



Aurora City Schools

Miller/Craddock Elementary School Handbook

2018 - 2019

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The mission of the Aurora City Schools is to ensure that all students reach their full potential and graduate prepared to become responsible, productive members of society by providing a nurturing environment, with high expectations and effective programs.

<u>Board of Education</u>	<u>Central Office Administration</u>
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Dear Parents and Students,

Welcome to Miller and Craddock Elementary Schools! The purpose of this handbook is to provide information concerning the policies and procedures of our PreK-2 schools. It is suggested that you read the handbook carefully and keep it available for reference throughout the year. Additionally, please use district, school and teacher web pages to access and gain information throughout the school year as well: [http: www.aurora-schools.org](http://www.aurora-schools.org) .

Please take the time to review this information and share it with your child. Have an excellent school year!

Sincerely,

Mrs. Julie Troman, Miller/Craddock School Principal

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General School Information



Miller School Day: ALL DAY 9:05am – 3:30pm **Craddock School Day:** 8:55am-3:20pm
AM Kindergarten 9:05am – 11:40am AM Preschool 8:45 – 11:30
PM Kindergarten 12:50pm – 3:30pm PM Preschool 12:40 – 3:30
Office Hours: 8:00am – 4:00pm

In order to provide proper supervision and safety for all, students should **NOT** arrive at Miller prior to 8:55 am. Craddock students may be dropped off between **8:30 -8:45 am**.

Miller School Drop Off and Pick up procedure:

Preschool parents may park in the lower parking lot next to the playground or the visitors' parking lot across from door #1. Please walk your child to door #3 where they will be greeted by school personnel. Please park in the same parking lot at the end of their school day. Meet your child by door #3.

Kindergarten parents driving students to school may park in the lower parking lot next to the playground or visitors' parking lot across from door #1 and walk their child to door #1 (main entrance). Please follow the same procedure for pick up.

Craddock School Drop off and Pick-up procedure:

Craddock parents should drop students off in the horseshoe driveway by door #1. Please pull forward to the traffic cones in order to keep the flow of traffic moving. The students must enter through door #1. Parents who pick their children at dismissal time are to pull up to the farthest available spot in the pick-up line and should remain in their car. School staff are on duty to help load and unload students safely.

Please make every effort to have your child to school on time.

School Absences:

Students enrolled in Aurora City Schools are expected to attend school on a regular basis. Absences caused by personal illness, illness in the family, emergency medical or dental appointments, religious holidays, death in the family, quarantine of the home, and college visitation are classified as **excused absences**. All other absences will be considered **UNEXCUSED** on your child's report card. Planned absence guidelines and forms are available on our website and at the building offices. See Vacations during the School Year (page 4). It is suggested that parents schedule doctor appointments after school hours when possible. Children benefit from uninterrupted instruction.

Please note: When parents anticipate being out of town, they must notify the school office in writing as to the name of the person legally responsible for the child and telephone numbers in case of an emergency.

Procedure for Absences - Parents are required to call the school before 9:00 AM to report absences. Please call Craddock 330.562-3175 or Miller at 330.562-6199 to report all absences.

Tardiness:

Students are tardy to school if they are not in their classrooms at Miller at 9:05 am and Craddock at 8:55 am. If the student arrives at school after school has begun, a parent must sign them in at the Main Office and report the reason for the tardiness to the secretary. **It is important for children to be present for the opening of their school day to receive a positive start to their daily educational endeavors.**

Check Out of Students during the School Day:

If it is necessary for a student to check out during the school day, we ask that parents call ahead or send a note with their child. For the protection of the children, parents are required to show identification and

sign the student out when he or she leaves the school. Parents are not permitted to go directly to the classroom.

Vacations during the School Year:

We would like to encourage you to schedule family vacations at times other than when school is in session. When a family trip is unavoidable during the school year, **please follow these guidelines:** Complete the planned absence form prior to your trip. Please read the attached guidelines. **Any absence over 5 days will be considered unexcused.** Final decisions will be considered and made on a case by case basis through the office of the superintendent.

Have your child read daily for pleasure.

Teachers cannot provide advance work in which your child has not had proper instruction.

Your student may complete missing work upon return.

While it is not possible to make up all instruction missed during a child's absence, teachers will save important papers and information for your child.

