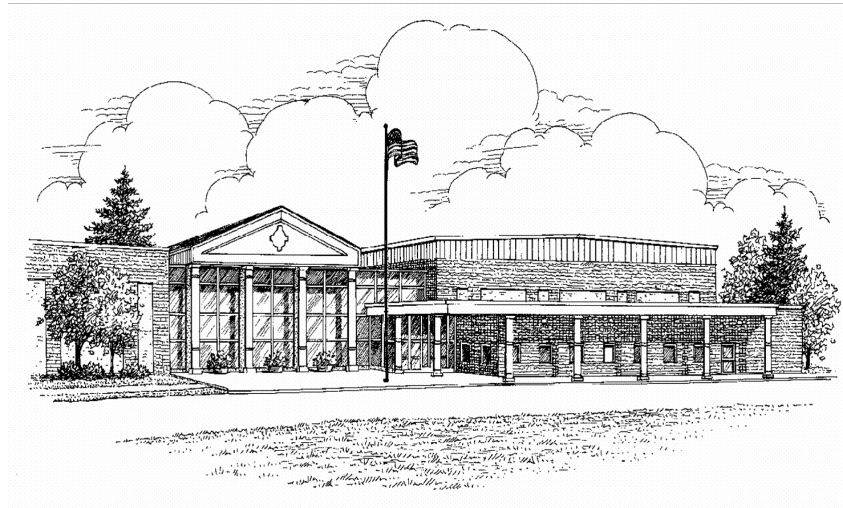


Badger Elementary School

Handbook

2020-2021



**“Positively changing the world...
one student at a time because
tomorrow’s world starts right here”**

www.Joseph-Badger.k12.oh.us

**JOSEPH BADGER SCHOOL DISTRICT
BADGER ELEMENTARY SCHOOL
STUDENT HANDBOOK**

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Joseph Badger School District Elementary Student Handbook

Introduction

Welcome to the Badger Elementary School. We're very happy that you're here. The Joseph Badger School District is a wonderful place to attend school. You will find that there are many people who will help you have a successful year.

Badger Elementary School
7119 State Route 7
Kinsman, OH 44428
330-876-2860

Vision

Positively changing the world...one student at a time because tomorrow's world starts right here.

Mission

The mission of the Badger Elementary School is to create a supportive, positive, and educational difference for all students, primarily by focusing on the commitment of quality teaching and instruction that adheres to state mandates and content standards, and in creating a partnership of commitment with the families of the community to assist all students in reaching not only their fullest academic potential but to prepare them to become confident, competent, productive and caring individuals for our valued, yet ever changing society.

School Success and Reporting of Grades

Our children in grades K through four will receive report cards four times per year. Parent-Teacher conference dates will be announced each fall. However, if a conference is needed at any time please feel free to contact your child's teacher or the building administrator. Appointments will be made to talk with your child's teacher at a time convenient for all to meet. Our goal is to help your child grow both academically and socially. The schedule for the grading periods and dates that the report cards will be sent home is distributed each fall on the school calendar.

Interim reports are sent home approximately four weeks into each grading period. A Parent-Teacher conference may replace the interim report.

At Badger Elementary, we recognize that each student learns at his/her own level. Over the past years, we have been utilizing Response to Intervention (RTI) effectively to encourage greater success among our diverse learners. We have also put in place Positive Behavior Intervention Support (PBIS) which reflects the behaviors we expect of students in all areas of the school during

the school day. Beginning with the 2018-19 school year, we are building on these two methods of personalizing instruction for each student by adjusting the way we look at student growth in terms of grading and mastering the concepts students must learn.

