occurrences of unexcused absence. A student reaching a total of ten occurrences of parental excuses is placed on OVER TEN OCCURENCE STATUS and will receive notification of this in the mail. When a student is on OVER TEN OCCURENCE STATUS, only verified documentation will excuse the absence. Any other excuse must be approved by the Principal, Associate Principal or designee. Once on OVER TEN OCCURRENCE STATUS, notes from parents/guardians will not excuse an absence.

Section 5 Suspension from School

Absence from school due to suspension shall be considered an unauthorized absence and will be counted toward calculations for determining truancy. A student who is suspended shall be permitted to complete any classroom assignments missed because of suspension. The number of days for completion of makeup work will be equivalent to the number of suspension days.

Section 6 Truancy

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State of Ohio. Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year. If a student's parent/guardian fails to cause the student's attendance the school will act in compliance with State Law and Board Policy 5200.

To guarantee every student the opportunity to succeed, Bucyrus City Schools has adopted the following procedures to notify students and parents or guardians of the student absences and possible court action:

Initiating Action	Action

Each day of absence an automated phone call will be sent to Parent/Guardian	
After 12 hours of absence without a legitimate excuse	Letter to Parent/Guardian
After 38 hours of absence in one school month with or without a legitimate excuse - Excessive Absences	1) Letter to Parent/Guardian 2) Notify EMIS
After 65 hours of absence in one school year with or without a legitimate excuse - Excessive Absences	1) Letter to Parent/Guardian 2) Notify EMIS
After 30 consecutive hours of absence without a legitimate excuse - Habitually Truant	1) Letter to Parent/Guardian 2) Notify EMIS 3) AIT Meeting
After 42 hours of absence in one school month without a legitimate excuse - Habitually Truant	1) Letter to Parent/Guardian 2) Notify EMIS 3) AIT Meeting
After 52 hours of absence in one school year with or without a legitimate excuse	1) Letter to Parent/Guardian 2) AIT Meeting/Notify EMIS 3) Notify Juvenile Court
After 72 hours of absence in one school year without a legitimate excuse - Habitually Truant	1) Letter to Parent/Guardian 2) Notify EMIS 3) File with Juvenile Court

Section 7 Vacations During the School Year

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

ARTICLE 7 –CONDUCT

Section 1 Code of Conduct

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors
Students are expected to:
- act respectfully to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender identity, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

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

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

Positive Behavior Intervention Supports
Our PBIS is a system to reward and support positive behavior and attitude in the building. Students can earn tickets that can be redeemed for a variety of rewards.

Book Bags, Backpacks, Gym Bags and Large Tote Bags
Book bags, backpacks, gym bags, large tote bags and similar types of items will not be permitted to be taken into classrooms during the school day. These items must be kept in the student's locker or cubby. Acceptable bags should be such a size that a text book will not fit inside.

Section 2 Student Discipline Code

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Bucyrus City School District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

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

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

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

A major component of the educational program at Bucyrus City Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

1. **Failure to Obey Instructions/ Insubordination -** Students are expected to comply with reasonable directions of staff including teachers, teacher aides, substitute teachers, guidance

counselors, administration, office staff, custodial staff, and any other adult employed by the district. Failure to obey instructions includes insubordination: Refusal or failure to comply with staff directives and/or acting in defiance of staff members. No students shall fail to provide information or supply false information when it is requested.

2. Disruption of Class and/or School - Students shall not cause disruption of the normal operation of a class, classes, school or any school function by use of voice, violence, fear, noise, coercion, threat, harassment, intimidation, passive resistance, leaving assigned areas, or any other conduct causing obstruction. Such disruptions include but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic events, bus travel, bus stops, athletic, or performance art events.

3. Disrespect - Students will respect all staff, fellow students, parents, and visitors to our district or at district events. While interacting with others, students may not argue, mock, back-talk, use inappropriate language, display rude or disrespectful interactions including facial and physical gestures, language, written words, or physical acts directed at staff members or about staff members.