Placement Request Policy:

While we ask that requests for specific teachers be avoided, we always welcome feedback from parents about the kind of classroom community and instructional approach they think would be the best fit for their child. As we build class lists, we try to consider all areas, socially, emotionally, and academically. Our goal is always to try to create a classroom environment that is representative of the greater community in which our students live. For that reason, we look for a balance of boys and girls, cultures, learning strengths and needs. That being said, we do "cluster" students together in some flexible groups at all learning levels to ensure that teachers do not have 25 reading groups with 1 student in each group, and that all students are with peers who are working and learning at their levels. We want them to be challenged but not frustrated, independent and collaborative, and given opportunities to both teach and be taught.

Please know that, whichever teacher your child is paired with will be excellent. All classrooms follow the same high and rigorous standards, use common assessments, the same grading and reporting, and collaborate to ensure fidelity across the grade level. Class placements are made with input from the teachers, counselor, school psychologist, and building principal.

General School Operations

School Lunch:

The school menu is available on the district's web page, and hard copies are available in the school offices. The cost for lunch (with milk) is **\$2.75**. Milk only can be purchased for **\$.50**

Parents have online access to the student lunch account and can add funds via credit card, cash or check. When students are low on funds, cafeteria personnel may send home a reminder notice or place a stamp on the student's hand to serve as a reminder that additional money should be placed in the student lunch account.

Lunch visitors: Eating lunch with your child has been a tradition many of you have enjoyed. Although we do not want to take this option away, we ask that parents be reflective of student safety and cafeteria space. *If having lunch with your child is important to you, please do so sparingly, possibly by selecting an important date to celebrate. Additionally, we ask that you call ahead and let our secretaries know that you are coming so that they will be expecting you.* If we find that this privilege is being abused and

endangering school security, the district may have to take the unfortunate step of severely limiting this privilege.

Dress Code:

Parents are encouraged to dress students appropriately and according to the weather conditions. Shorts of knee length may be worn by both boys/girls throughout the fall and spring months.

- *No article of clothing should be worn which distracts from the educational process (spaghetti straps, muscle shirts, and so forth...).
- *No clothing or jewelry that promotes or advertises alcoholic beverages, tobacco, drugs, violent video games, or weapons is acceptable.
- *No clothing or jewelry that contains obscene, profane, or sex-related words or symbols is acceptable.
- *No article of clothing shall be worn which defames any person, group, the school, community, or the nation.
- *Shoes must be worn at all times. **Flip-flops, Crocs, and similar open footwear may not be worn on the playground or during PE for the safety of the students.**
- *No spandex or skin-tight shorts, or shorts intended as undergarments, may be worn.

School officials reserve the right of interpretation of this dress code and will make the final decision on the appropriateness of clothing and appearance.



Transportation:

Bus transportation is a privilege. Students who repeatedly fail to observe sound safety practices while riding the bus will lose this privilege. The cooperation of the home and the school is necessary in order to provide for the safety of all children. You will be notified by the building administrator if your child has received a written “bus card” from his/ her driver.

Recess:

If a child is well enough to be in school; then the child, adequately dressed for weather conditions, should be outside for recess. The school does not have personnel available to supervise children who remain indoors during recess. When all children remain in due to inclement weather, the playground supervisors remain in with them. **In general, children will have indoor recess when the temperature, including wind chill, is below 20 degrees.** Depending upon the specific conditions on a given day, the principal will use discretion to determine indoor/outdoor playtime. This may include offering optional or abbreviated outdoor recess periods for students, if appropriate.

Children who have special medical conditions should have a doctor's signed statement that they must remain indoors. The note should indicate the length of time that the child should remain indoors. If there are special circumstances, please contact the school nurse.

Bringing Items to School:

Students should not bring toys, games, and other electronic equipment to school. No entertainment or communication equipment is allowed unless specifically allowed by the classroom teacher on special days. **Students assume all responsibility for objects brought to school.**

School Property:

Students have the privilege of using books and materials owned by the school. Students are accountable for all books/materials, and any such items damaged or lost must be paid for by the individual(s)

responsible. *Lockers are the property of the Board of Education and school officials reserve the right to examine lockers and the contents thereof at any time.*

Student Records:

The Aurora Schools maintain official student records on each student. These records, which include all information related to the student's education, are commonly known as the Student Cumulative Folder. Records of a temporary nature, such as a teacher grade book and personal notes, are not a part of the cumulative record folder.