We have used **CR=Credit** and **NC=No Credit** for all Specialty classes which include: Physical Education, Library/Media, Computer Technology, Music and Art. We will continue to utilize CR=Credit and NC=No Credit for these Specialty classes. You will note that the following grading scales apply according to grade level:

- Kindergarten has traditionally utilized a Standards Based Grading Scale and will continue to do so.
- 1st grade students have experienced only a Standards Based Grading Scale and 1st grade will be implementing the new Standards Based Grading Scale as of the 2018-19 school year:
 - EE = Exceeding Expectations
 - M = Mastery
 - ME = Meeting Expectations
 - AE = Approaching Expectations
- Grades 2, 3, & 4 will continue to utilize the A - F grading scale with percentages as follows:
 - 93 - 100% = A
 - 92 - 85% = B
 - 84 - 76% = C
 - 75 - 66% = D
 - 65 & Below = F

Badger Elementary School Homework Policy

Make-Up Work: The standard rule is that all assignments uncompleted during an excused absence must be made up within a period of time that is proportionate to the number of days absent. (For example: 3 days absent, a student has 3 days to complete all make-up work.) A parent may request homework on a student's second day of absence by calling the office before 9:30 a.m. Homework assignments will be ready in the office after 2:00 p.m.

The make-up of tests is at the discretion of the teacher.

School Closing

If school must be closed for inclement weather or building difficulties, please listen to local radio and television stations. The decision to close is "normally" made by 6:00 a.m. If the students must be sent home after their arrival at school, every effort will be made to reach the parent or to insure the child's safety. It is, thus, very important that you have an alternative home to call in case of emergency, when you cannot be reached. The automated call system will, also, be used to notify of school closings.

Announcements will be made several times throughout the morning on the following channels WKBN-570, Y103-102.9, and Wrrro-1440, TV channels 21, 27 and 33.

Attendance Policy

In order to maintain the educational process to teach good work attendance, to meet Ohio Compulsory Attendance Laws and to meet the increasing pressures of student accountability, the following attendance policy is hereby adopted by the Joseph Badger Board of Education.

Parents and / or guardians must make good attendance a priority and take responsibility that their children are in compliance with school policies. The school cannot teach pupils who are not present. The entire process of education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach a goal of maximum educational benefits.

Students who miss school frequently experience great difficulty in achieving the maximum benefits of education. As a result, these students are only able to achieve limited success in their school program. Parents may be required to attend a mandatory Parent Education Program when excessive students tardies, absences, or suspensions occur as established by Ohio Revised Code 3313.663.

Family vacations must be pre-approved by the administration to receive an excused absence. Written request from the parents for vacation approval is to be submitted at least one (1) week (5 school days) prior to the date of vacation. Students participating in school sponsored and / or sanctioned activities will be considered in attendance.

The Ohio Law requires school attendance for all persons between the ages of six and eighteen. Excused absences are granted only for:

1. Personal illness
2. Illness in family (applies to children over 14)
3. Death of a relative
4. Quarantine of home.
5. Observance of religious holidays
6. Emergency or set of circumstances judged as sufficient cause by school authorities.

Attendance Procedure for Elementary School Students

1. Student Absence / Calling off Your Student:

Parents are required to call the school on the day their son/daughter is absent and state the reason for the absence. Upon return to school the student must bring a note stating the date(s) of absence, the reason, and the parent / guardian signatures.

2. Student Attendance Required:

Students absent from school or a class more than eighteen (18) days per year will be in danger of losing credit. Parents may also face a mandatory “Parent Education Program” (ORC 3313.663). All absences excused, unexcused and suspension out of school will be counted towards the 18 day absence policy. The only exception is students who are hospitalized or under the care of a doctor. Medical excuses must be validated in writing by a doctor and must be presented with twenty-four (24) hours upon return to school.

3. Home Instruction:

Students who must be absent from school for twenty (20) days (consecutive absences) or more because of legitimate medical reasons should apply for an application for home instruction through the office.

4. Medical and Dental Appointments:

These appointments should be arranged outside of school hours if at all possible. If a student must leave for a planned appointment, which had been pre-arranged, he/she will bring a note explaining the reason for the request and the time the student is to be dismissed and signed by a parent/guardian.

5. Participation in After School/Extra-curricular Activities:

Students who are absent for the day are not permitted to participate in, or attend after school functions (ie: Athletic events, club activities, school programs, etc.). Students who wish to participate in or attend after school/extra curricular activities must be in school for a minimum of half a day on the day the activity occurs. It is the responsibility of the student/parent to notify the activity sponsor of non-participation in the event a student is dismissed from school due to illness. Any exceptions to this policy must be approved by the principal.