4. Inappropriate Language/Materials/Gestures - Students shall not use inappropriate language in speech, writing, or gesture. Students should not use profanity, abusive, degrading, or obscene language either written, verbal, or through gestures or expressions. Students shall not use written, verbal, or gestures or publish or distribute materials that contain inappropriate expressions including those regarding race, ethnicity, religion, sexual orientation, gender, nationality, age, physical appearance, or physical or mental capacity.

5. Dress Code - The appearance of a student is the responsibility of the student and his/her parents/guardians. However, if and when dress and grooming may disrupt the learning process for the student, other students, or the learning climate of the school, these become matters of administration action involving the students and/or parents.

In any case, the building principal and/or his designee shall determine what is disruptive of the instructional process or what constitutes a dress code violation. To assist with correction of dress code violations, a student may be required to change into school appropriate clothing. This may be school-issued clothing or clothing brought from home after parental contact. Any time missed due to a dress code violation will be considered unexcused.

The following list stipulates some of the basic requirements of a Bucyrus student:

- Clothing shall not contain words or graphics suggesting profanity or sexual connotation.
- Clothing shall not contain words or graphics suggesting drug, alcohol, or tobacco use.
- Clothing shall not contain words or graphics suggesting defamation of any groups on the basis of race, color, disability, religion, gender identity, or national origin.
- Students are not allowed to wear items that obscure their identity. This includes brimmed hats, hoods, and dark sunglasses.
- Hoodies are to have hoods off during the school day or will be asked to be removed and stored in cubby/locker.
- Clothing worn to school shall not expose body parts that are normally covered by undergarments.

- Clothing must have an appropriate neckline, cover the shoulders, midriffs, and back.
- Skirts, shorts, and dresses are permitted year round provided they are at least mid-thigh length and students are properly covered for outdoor recess without clothing changes.
- Students must wear shoes. (Students may not wear flip-flops, house slippers, cleats, or other footwear that may be unsafe for the wearer or other students).
- Outerwear must be left in the student's cubby/ locker during the school day with exception of recess time.
- Physical education teachers are authorized to establish for their students any specific, reasonable dress or grooming requirements that they deem suitable for participation in their activity with approval of the building principal.
- Spirit or celebratory days may have themed dress suggestions (such as hat day), but these must have administrator approval.
- Extraneous adornments may pose a safety hazard and are not permitted to be worn by students in the school building. These may include but are not limited to: chains, chokers, excessive or studded items such as bracelets or belts, tails, costume accessories. Students wearing these items may be asked to remove the item(s), and may be subject to disciplinary action following the guidelines set forth in the handbook.

6. Cell Phone/Electronic Devices/Acceptable Use Policy - Bringing a cell phone, smart watch or other electronic communication device is a privilege extended to students as long as the rules for their use are followed. Likewise, denial of this privilege may be imposed if the rules are not followed.

Using a cell phone, smart watch or other electronic device to record or share on networking websites on school property during school hours is not permitted. A student is not permitted to have electronic devices such as radios, tape decks, CD players, televisions, iPods/mp3 players, hand held games, tape recorders, digital recorders, cameras, tablet computers, personal laptop computers in their possession during school hours. This includes lunch periods, recess, assemblies and on the bus.

Students must keep their cell phone in their cubby/ locker and turned off during school hours, including lunch.

Students may not use cell phones or other electronic devices on school property, including a school bus, or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Also, during school activities when directed by the administrator or sponsor, cell phones and other electronic devices shall be turned off and stored out of sight.

The administration has the right to confiscate any items considered inappropriate for a school setting or disruptive to the educational environment and may require them to be returned only to a parent/guardian.

7. Honors Violations - A student shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification, verbally or upon any document.

8. Reporting False Information/Withholding Information/Lying - Students shall not give/provide false information, especially with the knowledge that the information reported, conveyed, or circulated is false. No students shall fail to provide information or supply false

information when it is requested.

9. Failure to Complete Minor Disciplinary Sanction - Students are to serve the consequences given for misconduct. Failing to comply with disciplinary penalties will cause enhanced penalties that may include filings with the Crawford County Courts.