Parents or eligible students shall have the right to inspect and review official student records and related information upon written request to the principal of the building to which the student is assigned. An appointment for the review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible. The review will be conducted in a private setting in the presence of the principal or a designated representative.

School Visitors:

All visitors to the schools MUST report immediately to the building office. In accordance with Section 2917.2 of the Ohio Revised Code, no unauthorized personnel shall be in school buildings or on school grounds. Such intruders shall be considered trespassers.

Parent-Teacher Organization (PTO):

The Aurora PTO is a very active service-oriented organization. Parental support of the organization is encouraged. Information regarding PTO activities and committees is available at both elementary schools and in the newsletters.

Birthdays & Treats:

We understand that the children get very excited about birthdays and often ask to bring something in to share with their classmates to celebrate. Our schools have seen a significant increase in food and food related allergies, as well as other reasons for dietary restrictions. Frequently, in the early grades, children may not even be aware of all of the things they might react to.

We hope to strike a balance between the sharing of treats and each family's right to monitor what their children eat at school. If you would like to send a "treat," it is our suggestion that you send in a book or game for the classroom, fancy pencils, erasers, or other school supply item. We request no "edible treats," so all parents can rest assured that their personal preferences are being respected. Finally, please remember that our classrooms and many common areas are **strictly nut-free**. (See page 9.) Please be sure to check with your child's teacher to ensure that any items sent to school, will be safe for all students.

PLEASE NOTE: Invitations to birthdays, or other parties held outside of school are to be sent from the home. Classroom teachers are not responsible for passing out invitations to private parties, nor are students permitted to do so during school. **School personnel cannot give out addresses or phone numbers of students or families according to state law; however, many classes have optional classroom directories for families each year.**

Class Parties:

PreK-2 grades will celebrate with a Fall Festival, Winter Festival, and Valentine's Day Party. Party dates will be communicated via the classroom teacher, and can be found on the district calendar.

Party helpers will be limited to 3 per classroom; **no siblings or drop-in visitors will be permitted**. All party helpers will be greeted at the front entrance and signed-in. Again, only the helpers assigned for the party day will be admitted.

Parties should consist of:

Party foods will be supplied by the PTO. **PARENTS – please do not send in additional food items or treat bags on party days.**

Story – selected w/input or approval by teacher.

Game/Craft/Activity – as time allows.

Other Party Notes:

Fall Festival Costumes – Simple costumes will be permitted, but no masks, make-up, or props. No weapons, guns, knives or other potentially dangerous objects or look alikes are permitted as part of the costume.

All costumes must be appropriate for the school setting and brought to school in a bag for a quick change prior to party; within the classroom.

The Elementary Curriculum



The Elementary Philosophy:

The Aurora Elementary Schools are committed to fostering the total development of all students and to educating all children to their fullest potential. We aspire to develop the knowledge, skills, attitudes and values needed for our students to participate in a democratic society and prepare for the world of work.

Curriculum:

The curriculum for the Aurora City Schools adheres to state standards and is developed with input from many sources - current research and leading experts, local curriculum specialists, administrative personnel, teachers, and community members.

Content areas include language arts, mathematics, social studies, science, and health. Special areas include art, music, physical education, and library/media. More information about each area can be found on the District website, or by visiting the Ohio Department of Education online.

Response to Intervention (RTI):

Aurora City School’s K-5 Response-to-Intervention is a process which includes the provision of systematic, research-based instruction and interventions to struggling learners. The instruction/interventions are matched to student needs, and the monitoring of progress is continuous.

A team of educators (may include classroom teacher, principal, school counselor, school psychologist, interventionist, etc...) meet to determine what your child may need to be successful in school. Supports during the school day may include assistance with math, reading, writing, behavior, and guidance. If your child needs extra support in any of the above areas, the classroom teacher will be in contact with you to advise you of the process, and to provide up-to-date information regarding your child’s progress.

In accordance with Ohio H.B. 282, Aurora City Schools assesses students in grades 3, 5 and 7 to address the needs of the superior cognitively gifted.