6. Unexcused Absence/Truancy:

Students who are considered unexcused and/or truant will not receive make-up class work for material missed. Teachers are not responsible for providing missed assignments, tests, or written requirements. It is the responsibility of each student to keep informed of all materials missed during an excused and/or truant absence.

7. Excused Absences:

Students with excused absences will be allowed one day for each day absent to turn in assignments.

8. Student Vacation/Extended Absence Policy:

In the event of extended absences or family vacations, the student should have the opportunity to obtain assignments in advance. A letter or request (if an excused absence is desired) should be submitted to the principal at least one (1) week before the departure for such vacations. Test and assignments which are missed during such a period of absence will be made up at the discretion of the teachers. Tests and assignments under above circumstances will be entered into the grade average for the period. Under no circumstances should a teacher be expected to provide make-up tutoring. It is not the responsibility of the teacher to provide work in advance of the vacation or absence. 10. Age of Majority: Students reaching the Age of Majority (over age 18) may choose to exercise their rights to act on their own behalf as an adult. Appropriate request forms are available in the principal's office

Daily Information

Students are NOT to enter the cafeteria until 8:10 a.m. Prior to this time, teachers are busy preparing for the school day and there may not be supervision in the classrooms. If an emergency arises and a student arrives at school previous to the designated time, they may wait in the Elementary Office until the buses are unloaded.

If a student is brought to school after 8:40 a.m., a parent/guardian must come in to the office and sign the student in for the day. Students are considered tardy after 8:40 a.m.

BES *Start Time: 8:10 a.m.* *End Time: 3:20 p.m.*

If a student is being picked up from school, a parent/guardian must do one of the following prior to 11:00 a.m. on the day of pick up. There will be absolutely no changes to pickups or office pickups of students during the final half hour of school (2:30 pm – release time).

- Phone and provide your student's name and classroom teacher.
- Send in a letter for the entire school year with your child's name and classroom teacher, if they are to be picked up every day.
- Send in a note for the day the student is to be picked up, please include the student's name and classroom teacher and to whom the student is to be released.

You do not need to enter the building to pick up a student at departure time. Please allow our departure personnel to bring the student to you. No students will be released between 2:30 and departure time except in the event of an emergency or medical necessity.

The school day ends at 3:20 p.m. Students released for pick-up will be sent out with departure personnel between 3:00 and 3:10 p.m. Thank-you for your patience and cooperation. As always, every effort is made to safely accommodate you and the needs of all of our students. However, as the day progresses it becomes very difficult to meet every emergency change for our students. Emergencies happen and will be managed on a student by student basis.

Nursing – Health – Medications

Several screenings, classes and instruction will be done by the nurse-health instructor during the school year. Examples would be: vision-hearing-scoliosis screening, hygiene-development-puberty classes (elementary and middle school), blood borne pathogen-disease transmission – HIV-AIDS-STD classes (middle school & high school), and a variety of health related and medically related instruction for all grade levels. If you have a question regarding any classes or screening, you must call the school and speak to the nurse.

Written documented proof of state required vaccines MUST be provided to the school for you child to attend the school district. Mandatory vaccine requirements change occasionally and a current list of the shots may be obtained from the nursing department at the school.

The Joseph Badger Board of Education believes that all medication should be given by a parent at home if possible. The Board recognizes that some students are able to attend school regularly only thorough effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. Where it is necessary for medication to be administered at school, the Board directs a procedure be developed to accommodate this need.

- I. The school nurse or an appropriate person appointed by the building principals will supervise the security, storage and dispensation of medications.
 - A. The drug must be received in the original container in which it was dispensed by the prescribing physician or licensed Pharmacist.
 - B. The nurse or designee will inform appropriate school personnel of the medication.
 - C. A record will be kept of the administration of the medication.
 - D. The medication will be kept in a locked cabinet, except drugs that require refrigeration that may be kept in a place not commonly used by students.
 - E. Unused medications will be returned to the parent only.