10. Not in Assigned Area - Students are to be on-time and remain in the classroom unless given permission to do otherwise. Students may not be in areas for which they have not been authorized or areas that are unsupervised including leaving the building.

11. Aiding or Abetting Violation of School Rules - Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. If a student assists another student in violating any school rule, they may be disciplined.

12. Injurious Behavior - A student will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.

13. Fighting - No student shall engage in any play fight, fight or act of violence or force which causes harm or threatens to cause harm to another person. Fighting and play fighting include physical acts (i.e. pushing, shoving, slapping, kicking, punching, etc.) as well as verbal abuse or instigation of violence. Fighting is prohibited regardless of the willingness of participants and includes acts of “self-defense” which exceed that is essential to stop or escape an aggressor.

14. Assault/Threat - Students shall not act or threaten to act in such a way as to cause any form of injury or harm to another student, school employee, or other person. This includes physical as well as emotional or psychological harm. Acts of assault include, but are not limited to, verbal threats and/or threats/harm caused via texting, messaging, posting, or other forms of electronic communication. Included would be the plans to harm or target specific students, teachers, or other school staff (ex. making a hit list).

15. Damage of Property - Students shall not cause or attempt to cause damage of school property, including buses and bus sets, or personal property. Students shall not touch or handle another person's property without their authorization. Penalties can range from detention to referral to court. The school may seek financial remediation for damaged property. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

16. Weapons and Dangerous Instruments - A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to fireworks, explosives, live ammunition, pyrotechnic devices of any kind, poison gas, and other dangerous weapons or ordinances, including firearms, knives, and objects made, constructed, or altered so that to a reasonable person the object appears to be a weapon (look alike weapons - Students may face discipline if they display an item that appears to be a firearm, even if the item is not in fact dangerous). Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Included would be the plans and/or instructions on how to build or use such items, or making plans to target specific students, teachers, or other school staff (ex. making a hit list). Because the board believes that students,

staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the administration. Failure to report such knowledge may subject the student to discipline. Possession and/or use of a weapon may subject a student to expulsion and possible permanent expulsion. Personal protection spray devices may not be used other than in self-defense. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

17. Tobacco/Alcohol/Drugs/Related Products - Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited including e-cigarettes and vaping devices. Per Senate Bill 219, administrators may refer violators of the tobacco policy to the Crawford Juvenile Court.

School activities, functions, events, grounds, classes, and instruction are to be completely free of controlled substances and alcohol. Therefore, the following student conduct is prohibited:

1. The use, possession, purchase, transmission, or sale of any alcohol or controlled substance during school, on school grounds, or at school sponsored function and/ or activity, or on school owned or provided transportation is prohibited.
2. A student is prohibited from consuming/ ingesting beer, intoxicating liquor, prescription drugs and/ or controlled substance on or off school property during any calendar day when after such consumption/ ingestion a student attends school or school function and/ or activity, or is on school - owned or provided transportation, or is on school grounds during that same calendar day.
3. Furthermore, a student is prohibited from attending school, a school sponsored function and/ or activity or being on school grounds or on school owned or provided transportation having used alcohol or a controlled substance prior to such presence or attendance and or exhibiting, manifesting or reflecting any symptoms, sign, evidence, or manifestation of such use or consumption of alcohol or a controlled substance, including but not limited to: smell of alcohol or chemical, reddened eyes, or any other sign or conditions which a reasonable person would associate with the use or consumption of alcohol or controlled substance.

A student shall not possess, use, transmit, buy, sell, offer to sell, distribute, or conceal any of the drugs defined as a “drug of abuse” in Ohio Revised Code Section 3719.011 and/or non-prescribed (over-the-counter) medications or possess, use, transmit, buy, sell, or conceal any of the drugs defined as “Counterfeit Controlled Substance” in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, offer to sell, distribute or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, “look alike” drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may

self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his professional judgment, the administrator may send the student home in the custody of his parents.

If the building administration has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test. The administration may also search the student's locker, book bag, clothing, or possessions.