School Counseling:

A preventive School Counseling program is offered to all students in grades PreK-2. Our counselor visits classrooms and teaches students how to identify and select appropriate behaviors. Self-esteem and decision-making are just some of the focus areas. The counselor also conducts group counseling sessions

as well as individual ones. Divorce, social skill acquisition, and grief issues are often topics discussed in the group counseling sessions. Further, our counselor is available for consultation in various areas of parenting. Parents, who would like to request the services of our counselor at Miller and Craddock, can contact the counselor at Miller at 330.954.2414 and at Craddock at 330.954.2260.

Library/Media Center Services for Parents:

The elementary library/media center has a vast volume of children's books on a variety of timely topics. Parents are welcome to browse and borrow books. Our media specialist and/or media clerk will gladly assist parents in the selection of appropriate books.



School Health, Safety and Security

Ohio Immunization Requirements for School Admittance: Ohio Department of Health, under the authority granted in Sections 3313.671 and 3701.13, Ohio Revised Code; have established the following requirements for school children, for school admittance (preschool information not included):

- Five doses - DPT (diphtheria, pertussis, tetanus)
- Four doses - OPV or IPV (polio vaccine). The fourth dose must be after the 4th birthday.
- Two doses of MMR – (measles, mumps & rubella)
- Three doses - Hepatitis B
- Two doses – Varicella

According to law, this information must be on file in the local school on the child's initial entry into school or the child is not to be admitted. The Aurora City School policy, adopted by the Board of Education and consistent with the requirements of the state of Ohio, requires a complete immunization record. The required immunizations can be waived if a medical condition exists; a physician's written statement is required. Objection on religious or philosophical grounds is a valid exemption only when a parent or guardian signs a written statement to this effect. After a short grace period, students with incomplete immunization records will be excluded from school.

Emergency Forms:

Ohio Revised Code Section 3313.712 requires Boards of Education to have on file an emergency medical authorization form prior to the first day of September. It is the responsibility of parents to keep emergency forms up to date. Addresses and phone numbers, as well as cell phone numbers and work numbers, should be current as well as work locations. Accurate information will help the school reach parents if an emergency arises.

Medication Procedures:

We recommend that all student medication be administered at home. The school nurse or the school nurse's designee will administer any oral medication at school if the need arises. Written AUTHORIZATION signed by a parent and physician are required for ANY/ALL MEDICATION. Authorization instructions need to include: child's name, the name of the medication, the purpose of the medication, the time it is to be administered, the dosage, possible side effects, and the termination date for administering the medicine. It is required that medication be in the original prescription bottle. Parents assume responsibility for informing the nurse of any change in a student's medication.

Illness & Injury:

Students who become ill at school will be sent to the clinic, or office, for evaluation. Parents will be called for students in the event of a fever, vomiting, diarrhea, head lice, pink eye or other highly contagious conditions. Students without a fever will be permitted to rest in the clinic for a short time.

Students will either return to class if conditions improve; or school personnel will contact a parent or authorized pick-up person listed on the Emergency Medical Form.

School personnel will administer non-emergency first aid. First aid treatment will include care such as cleansing minor wounds and the application of antibiotic cream & a bandage; ice to soft tissue injuries or insect bites; caladryl lotion for itching; and a water or saline irrigation for small, foreign objects in the eye. Parents will be contacted if more extensive treatment is required. Please notify the school of any changes in your child's health status during the school year.

Emergency School Closing:

Northeast Ohio weather is unpredictable. For safety, the Aurora City Schools exceed all state and federal regulations regarding preparation for potential fire and tornado disasters. Drills, practice exercises and weather monitoring are part of our procedure. Thanks to an excellent city services department, lost school days because of snow and ice are minimal. When conditions are such that schools close, or operate on a two-hour delayed schedule, you will receive a reverse 911 call from the district. Information is also available through TV, radio news broadcasts, or the district website. *Schools are always open as scheduled unless it is specified that Aurora City Schools are closed.*

Two-Hour Delay Information:

Should we have a two-hour delay due to weather conditions, school will start exactly two hours later. For students attending all day programs, lunch will be served. Every attempt will be made by the kitchen staff to serve the day's lunch according to the menu depending on what was prepped the day before. If unable to do so, pizza will be served. Students and teachers will be notified prior to the lunch count being taken of any lunch menu changes. **AM Preschool and AM Kindergarten will not attend school** in the event of a Two Hour Delay.