- II. Written permission must be received from the parent or legal guardian for the school district to comply with the physician's order.
 - A. The written permission will be signed by the parent and physician and the following information will be required as listed on the "Physician/Parent Medication Form" at the back of this handbook.
 1. Child's name and address
 2. School Class in which the student is enrolled
 3. Name of Medication
 4. Purpose of medication
 5. Dosage
 6. Time to be administered
 7. The date the administration is to begin
 8. The date the administration is to cease
 9. Any sever adverse reactions to be reported to the physician
 10. One or more phone numbers at which the physician can be reached in case of an emergency

11. Any special instructions for the administration of the drug including sterile conditions and storage.

1. No employee who is authorized by the Board of Education to administer a prescribed drug and who has a copy of the most recent physician statement will be liable in civil damages for administering or failing to administer the drug unless he/she acts in a manner that would constitute gross negligence or reckless misconduct.
2. No person employed by the Board of Education will be required to administer a drug to a student, except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions.
3. The school district retains the right to reject requests for administration of medication.
4. Other oral medications (such as over-the-counter medications) will be administered to children during school only if a medication form is completed as stated in Section II of this policy. This policy does not apply to, or otherwise regulate, the administration of dental disease programs sponsored by the Ohio Department of Health

Recess

Recesses are scheduled during the lunch/recess period and at other times during the day on an individual class basis.

If the wind chill factor is excessively low, or it is raining, the students will not be permitted to go outside. **Please ensure that your child is properly clothed for existing weather conditions (gloves, boots, hats, etc.)** Improperly dressed students may not be permitted to participate in recess. Children are expected to participate in recess if they are healthy enough to attend school. At present there is no teacher available to supervise your child because they can't participate when they are healthy enough to be in school. If your child is in school he/she is expected to participate in recess.

Cafeteria

There are special rules in the cafeteria which are explained by the classroom teacher. These rules assist our staff in monitoring behavior. Information on lunch prices that are usually established each August by the Joseph Badger Board of Education will be sent home annually with students.

Legislative Mandates

1. Sec. 2923.122 make it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school
2. Sec. 3313.20 authorizes a Board of Education to authorize a principal to search any pupil's locker or storage area and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation.
3. Upon entering school, all visitors and guests are required to register at the school office.
4. Students are released from the building only through the office.
5. According to Ohio Revised Code 2911.21, trespassing or loitering on school premises is strictly prohibited.
6. 3rd Grade Reading Guarantee – According to Ohio Revised Code, Sec. 3313.608 (B)(1) Beginning in the 2012-2013 school year, to assist students in meeting the third grade guarantee established by this section, each school district board of education shall adopt policies and procedures with which it annually shall assess the reading skills of each student, except those students with significant cognitive disabilities or other disabilities as authorized by the department on a case-by-case basis, enrolled in kindergarten to third grade by the thirtieth day of September and shall identify students who are reading below their grade level. Each district shall use the diagnostic assessment to measure reading ability for the appropriate grade level adopted under section 3301.079 of the Revised Code, or a comparable tool approved by the department of education, to identify such students. The policies and procedures shall require the students' classroom teachers to be involved in the assessment and the identification of students reading below grade level.

What this means for you and your child:

Student scores will be looked at to determine who is on-track and who is not on-track. If a student is not on-track (meaning any student who is not reading at grade level by Sept. 30), a Reading Improvement Monitoring Plan (RIMP) is developed for your student's specific reading deficiency. The RIMP describes instruction and services that target the student's deficiencies, provides opportunities for parents to be involved, a plan for monitoring the services and ongoing analysis of the student's progress. Parents will be notified by letter for students identified with reading deficiencies, and the RIMP will be implemented along with the following guidelines: A reading curriculum during school hours that assists students to read at grade level, a statement that unless the student attains the appropriate grade level reading competency by the end of Grade 3 the student will be retained, and (beginning with the 2013-14 school year) provide a teacher who has passed a reading instruction test or has a reading endorsement on their teaching license.

This code of conduct was prepared through the combined efforts of community members, parents, students, teachers, and administrators.

In compliance with the provision of Ohio Revised Code 3313.661, the Joseph Badger Local Board of Education does hereby adopt the Joseph Badger Local Schools Guidelines and Procedures of the Code of Student Conduct.