18. Bus Rules - Students are required to obey all District and State policies when using district transportation. This includes important safety requirements such as remaining properly seated and refraining from any behavior that might cause a distraction to the driver. Bus conduct violations may result in temporary or permanent loss of bus privileges as well as school disciplinary consequences.

19. Theft/Gambling/Extortion - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, visitor, or employee of the school district. A student shall not engage in any act, verbal, written, or physical, to secure or attempt to secure money or property including attempting to sell items to other students. A student shall not engage in games of chance for stakes, bookmaking, or wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

20. Sexual Misconduct/Possession of Sexually Explicit Materials - Students shall refrain from inappropriate displays of affection and are expected to show respect for others. Students should not display affection in such a manner as to prove embarrassing or distracting to themselves, other students, staff members, or visitors. Students should not use district wifi or technology devices to attempt to access inappropriate sexual materials.

21. Harassment/Sexual Harassment/Bullying/Cyber Bullying/Retaliation - Students or groups of students shall treat each other kindly and with respect. "Harassment, Sexual Harassment, Bullying, Cyberbullying, and Retaliation" means any verbal, written, graphic, or physical act - including electronically transmitted acts - i.e. internet, social media, text, email, cellphone, smartwatch, etc.. This includes anything 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. This includes violence within a dating relationship as per ORC 3313.666. This may not occur on school grounds, at any school-sponsored activity, or on

school provided transportation or at any official bus stop. This applies to but not limited to an act or acts that create a hostile environment and/or when it interferes or limits a student's ability to participate in or benefit from the school's program.

22. Repeated Offenses - Students that continue to commit similar violations for which they have already had consequences are subject to enhanced disciplinary action. Further consequences may include recommendation for expulsion and/or filing with the Crawford County Juvenile Courts.

23. Other Misconduct/Violation of local, state, or federal laws/Violent Conduct/Violation of Board of Education Policies - Any misconduct which is contrary to the school's educational mission or illegal is prohibited. This includes, but is not limited to assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Any student assisting other students in the violation of school rules is subject to disciplinary action as deemed appropriate by the designated school official.

LEGAL REFS: O.R.C. §3313.661,3313.666

Section 3 House Bill 318

Gov. Kasich signed HB 318 in August 2018, with an effective date of Nov. 2, 2018. Broadly, this act:

- Specifies requirements for the implementation and training of Positive Behavioral Interventions and Supports (PBIS) and other social-emotional programs for students;
- Outlines parameters for the suspension and expulsion of students, particularly for students in grades pre-kindergarten through grade 3;
- Specifies details regarding the role and training of school resource officers; and
- Provides grant funding for school safety training and school climate

Section 4 Positive Behavior Intervention and Supports

In our efforts to establish Bucyrus Elementary School as a safe, welcoming, and purposeful learning environment, we have implemented a framework called Positive Behavior Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also showing good character through their behavior. At Bucyrus Elementary, the focus is on teaching and encouraging appropriate behavior in all areas of school, concentrating on being respectful, being responsible, being safe, and being kind. Students who show this Bucyrus pride are able to maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

PBIS schools emphasize a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school- wide, classroom, and individual systems of support. Unlike how schools have

typically reacted in the past—discipline in response to student misbehavior—PBIS takes a proactive approach by teaching behavioral expectations and rewards students for following them. A successful PBIS school fosters a climate in which appropriate behavior is the norm.

Section 5 Discipline

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

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. Two (2) types of discipline are possible, informal and formal.

Informal Discipline
Informal discipline can take place within the school day and may include: written assignments, change of seating or location, before school learning opportunities, lunch-time, after-school detention, in-school discipline, and more.

Administration may also restrict participation in extracurricular activities as applicable to any student who has been formally disciplined, is chronically or repeatedly absent or tardy, and/or is not meeting minimum academic standards.

Formal Discipline
Formal discipline removes the student from school. It may include emergency removal, suspension, and/or expulsion as determined by the Superintendent. Suspensions and expulsions may carry over into the next school year.