Emergencies:

In other emergencies not related to weather conditions, the District has a Crisis Management Plan to ensure the safety of the students and the staff.

Nut Policy:

All Miller and Craddock classrooms are nut-free. All snacks consumed outside of the school cafeteria should be nut-free in order to provide a safe environment for students with food allergies.

Students may continue to bring nut products in lunches as there will be nut-free tables available in the cafeteria.

School Communications



Telephone Calls:

School business should be confined to the limits of the school day, if possible. If you wish to talk to a classroom teacher or another staff member, dial the staff member's direct line and leave a voicemail message. You should expect that all calls (and e-mails) will be returned within forty-eight hours. You can reach the building secretary at Miller at 330.562.6199 and 330.562.3175 at Craddock. Please **DO NOT** call the school at the end of the day to get a message to your child. We understand that emergencies occur and we'll do our best, but again, please limit your calls to the office for messaging.

Home-School Communications:

Weekly newsletters are distributed (in hard copy or via email). Other pertinent information is available both in the school office and online. Calls and e-mails will be returned to parents in a timely fashion. Open communication between the home and school is encouraged. Parents who may have a concern

relating to the classroom are encouraged to contact the teacher first to discuss the problem. If the concern is not resolved, parents then should contact the building administrator.

Parent-teacher Conferences:

The school district schedules conferences two times each year. Teachers will notify parents/guardians of the date and time of the conference. A conference may be held with a teacher or the principal at any time by calling the teacher or principal to schedule an appointment.

Code of Conduct:

The district code of conduct, approved annually by the Aurora Board of Education, can be found on the following pages. This common set of policies and procedures are used for students in grades Preschool through 12.

STUDENT DISCIPLINE AND ZERO TOLERANCE POLICY

Introduction

The Aurora City School District Board of Education recognizes that effective discipline is essential if all students are to attain a quality education. Therefore, the District shall have a zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. In carrying out this zero tolerance policy, the District shall use strategies ranging from prevention to intervention to address violent, disruptive, or inappropriate behavior. The Aurora City School District Board of Education delegates to school officials and administrators the discretion to determine, on a case by case basis, what strategy shall be employed to address a student's violent, disruptive or otherwise inappropriate behavior. The Board further authorizes school officials and administrators the authority to take the additional steps necessary to implement these strategies and generally to enforce District policies/regulations and school rules governing student conduct.

A complete statement governing or describing all of the relationships and processes involved in student discipline would be impractical. However, the District believes the most important ingredient in maintaining a positive climate for student discipline is the relationship of the teacher and the principal in discipline situations. Teachers must feel free to consult and work closely with the building principal in any situation in which they may need guidance. This working relationship is one key to desirable discipline and to maintain a quality instructional atmosphere.

The Board also believes that the teacher-student relationship in the classroom, halls, and on school property is important and should always be one of mutual respect. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings, on school grounds, and at school-related events.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he/she feels are justified in each case. If the student does not respond to these measures, or the severity of the behavior so requires the teacher will then refer the student to the principal.

In discipline matters, the Board expects that whenever a problem appears to extend beyond the classroom, the teacher will discuss the problem with the principal. The teacher, or teachers, and the principal will work together in attempting to control or correct the situation.

The Board of Education considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one's actions in accordance with socially accepted conduct and the District's rules, regulations, and school policies. Student conduct must be within the bounds of law and order and must respect the rights of others as individuals.

Good discipline is systematic, ordered learning. In the school setting, good discipline helps to promote self-discipline as a habitual way of behaving. Good discipline is not a matter of punishment but rather involves the development of a structure which provides the best opportunities for the child to learn, achieve, and develop emotional social maturity on his/her own.

Discipline permits children, their peers and faculty to live together in harmony in a social unit without sacrificing individual independence. The end result of proper discipline during the formative years will be an individual who can live and work with others, and who is fully able to assume the responsibility for mature self-discipline.

Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, teachers and administrators must act in the place of parents (in loco parentis) to maintain discipline.