STATEMENT OF INITIATION: The Joseph Badger Local Board of Education's prime concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment.

JURISDICTION: The rules and standards set forth in this policy apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affect other students or the school, and to conduct at school functions of any kind.

PENALTIES: A violation of any of the rules and standards set forth in this policy may result in expulsion, suspension, or detention in addition to removal from curricular, co-curricular, and extra-curricular activities.

CODE OF CONDUCT: Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety, or well-being, or right of other students is prohibited. The proceeding standard is a general standard used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of conduct which will lead to disciplinary action.

PRESCHOOL REPORTING: If any parent at any time during the school year would like to obtain copies of the Preschool Inspection Report, please contact the office and a copy will be made available to you. The Preschool Inspection Report is also prominently posted in the classroom for any parent to review. If a parent would like to file a complaint regarding preschool, please see the Secretary in the office for a Complaint Form.

POINTS TO KEEP IN MIND IN REGARD TO MISCONDUCT

1. Proper behavior is something we all must learn. It is perhaps the most important educational lesson to be learned.
2. You may have the right to decide not to learn in a democracy; however, you have no right to interfere with the education or rights of others in any way.
3. The administration and teachers do address students when they show improper conduct; they take corrective action hoping that the inappropriate behavior will not happen again.
4. A constant effort will be made to keep a few students from giving the entire student body a poor reputation.
5. Threats, weapons, drugs and violence will not be tolerated.
6. Please note that the corrective action is listed as probable: In all cases an attempt will be made to have the corrective action relate reasonably to the offense.

PROBABLE CORRECTIVE ACTION

Misconduct	1st Offense	2nd Offense	3rd Offense	Final
Public display of affection	Teacher/Student conference Notify Parent	Principal/Student Conference Notify Parent Detention Warning	Detention (2 hour) Admin. Discretion	Detention (4 hour)
Tardiness	Three tardies/Sem. - Without penalty- warning	4-6 tardies/Sem. Recess detention	7-9 tardies/Sem. Detention	10+/Sem. Saturday Detention
Unexcused Absence	0 in all work missed Notify Parent	Principal/Parent conference 0 in all work missed	Refer to guidance Principal/Parent Conf. 0 in all work missed	Notify attendance officer 0 in all work missed
Cheating	0 in work Teacher/Student Teacher/Parent Conf.	0 in work Principal/Parent Conf. Detention Warning Refer to guidance	0 in work Detention (2 hour)	0 in work Detention (4 hour)
Non-conformance to dress code	Notify Parent for proper clothing Principal/Parent Conf.	Notify Parent for proper clothing Detention Warning	Notify Parent for proper clothing Detention (2 hour)	Notify Parent for proper clothing Detention (4 hour)
Refusal to do assignments and/or not turning in assignments	Principal/Stu/Teacher Conference Teacher Intervention	Notify Parent Detention Warning Refer to Guidance	Detention (2 hour)	Detention (4 hour)
Obscene material - trading, passing, writing or possessing	Principal/Student Conf. Notify Parent Admin. Discretion	Notify Parent Detention Warning Refer to guidance	Detention (2 hour)	Detention (4 hour)
Truancy and/or skipping class	0 in all work missed Notify Parent Detention Warning	0 in all work missed Refer to guidance Detention (2 hour)	0 in all work missed Detention (2 hour)	3 Day Suspension
Off Limits (Admin. Main concern – safety)	Notify Parent Warning	Principal/Student Conf. Detention Warning	Detention (2 hour)	Detention (4 hour)
Use of Profanity	Admin. Discretion Teacher/Student Conf. Apology	Principal/Student Conf. Student Notify Parent Student Apology Detention Warning Refer to Guidance	Detention (2 hour)	Detention (4 hour)
Student behavior – disruptive, rowdyism	Teacher/Student Conf. Notify Parent	Principal/Student Conf. Detention Warning	Detention (2 hour)	Detention (4)
Harrassment/ Hazing (not limited to intimidation, ridicule, criticism, bullying, or threats	Notify Parent Principal/Student Conf. Student Apology Detention Warning	Detention (2 hour)	Detention (4 hour)	3 Day Suspension
Gambling	Admin. Discretion Notify Parent	Principal/Parent Conf. Refer to Guidance Detention Warning	Detention (2 hour)	Detention (4 hour)
Tobacco, smoking, use possession, transmitting or concealing. Includes use of lighter or matches	Notify Parent Detention Warning Principal/Student Conf. Detention (2 hour) for Use of Tobacco Refer to Guidance	Detention (2 hour)	Detention (4 hour)	3 Day Suspension