Students being considered for suspension or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time the student will be notified of the charges and given the opportunity to respond. Suspension, expulsion, and permanent exclusion may be appealed to the Superintendent.

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

Alternative School
Alternative school is an alternative to out-of-school suspension that is assigned to a student by a building administrator. Students are removed from the building and will receive instruction in a separate location. Students will be assigned to alternative school when a student's behavior is not consistent with the educational process. Students are required to attend alternative school. Student absences will count against his/her attendance. Student work completed in alternative school will be counted toward his/her class grade. Students must complete all assigned days and must make-up all absences occurring during the placement.

Due Process Rights
Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student, in writing, will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the principal or principal's designee will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) school day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten [10] days after receipt of the suspension notice If the assistant principal issued the suspension, the appeal will be to the principal. If the principal issued the suspension, the appeal will be to the superintendent. Any appeal of the superintendent's decision will be made to the Court of Common Pleas. If the superintendent imposed the suspension the appeal will be to the Board of Education. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

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

Emergency Removal

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

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

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

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students and parents may

obtain representation for the expulsion hearing. Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

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

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen [14] days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

Discipline of Students with Disabilities
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges
When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, 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, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

Surveillance Cameras and Student Privacy
The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the buildings, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. When a tape (tape also refers to a digital information) becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape is and will remain confidential, and may be viewed by designated school officials, or law enforcement agencies as deemed necessary. If the tape shows any students other than the student involved, the other student's privacy must be protected. Therefore, the tape will be treated as any other student record, and the school has the obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape may become evidence at a criminal hearing, and will probably become a public record. Under

such circumstances, the tape is under the control of the courts (not the school).

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

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

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

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

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

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

If law enforcement or Children's Services removes a student from school, the building administrator will notify a parent.

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

A. Material cannot be displayed if it:
    - is obscene to minors, libelous, is pervasively indecent or vulgar;
    - advertises any product or service not permitted to minors by law;
    - intends to be insulting or harassing;

- intends to incite fighting; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

Harassment, Intimidation, or Bullying

Harassment, intimidation, or bullying behavior by any student/school personnel in the Bucyrus City School District 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 and House Bill 116, means any intentional written, verbal, graphic or physical act including on-campus or off-campus cyberbullying (electronically transmitted acts i.e., Internet, cell phone, personal digital assistant , 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, via “Cyber-bullying”, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A: “Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,

B: Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.”

C: Violence within a dating relationship. “Dating violence” is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person’s dating partner. A “dating partner” is “any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.”

Any student who believes that he or she is the victim of any of the above actions or has observed such action by another student, staff member, or other person associated with the District, or by third parties should contact the building principal or other administrator whom the student feels comfortable or fill out the written reporting form located in the office. Anonymous reports may be submitted to the appropriate building administrator as well as through an online reporting form found on the District website www.bucyrusschools.org. Administration, guidance staff and teaching staff will develop strategies with student victims, witnesses, and third party reporters to prevent retaliation for reporting incidents of bullying, harassment and intimidation. Such incidents of retaliation may result in disciplinary action, including suspension or expulsion from school, or legal action. Students who provide false reports of harassment, intimidation, or bullying, may face disciplinary action, including suspension or expulsion from school, or legal action.

ARTICLE 8 –SOCIAL RESOURCES

Section 1 Children and Youth in Foster Care

Students who meet the Federal definition of "in foster care", including those who are awaiting

foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District.

Section 2 Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at (419) 562-7721 or the school office for assistance.

Section 3 Counseling and Family Resources

Our elementary school is served by a School Counselor and Family Advocate who meet with students during the school day, when needed. Many times, they will make contacts with parents and provide assistance to make the school experience as positive as possible for our students. They often have additional resources and community connections available. Please contact them for student issues or family assistance: 419-562-6089 ext. 2134 or ext. 2133.

Section 4 Reporting Child Abuse/Neglect

All employees of the school district that believe a child under 18 years of age has suffered abuse/neglect are required by law to report such information to appropriate authorities. Reports will be made promptly. A person who participates in making such reports is immune from any criminal liability provided the report is made in good faith.