Teachers, bus drivers and other members of the various school staffs are responsible for the care of students and the day-to-day operation of the school. They are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities; therefore, they shall have the authority necessary to maintain a proper learning climate, including but not limited to the use of reasonable force to prevent and stop any act which interferes with the scholarly, disciplined atmosphere of the school. Teachers are also expected to employ sound, preventative measures and to avoid provoking negative behaviors. They may call upon other school personnel to help in discharging their responsibilities and may refer students to the building administrator who shall be responsible for determining the necessity, and the nature of, any additional discipline.

Since the school and the home share responsibility for the education and discipline of students, it is important that they work closely together. Each school staff has an obligation to be fair, honest, reasonable, and consistent in its dealings with students. Parents have an obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing mutual trust and respect can the school and the home work effectively together toward the best interest of the child.

Teachers and administrators are assured of the prompt and decisive support of the Board of Education in cases involving incorrigible conduct. Likewise, the Board of Education expects the support of the professional staff in maintaining an orderly educational climate for learning.

Circumstances In Which Student Discipline Is Appropriate

As detailed below, students are subject to school disciplinary action up to and including emergency removal, suspension, and expulsion for any and all action(s) which directly affect the good order, efficiency, morale, management and welfare of the school. Students shall be subject to discipline for misconduct occurring in any of the following situations:

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance;

2. while on school owned, leased, or operated buses or vehicles;
3. while waiting at school bus stops, walking to and from school bus stops or walking to and from school;
4. while engaged in or attending school-related activities, whether on or off school grounds;
5. while on school grounds, at any time when school premises are being used by the school or by school-related groups; and
6. while engaging in any conduct which directly affects the good order, morale, management and welfare of the school.

Basic Elements of School Discipline

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. All professional employees and students are responsible for maintaining good discipline within the school setting.

A breach of discipline occurs whenever the conduct of a student substantially and materially interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or the system will not be tolerated.

School authorities cannot accept liability and responsibility for a student's health, safety, and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain a proper learning environment, students committing serious breaches of discipline will be removed from the school setting in accordance with the student suspension, expulsion, and exclusion procedures. See Policies JGD, JGD-R, JGE, and JGE-R.

Students may be subject to emergency removal, suspension and/or expulsion for any of the following reasons:

1. Disruption of School/False Alarms

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of that school. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Misconduct prohibited by this rule includes, but is not limited to:

- A. occupying any school building, school grounds, or part thereof without proper authorization;
- B. blocking the entrance or exit of any school building or corridor or room therein;
- C. setting fire to attempting to set fire to, damaging, or attempting to damage any school building or property;
- D. preventing or attempting to prevent any teacher, student, or administrator's lawful and appropriate physical act or verbal utterance, the convening or continued functioning of any school, class, or activity, or any lawful school meeting or assembly on or off school property;
- E. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
- F. except under the direct instruction of a principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event;
- G. continuously and intentionally making noise or acting in a manner which attempts to or does interfere with a teacher's ability to conduct a class or extracurricular activity;
- H. making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds;
- I. activating or attempting to activate the alarm system in the absence of a fire; or
- J. engaging in any activity or conduct which endangers students, employees or guests at the school.

2. Damage, Destruction or Theft of School or Private Property

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies.

Pursuant to R.C. 3109.09 and R.C. 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Aurora City Schools for any damage, destruction or theft caused by their child.

3. Assault/Fighting/Hitting

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, fighting, hitting, and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function, or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process, or significantly endanger the health or safety of the students or others.

4. Profane, Vulgar, Abusive, Improper Language, Improper Gestures, or Sexual Misconduct

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures or signs, nor engage in any socially or sexually improper behavior.

5. Smoking

No student shall possess, use, conceal, sell, offer to sell, buy, offer to buy, transfer, or distribute any tobacco product including, but not limited to cigarettes, cigars snuff, and chewing tobacco. Neither shall any student aid any other student in using, selling, or distributing any tobacco product including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco.

6. Narcotics, Alcoholic Beverages, Stimulant Drugs, Inhalants and Paraphernalia

A. During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply, or be under the influence of any mood-altering chemical of any kind, including alcohol. Included in this prohibition are any substances represented as a controlled substance, any substance used in a dosage that is likely to be mood-altering, steroids, and drug paraphernalia. "Possession" includes, without limitation, retention on a student's person or in a student's purse, wallet, locker, desk, or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics,

depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container, with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

In addition it is a violation of this section to attempt while at school or school sponsored activities to buy sell, use, supply, transfer, supply or be under the influence of any mood altering chemical of any kind while at school or school activities.