Failure to follow reasonable request	Conference Apology	Detention (2 hour)	Detention (4 hour)	Detention (Saturday)
Insubordination and/or disrespect	Notify Parent Principal/Student Conf. Student Apology Detention (2 hour)	Detention (4 hour)	Detention (3 day)	5 Day Suspension
Failure to serve Saturday detention on assigned day without prior approval from office	Double Detention with Parent Conference	3 Day Suspension		
Refusal to accept disciplinary action	Detention	Double Detention	3 Day Suspension	
Forging Name	Principal/Student Conf. Notify Parent Detention Warning Refer to guidance	Detention (4 hour)	3 Day Suspension	5 Day Suspension
Falsifying school data (to include technology)	Principal/Student Conf. Detention (2 hour) Notify Parent	Detention (4 hour)	3 Day Suspension	5 Day Suspension
Fighting (inciting or assisting) hitting and/or unauthorized touching	Notify Parent Detention Admin. Discretion Detention Warning	Detention (2 hour) Refer to Guidance	Detention (4 hour)	3 Day Suspension
Theft-public/private	Notify Parent Restitution of material if possible Detention Warning Refer to Guidance	Detention Restitution if possible	Detention (4 hour) Restitution if possible	3 Day suspension Restitution if possible
Damage to school property and/or damage to school personnel's private property and or vandalism	Notify Parent Restitution – damages Detention (2 hour) Refer to Guidance	Notify Parent Restitution – damages Detention (4 hour)	Notify Parent Restitution – damages 3 Day Suspension	Notify Parent Restitution – damages 5 Day Suspension
Alcoholic beverage/look alike beverage possession, use or transmitting	Notify Parent Detention (4 hour) Refer to Guidance	3 Day Suspension Refer to Agency	5 Day Suspension Refer to Agency	10 Day Suspension Refer to Agency
Possession or use of firecrackers or incendiary devices (Admin. Concern is safety)	Notify Parent 3 Day Suspension	Notify Parent 5 Day Suspension	Notify Parent 10 Day Suspension	Notify Parent Recommend Expulsion
Drugs/ look alike Drug Possession, use, transmitting, concealing, or drug paraphernalia	Notify Parent Contract Law Enforcement 5 Day Suspension Refer to Guidance	Notify Parent Contact Law Enforcement 10 Day Suspension	Notify Parent Recommend Expulsion	
Threat of Physical Violence	Notify Parent Refer to Guidance Detention Warning Adm. Discretion	Detention (2 hour)	Detention (4 hour)	
Setting off False Alarms/ AED (Automated External Defibrillator)	Notify Parent Detention (4 hour) Principal/Student Conf. Refer to Guidance	3 Day Suspension	5 Day Suspension	10 Day Suspension
Use of Beepers, Pagers, Cell Phones	Notify Parent Detention (2 hour)	Detention (4 hour)	Detention (Saturday)	Detention (Saturday)