ARTICLE 9 –MEDICAL NEEDS

Section 1 Emergency Medical Consent

A complete Emergency Medical Parent Authorization form must be completed in FinalForms in order for a student to participate in any activity off school grounds, including field trips. The Parent Authorization is provided via FinalForms at the time of enrollment and at the beginning of each school year.

Section 2 Use of Medications

Students who must take prescribed medication during the school day, must comply with the following guidelines:

A. With the counsel of their child's prescriber, parents should determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The appropriate form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
C. All medications must be registered with the Nurse’s Clinic and must be delivered to school

in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse's Clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request.
E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
F. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Section 3 Non-Prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available in the Nurse's Clinic and in Final Forms. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

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

Section 4 Control of Casual Contact Communicable Disease

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific communicable diseases include COVID-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

Section 5 Control of Non-Casual Contact Communicable Disease

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the

State Board of Health.

Section 6 Lice

To reduce the transmission of lice in the classroom, students may be randomly screened by school personnel who have been trained in the detection of lice.

Children identified with head lice will be sent home. The parents/caregivers will be informed verbally of the proper treatment and will also be given a letter which contains information about lice and treatment instructions. For the child to be readmitted to school, parents will complete and return the Pediculosis (Head Lice) Treatment form, accompany the child on the day he/she returns to school, and wait until the child has been re-checked and cleared to return.

The head lice treatment process must be completed within 2 school days or the child will be considered unexcused which can result in the filing of truancy charges. If assistance is needed to secure lice treatment products, please contact the school office.

ARTICLE 10–COMMUNICATION

Section 1 Student Cell Phones/Smart Watches

Research shows improper cell phone usage has been linked to lower academic achievement. The State of Ohio has recently passed Senate Bill 158 to restrict student cell phone access in schools. The Bucyrus Code of Conduct with regard to Cell Phones has been changed to reflect Ohio State Laws.

Cell phone and electronic device rules for the school are as follows:

1) Cell phones are to be turned off and secured in student lockers/cubbies or turned into the teacher from 8:25 am to 3:25 pm.

2) Students are not permitted to have personal electronic devices such as but not limited to radios, tape decks, CD players, televisions, iPods/mp3 players, hand held games, tape recorders, digital recorders, cameras, tablet computers, personal laptop computers in their possession during classroom hours.

Bringing a cell phone or other electronic communication device to school is a privilege extended to students as long as the rules for their use are followed. Likewise, denial of this privilege may be imposed if the rules are not followed. The administration has the right to confiscate any items considered inappropriate for a school setting or disruptive to the educational environment and may require them to be returned only to a parent/guardian.

Student cell phones and smart watches that are not kept off and stored properly during school hours will be confiscated and the parent/guardian must pick it up at the office.

Section 2 Use of School Phones

Parents/guardians may call the elementary school office from 7:45 A.M. until 3:45 P.M.

Parents should communicate after-school/pick-up plans with students before coming to school. Please send a written note to the teacher if the student's pickup is different from normal practice. Only calls of necessity are permitted by students with permission obtained from school personnel. Office personnel will initiate all calls on behalf of a student. If a family emergency arises in which a parent/guardian needs to get an urgent message to a student, please call the school office to relay the message to the student. Calling and/or texting a student's cell phone or smart watch during the school day distracts from the learning environment and is prohibited.

Section 3 Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations, as well as their websites and our District and school Facebook pages.

Radio	WQEL-92.7	WMRN-106.9		
TV	WMFD	WBNS	WTVN	WCMH
Website	ohioradio.com	CrawfordCountyNow.com		bucyrusschools.org
Phone	A telephone message will be delivered to the phone number(s) on file.			

The school will also directly contact families by phone, email and All-Call system. Parents and students are responsible for knowing about emergency closings and delays.