When students are found to possess or sell illegal substances, an administrator shall promptly report the students to the local police authorities. In determining the appropriate level of discipline, school administrators shall have considerable discretion, including the discretion to reduce the consequences outlined below.

B. Possession, Purchase, Use, Application or Being Under the Influence.

FIRST OFFENSE:

- 1) The principal will suspend the student for 10 days in accordance with all requirements of law, which suspension may be reduced to no less than five days if the following criteria is satisfied:
 - a) the student agrees to and subsequently is evaluated by a chemical dependency professional;
 - b) the student agrees to follow through with any treatment prescribed by the chemical dependency professional, including but not limited to attending mandatory support groups;
 - c) the professional verifies the foregoing to the satisfaction of the principal; and
 - d) where appropriate, the student agrees to continue to attend an in-school support group.
- 2) Notwithstanding the above provisions, it shall not be considered a first offense under Part 1 of this Policy if a student reports his/her violation and:
 - a) the student proceeds to be evaluated by a chemical dependency professional;
 - b) the student agrees to follow through with any treatment required by the professional, including but not limited to attending mandatory support groups; and

- c) the professional verifies the foregoing to the satisfaction of the principal.

Possession of a bulk amount of any controlled or dangerous substance as defined by R.C. 2925.01(D) shall automatically be considered a second and subsequent offense and shall be treated as indicated below.

SECOND AND SUBSEQUENT OFFENSES:

- 1) The principal will recommend that the Superintendent expel the student for a period not to exceed the greater of eighty school days or the number of days remaining in the semester in accordance with all requirements of law and Policy JGE.
- 2) The Superintendent may expel the student for a period not to exceed the greater of eighty school days or the number of days remaining in the semester in accordance with all requirements of law and Policy JGE.

Whenever a student is expelled or suspended from school for the use or possession of alcohol or drugs, the Superintendent will notify the registrar of Ohio Bureau of Motor Vehicles and the juvenile judge of Portage County of the expulsion or suspension. Such notification will result in the denial of driving privileges in accordance with Ohio Revised Code 3321.13(B)(3).

C. Selling, Supplying, or Transmitting

A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined in section B above. This includes any bulk amount of the abovementioned prohibited substances or any of those substances prepared for mailing or packaged for distribution.

D. Counterfeit or "Look-Alike" Drugs

In accordance with R.C. 2929.01(O), the Board states as follows:

- 1) A counterfeit-controlled substance is defined as:
 - a) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
 - b) any unmarked or unlabeled substance that is represented to be a controlled substance;
 - c) any substance that is represented to be a controlled substance or is a different controlled substance; and

- d) any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- 2) No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner Section B (Possession, Purchase, Use, Application, or Being Under the Influence).
- 3) No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- 4) No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Section C (Selling, Supplying or Transmitting).

7. Failure to Comply with Directives/Insubordination: Violations of Rules

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered “insubordination” for anyone to disobey or fail to comply with, which are a part of this code, directives of authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize him/herself with all school rules and regulations.

8. Attendance, Truancy, Tardiness

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall also be considered truancy.

When the building principal advises the Superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The Superintendent will notify, in writing, the student and his/her parent, guardian, or custodian that information regarding the student’s absences has been provided to the Superintendent, and that, as a result, the student’s driving privileges will be denied. This notification will also state that the student and his/her parent, guardian,

or custodian may appear before the Superintendent or designee to challenge the information provided to the Superintendent.

- B. The notice from the Superintendent to the student must set forth the information received and must include the date, time, and place of the hearing. The hearing must be scheduled between three and five days after the notification is given, unless an extension is requested by the student, parent, guardian, or custodian and is granted by the Superintendent. If granted, the Superintendent must notify the student, and the parent, guardian, or custodian of the date, time, and place of the new hearing.
- C. At the hearing before the Superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, “legitimate excuse” includes, but is not limited to:
 - 1) enrollment in another school or school district in Ohio or another state;
 - 2) possession of an age and schooling certificate;
 - 3) a bodily or mental condition that prohibits attendance under R.C. 3321.04; or
 - 4) participation in a home instruction program in accordance with R.C. 3321.04.
- D. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences are legitimate, the Superintendent must notify the registrar of the Bureau of Motor Vehicles (“BMV”) and the county juvenile judge. Such notification must be given to the registrar of the BMV and the juvenile judge within the two weeks of the receipt of the information regarding habitual absences or, if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the county judge must comply with R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA), and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver’s license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student’s driving privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