or similar electronic devices during school hours				
No Possession or use of Laser Pointers	Notify Parent Detention (2 hour)	Detention (4 hour)	Detention (Saturday)	Detention (Saturday)
Verbal Attack directed to Staff or Student	Suspension (3 day)	Suspension (5 day)	Suspension (10 day)	Recommended Expulsion
Assault or Physical Attack	5 Day Suspension	10 Day Suspension	Recommended Expulsion	
Alcoholic Beverage possession, use or transmit	Notify Parent Detention (4 hour) Refer to Guidance	3 Day Suspension Refer to Agency	5 Day Suspension Refer to Agency	10 Suspension
Distribution or sale of drugs, narcotics, marijuana, or any-counterfeit or controlled substance	Notify Parent Contract Law Enforcement 10 Day Suspension Refer to Guidance	Recommended Expulsion Contact Law Enforcement		
Possession of Weapons, Explosives, Firearms	Notify Parent Refer to Guidance Contact Law Enforcement Possible Expulsion	Expulsion		
Use of Weapons to cause bodily harm	Recommended Expulsion			
Unauthorized Fire	Recommended Expulsion			
Bomb Threat	Recommended Expulsion			
Bus Misconduct	Recommended Expulsion			

Anti-Harrassment, Anti-Intimidation or Anti-Bullying

The Joseph Badger Local Board of Education actively endorses equality in employment and in education without regard to sex, color, race, national origin, religion, age or disability in accordance with applicable federal, state and local laws. The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from discriminatory harassment. Each student has a respective responsibility to maintain an educational environment free from discriminatory harassment. The Board's policy on anti-harassment is Policy 5517 (attached hereto). Policy 517 specifically defines the different types of harassment in greater detail. It applies to all forms of unlawful harassment based on race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, ancestry or genetic information.

Harassment under this policy includes, but is not limited to slurs, jokes, intimidation, persistent abuse of another, whether physically, orally or in writing, which is based on sex, color, race, national origin, religion, age or disability.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited. Discipline will be imposed for violations of the policy, up to and including suspension and/or expulsion from school, as well as other forms of discipline.

“Harassment, intimidation, or bullying,” in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, *i.e.*, Internet, cell phone, personal digital assistant (PDA), 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, inure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

The Board will investigate all allegations of unlawful harassment and take steps to end such harassment if it has occurred. Retaliation against someone for filing a complaint of harassment is prohibited and is also subject to discipline, as well as filing a false report. The victim of discriminatory harassment may be offered remedial services, such as compensatory education, development of a safety plan, and counseling as appropriate.

Students and other members of the school community who witness a student being harassed, intimidated, or bullied should report the harassing conduct immediately to a teacher, administrator, or district official including Compliance Officers Mr. Steve Kochemba (330-876-2840) and Dr. Mary Jefferson-Gough (330-876-2860). Complaints will be investigated informally or formally.

Any student, parent, visitor, school personnel, or other member of the school community may bring a complaint to school personnel and also may fill out the Bullying/Harassment Incident Reporting Form attached to this Handbook, which also is available electronically or in writing upon request. The policy is available on the District’s website at:
<http://www.neola.com/josephbadger-oh/>

Joseph Badger Local School District
Bullying/Harassment Incident Reporting Form

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____ REPEAT INFRACTION: YES NO

LOCATION OF INCIDENT (Circle all that apply):

Text/Phone/Internet/Social Media Hallway Restroom Classroom Gym Lunch Room Playground

Locker Room Bus Stop On Bus Parking Lot To/From School After School Program

School Sponsored Event Other: _____

Name and Race of Victim(s) **Name and Race of Student(s) Bullying** **Name(s) of witnesses/bystanders:**

Type of Bullying:

- Verbal
- Physical: Result in Injury? YES NO Reported to School Nurse? YES NO
Reported to Police? YES NO
- Relational

Bullying Behaviors (circle all that apply):

- Shoved/Pushed Hit, Kicked, Punched Threatened Stole/Damaged Possessions
- Excluded Taunting/ridiculing Writing/Graffiti Told Lies or False Rumors
- Staring/Leering Intimidation/Extortion Demeaning Comments Inappropriate touching
- Cyberbullying using: Text Messages Website Email Other: _____

Racial, Sexual, Religious or Disability Circle one and describe: _____

Reported to School by (circle all that apply):

Teacher Student Bystander Victim//Target Parent Bus Driver Anonymous

Other: _____

Describe the Incident:

Today's Date: _____ Reported by: _____ Signature: _____

Student Dress Code

It has been the experience of Joseph Badger Schools that certain habits of dress will at times detract from the educational process and thus will not be conducive to a good learning situation. Also,

certain types of dress may present a concern for the health and safety of the student and may be hazardous to them in school activities such as art, laboratory work, physical education classes, etc. Certain types of dress may also cause problems of maintenance, for example: cleats on shoes that scratch floors and trousers with metal rivets that scratch furniture.