ARTICLE 11 –SAFETY

Section 1 Fire, Tornado, and Safety Drills

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

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

ARTICLE 12 –STUDENT PERSONAL ITEMS

Section 1 Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, backpack adornments, toys and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

An exception may be made for recess equipment, such as basketballs or footballs, at the discretion of the homeroom teacher. Families acknowledge that the school is not liable for the

loss or theft of these items and all recess rules must be adhered to.

In addition, the school recognizes that fidgets, when used properly, are useful educational tools. Students may be granted an exception for **one** fidget from home with teacher permission as long as it is used as a tool and not a toy. Fidgets should be quiet and not become a distraction to the educational environment.

The lost and found area is located in the hall directly outside the PBIS office. Students who have lost items should check there and may retrieve their belongings if found. Unclaimed items will be given to charity at the close of the school year. Please label all items so they can more easily be returned to your child.

Section 2 Lost and Found

The lost and found area is located in the hall directly outside the PBIS office. Students who have lost items should check there and may retrieve their items if found. Unclaimed items will be given to charity at the close of the school year. Please label all items so they can be returned to your child.

ARTICLE 13 –ACADEMICS

Section 1 Academic Progress

Bucyrus Elementary School strives to keep families informed as to the academic progress and areas of improvement for each student. In general, students are assessed based upon classwork being completed, test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas. All of our elementary grade levels are transitioning to a mastery focus upon the state academic standards for each area of learning such as reading, writing, math, science, social studies. If a student/parent is not sure how assessments are conducted, s/he should ask the teacher.

The school applies the following grading system:

90 to 100 = A Excellent Achievement
80 to 89 = B Good Achievement
70 to 79 = C Satisfactory Achievement
60 to 69 = D Minimum Acceptable Achievement
0 to 59 = F Unacceptable Achievement
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Section 2 Reporting Periods

Students will receive a report card at the end of each 9-week period indicating their performance for each course of study for that portion of the academic term as listed on the district calendar. Grades can also be viewed on your child's PowerSchool account.

Section 3 Student Assessment

State-mandated assessment tests are given to Grades 3, 4, 5 students to monitor progress and

determine educational mastery levels. These tests help the staff determine instructional needs.

iReady is given grades K-5 three times a year to assess student progress in reading and math. These assessments are also used to determine educational needs and on-track progress of students.

Ohio's Third Grade Reading Guarantee (TGRG) is a program to identify students from through grade 3 who are behind in reading. Students that are “off-track” during fall testing are placed on a Reading Improvement Monitoring Plan (RIMP) that is reviewed with parents during fall conferences.

Third graders must meet a promotion score on the Ohio State Test (OST) or alternate assessment (iReady) to meet state standards. Students receive targeted instruction and multiple testing opportunities throughout the year to give them every chance to pass the state’s reading requirement.

Bucyrus Elementary is following the state’s timeline and implementation for the new dyslexia law. iReady is the school’s approved screener All staff have received the required state training for Science of Reading and dyslexia.

More information on the Third Grade Reading Guarantee (TGRG) and the Dyslexia Law can be found on the Ohio Department of Education website.

Section 4 Field Trips

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

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

Section 5 Specialized Programs

Enrichment Education: All second and fifth grade students are administered the NNAT3 to identify students who may be eligible for the enrichment education program. Teachers and/or parents may recommend students for enrichment education evaluation. The school district ensures equal opportunity for all district students identified as gifted to receive any services offered by the district.

Individuals with Disabilities (BOE Policy 2460): The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.
A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the district office at 419-562-4045 to inquire about evaluation procedures and programs.

LEP (Limited English Proficient): The school district follows the guidelines from the U.S.

Department of Education, Office for Civil Rights, regarding its legal obligation to language minority students. The school district identifies all students whose primary or home language is other than English. An assessment is administered to those students to determine if they are limited English proficient and need special language assistance to effectively participate in the district's instructional program. The district then decides and implements the instructional program that best meets the educational needs of the students.