9. Forgery

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

10. Academic Dishonesty

Academic integrity has always been and will continue to be important and valued at Aurora City Schools. Students are expected to maintain the highest standards of academic conduct. Academic dishonesty includes both cheating and plagiarism. Academic dishonesty is unfair to honest students as well as being detrimental to the dishonest student. At Aurora City Schools we expect students to demonstrate the integrity that is required in college and in the workplace.

Examples of academic dishonesty include, but are not limited to:

- Copying answers from another's work or allowing someone to copy you're your work
- Copying and pasting text from online media or websites
- Copying text from any printed material (books, magazines, newspapers, etc.) without citation
- Paraphrasing (rewording or altering text and claiming as your own)
- Using photo, video, and audio resources without permission or acknowledgement
- Using the work of another students, family member, or any outside party without teacher permission
- Purchasing or obtaining pre-written work from any individual or commercial source
- Obtaining a translation from any individual or commercial source, including online translation services
- Using a paper that was written for another class/purpose without both teachers' permission
- Giving or receiving assistance during an exam, text, or quiz
- Obtaining advance copies of tests
- Removing answer booklets or answer keys
- Using an electronic device to gain an unfair advantage in testing situation
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (Enabling another student to commit any of the above acts)

The above conditions apply to all types of academic work: essays, exams, quizzes, tests, projects, homework, research, computer programs, music scores, web pages, graphical depictions, visual representations and other assignments.

11. Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

12. Hazing

No student shall harass, persecute, or participate in any act(s), or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student. Hazing is banned in any form.

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

Bullying is an intentional written (including texting, twitter and any other form of social media), verbal or physical act that a student has exhibited toward another student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other student.

13. Electronic Devices

No student shall be using or have “on” during the school day radios, televisions, telephones, cellular phones, pagers or any other equipment on school grounds, during school hours, or at school-sponsored events if, in the sole discretion of school authorities, such items are disruptive of the educational process. Students may use these items during non-school hours with the permission of school authorities.

14. Transportation

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words, either to other students, the bus driver or passing motorists. Additional guidelines for student discipline and behavior while on school vehicles are found in the Bus Rules and Safety Regulations (as revised 2/12/88) and are incorporated herein by reference.

15. Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a “look out” for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has

violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy JFCJ) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

16. Gambling

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

17. Weapons, Dangerous Instruments, Fireworks, and Explosives

No student shall use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on a school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JFCJ. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JFCJ.)

In addition it is a violation of this section to attempt while at school or school-sponsored activities to buy, sell, possess, handle, transmit, conceal or bring upon school grounds or to school-sponsored activities on or off school grounds or at any other time the student is subject to the authority of the school, a weapon or dangerous instrument.

No student shall possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions nor shall any student ignite or explode fireworks, explosives, or munitions at school-sponsored or related functions or activities on or off school grounds, or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosives (including fireworks, lighters, matches), knives, and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

18. Dress Code

No student shall violate school rules pertaining to appearance and dress. Students are required to attend school dressed in a clean manner which is not hazardous to their own safety or that of others, and which does not, in the discretion of school authorities, detract from the educational process.

19. Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

20. Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity, which rules, regulations, or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities disrupts or tends to interfere with the conduct of that activity.

21. Trespass

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of the principal.

22. Driving/Parking

Any student driving to school must keep his/her vehicle under control of all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without notice, without the student's consent and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein. (See Interrogations and Search Regulation JFG-R.)

23. Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

24. Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member, or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this code of conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another.

Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal who will conduct an investigation and, if required, take appropriate remedial action.

25. Gang Activity

Subject to any applicable legal and constitutional limitations, no student’s dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. create an atmosphere in which a student, staff members, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem whether on school or personal property, or on one’s person.

26. Any Other Conduct Which Disrupts or Interferes With the Educational Process

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

The Superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said

policy shall also be posted in a central location in each school and shall be made available to students upon request.

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CROSS REF.: JHC, Student Health Services and Requirement.