The purpose of this dress code is not to deny personal rights but to help students establish habits of good grooming and modesty in modes of dress, and to provide students with consistent guidelines of acceptability in appearance.

1. Articles of clothing must be worn according to the purpose for which they are designed.
2. No sun glasses or tinted glasses except prescription are to be worn.
3. Articles of clothing that are illegal or derogatory towards political, religious, racial, or national groups are not permitted.
4. No clothing, patches, emblems or slogans that relate to obscenity, drugs, alcohol or tobacco will be permitted.
5. The following apparel or modes of dress will NOT be permitted in school: transparent and/or see through clothing, form fitting clothing, bare midriffs, etc. If weather is appropriate, students may wear tank tops or sleeveless shirts provided they also have a light sweater or cover up.
6. Torn clothing or appear that is not repaired or does not provide adequate body coverage will not be permitted.
7. The wearing of caps, hats, or other inappropriate headgear will not be permitted at any time in school.
8. Shoes or sandals must be worn at all times. Boots are recommended for foul weather and may be required to participate in recess. **Flip Flops are not permitted.** Shoes with recessed wheels (Heelys) are not permitted.
9. Outside jackets are not permitted to be worn at anytime in the school day unless authorized by the teacher. All rooms are set to 72 degrees, please send a sweaters or light sweatshirt with your student if he/she tends to be cool.
10. Shorts are permitted the first and last 6 weeks of school, no shorter than fingertip or acceptable length with arms held in natural standing position. No running/jogging, biking shorts, nor cut-offs will be permitted. Skirt length must also be no shorter than fingertip length with arms held in natural standing position in order to be in compliance with dress code.
11. Obvious lack of undergarments is prohibited.

Any mode of dress, clothing, hair, jewelry, and/or cosmetic effect may be regulated when said attire is inappropriate, bizarre, disruptive, unsafe or distracting to the educational process as determined by the building administrator or his/her designee.

This code applies to all school related functions in which the student participates or is a spectator.

Students violating the dress policy will be sent to the office and subject to disciplinary action as per the student code of conduct. Permission to return to class will be given only when students are in compliance with the dress code.

General Building Rules

1. Students are to be quiet in the building so as not to disturb others.
2. The school is to be as neat and clean as possible.
3. There are to be no unauthorized decorations on lockers, desks or any other school property.
4. Students are to show respect for, follow directions of and obey the instructions of school personnel.
5. Students are not permitted to bring toys, electronic equipment (including laser pointers, cell phones, etc) or any other inappropriate items to school. No buying, selling or trading of items at school. The final decision on appropriateness rests with the administrator.
6. Students are to come dressed appropriately and follow the Student Code of Dress as adopted by the Joseph Badger Board of Education
7. A parent must notify his/her child's teacher of any religious and/or controversial topic to which they do not want their child exposed. As a staff, we attempt to honor family values.

Transportation Code of Conduct

Ohio Revised Code requires transportation for pupils in Kindergarten through eighth grade who live more than two miles from school. Transportation may be provided for pupils attending high school. Ohio law also allows for the suspension and termination of bus riding privileges, according to the Student Code of Conduct.

BUS UPDATE FOR 2012-2013

Ohio's Pupil Transportation Operations and Rules state, "Pupils must leave or board the bus at locations to which they have been assigned." **Beginning with the 2012 -2013 school year students will be picked up/dropped off at ONE location designated by parents.** It is imperative the district safeguard all students with one designated pickup location and one designated drop off location. As specified in the Operations and Rules, designated locations will be adopted by the Board as the only locations(s) a student may be picked up or dropped off. Phone calls to the school during the day can no longer be accepted. If a change is needed, the district requests that parents make arrangements for someone to pick up their student at the designated stop.

EMERGENCY CHANGES WILL BE HANDLED ON A CASE BY CASE BASIS. ONLY BY THE BUILDING PRINCIPAL