Section 6 Promotions, Acceleration, and Retention

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

A. current level of achievement based on instructional objectives and mandated requirements for the current grade
B. potential for success at the next level
C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade
D. meeting of required promotional assessment score in accordance with the state's TGRG requirements (3rd grade only)

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

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

A student may be retained at his/her current grade level based on the following criteria:

A. failure to demonstrate proficiency in the core academic subjects including English Language Arts, Mathematics, Science, and/or Social Science.
B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
C. scoring at the below basic level on any state-mandated assessment test

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

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

ARTICLE 14 –SCHOOL EVENTS

Section 1 Student Attendance at School Events

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

Students attending evening events must be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Section 2 Spectator Expectations

A. Remember that s/he is at a contest to support and cheer for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
B. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
C. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
D. Learn the rules of the game so that s/he may understand and appreciate why certain situations take place.
E. Show respect for the opposing players, coaches, spectators, and support groups.
F. Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
G. Respect the integrity and judgment of the game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in the full view of the public.
H. Recognize and show appreciation for an outstanding play by either team.
I. Refrain from the use of controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
J. Use only those cheers that support and uplift the teams involved.
K. Recognize and complement the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship. This includes communicating with spectators during the event what is acceptable and unacceptable behavior.
L. Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

ARTICLE 15 –RECESS & PHYSICAL EDUCATION

Section 1 Recess Policy

Students in grades K-5 will have at least one recess. It will be fifteen minutes in length. All students are expected to go outside at recess time unless the weather is inclement or the temperature and/or wind chill is below 20° F. Parents should see that students are dressed for playing outside and have the appropriate attire for the temperature. Recess is more than just a

short break from academics. Recess provides social opportunities for students to develop friendships and to learn how to cooperate, get along, and give and take. Requests for a child to remain inside during acceptable weather conditioned days will require a medical excuse from a physician.

Section 2 Physical Education

The Board endorses physical education as an important element in the overall development of students. Pupils will be excused from classes in physical education if they have a signed statement from a physician stating the reasons why the child cannot participate. The instructor may also excuse those who are obviously ill, or pupils who are still convalescing from an illness or injury. The physical education instructor should first check with the building principal before denying a parent's request to excuse a child from physical education class.

All students shall be required to wear rubber-soled tennis shoes or soft soled shoes during the physical education period. This is for their safety and protection as well as to preserve the gym floor surface. Street shoes, sandals, Crocs, boots, slides, Hey Dudes and stocking feet are not allowed on the gym floor.

ARTICLE 16 – PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit the student to a school in one of those districts providing instruction at the student's grade level.

ARTICLE 17 – STUDENTS WITH DISABILITIES

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

access to the District's programs and facilities.

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

A. Has a mental or physical impairment that substantially limits one or more major life activities;
B. Has a record of such an impairment; or
C. Is regarded as having such an impairment.

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

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

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

ARTICLE 18 –PROTECTION & PRIVACY OF STUDENT RECORDS

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

Directory information includes:
A student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; and /or scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. See Form 8330 F13.

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

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

Parents have the right to amend a student record when they believe that any of the information

contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

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

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

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

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

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

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:FERPA@ED.Gov; and PPRA@ED.Gov

ARTICLE 19 – COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory agreement regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.

B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.

D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.

G. Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit http://www.cyberbullying.ca

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;

4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications

through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" on-line without parent approval and participation.

8. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or staff if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's servers is prohibited, without prior approval grom District Technology Coordinator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or a staff member. All such authorized communications must comply with these guidelines.

M. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

O. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

P. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the District Technology Coordinator. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purposes.

S. Game playing is not permitted at any time.

T. Student chromebooks are the property of the District. If damage occurs to the chromebook, it may be the responsibility of the family to pay for damages based on the circumstances in which the chromebook was damaged. Final determination of if the family is liable will be determined by the principal or the principal's designee. Final cost of the repair will be determined by the District Technology coordinator.

ARTICLE 20 – EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational 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.

Mr. Robert Britton, Superintendent, 419-562-4045, rbritton@bucyrusschools.org

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

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was previously released**.** This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: bucyrusschools.org by clicking on "Board of Education Policies".