

Dear Families,

Welcome to the 2023-2024 school year at Cedarville Elementary! As a school, we are committed to educating the whole child – mind, body, and character. Our high expectations go beyond academics, as we expect students to develop excellent character and put others ahead of themselves. Each day, we strive to do what's best for kids because our community's future depends on it. We are excited to partner with you to ensure your child's success. Please feel free to contact the school office, or stop in if you have any questions.

Sincerely,  
Katherine Weaver  
Elementary Principal

### **Elementary School Personnel**

**Principal-Katherine Weaver (kweaver@ccliff.net)**

Secretary- Tracie Morrow

School Counselor- Angela Curlette

Technology Coordinator - Brandi Thompson

Director of Special Education- MaryAnn Guenther

### **Cedarville Elementary Mission**

At Cedarville Elementary School we believe in treating all students, staff, and visitors with respect and valuing everyone's potential, abilities, and perspectives. We strive to create a positive environment in which we encourage one another and hold each other accountable.

Our staff brings unique talents, perspectives, and expertise in the areas related to both academic and professional performance. Teachers are committed to supporting students, parents, and one another in developing a positive environment to create high expectations for all. We will involve families and the community through consistent communication in order to make them aware of involvement opportunities.

We will use a rigorous, relevant curriculum to instruct all students at their developmental level. In preparing for the future, our students should be able to plan and set goals for themselves, by being independent thinkers who can solve problems through a variety of different strategies, and collaborate with others as responsible, well-rounded citizens in their community.

Ultimately, as a school, we want to be known for doing what's best for students by partnering with parents and community members to encourage integrity, grit, rigor, engagement, humility and compassion.

### **Academic Achievement**

#### **Honor Rolls**

**Honor Roll awards are given based on the student's first three grading periods.**

- "A" *Honor Roll* ~ Students receiving all "A's" in academic areas qualify for this honor roll.
- "A/B" *Honor Roll* ~ Students receiving "A's" and/or "B's" in all academic areas qualify for this honor roll.
- *Extra Mile Award* ~ Teachers may nominate a student who has shown extra effort during any one of the first three nine weeks.

- *Homework SuperStars* ~ Students who complete all of their homework are recognized as a Homework Super Star.

### Grading Scale

Your student's grade card reflects the following grading scale utilized by Cedarville Elementary teachers:

A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Below 60	.0

Please sign your student's grade card envelope and return it to school within seven (7) days.

### Monitoring Student Progress

You should have numerous ways to determine your child's progress in school. Your student will bring his or her report card home at the end of each nine-week grading period. You can also monitor your student's progress with the following:

- Check the child's agenda book to determine what has been assigned for homework for that day.
- Papers and tests are returned to students to be taken home and shown to parents or guardians.
- An interim report is provided mid-way through each nine weeks.
- Parent/Teacher Conferences are held once in the fall and once in the spring.
- Parents can access their child's up-to-date grade reports by signing up for parent access on Progressbook. Information will be sent home on the first days of school on how to register for an account.

Parents are encouraged to contact teachers anytime they have questions or concerns about a child's progress.

### Promotion / Retention

All students who have demonstrated academic readiness with passing grades will be promoted to the next grade level. As required by the State Mandated Third Grade Guarantee, third grade students must achieve a satisfactory score on the Ohio Achievement Assessment in reading to be promoted into a fourth grade reading class.

A student who receives failing grades during any academic term will have his or her case reviewed by the District's **Multi-Tiered System of Support (MTSS)** Team. This team may be composed of the student's teacher, parents (if available), counselor, psychologist, intervention specialist, Title I teacher, supervisors, principal, and/or other therapists and specialists. The **MTSS** meeting will discuss difficulties your student is having and will formulate interventions that will help your student succeed.

The following process explains the steps taken when a student experiences academic difficulty.

1. The student is referred to the **MTSS** team.
2. The **MTSS** team and student's parents or guardian will meet to discuss the academic difficulties the student is experiencing.
3. Interventions are developed.
4. The **MTSS** team periodically reviews progress and makes further recommendations.

The **MTSS** team will evaluate the student for academic preparedness for the next grade.

Reasons for evaluation by the **MTSS** team are:

- Failing grades at the end of each year or in the second semester in any two or more of the following: reading, math, English, science, or social studies.
- Truant for more than 10% (i.e. 18 days) of the required attendance days of the current school year.
- Concerns of parents, teachers, or other school staff.



## **Absences and Attendance regulations**

### **State Attendance requirements (BP 5200)**

Ohio Law requires Cedar Cliff Schools to start corrective action when any student is either excessively absent or habitually truant by missing school with or without a legitimate excuse. Per HB 410, "excessive absences" and/or "habitually truant" are defined as:

#### **Habitual Truant**

Absent 30 or more consecutive hours without a legitimate excuse.

Absent 42 or more hours in one school month without a legitimate excuse;

Absent 72 or more hours in one school year without a legitimate excuse.

#### **Excessive Absences**

Absent 38 or more hours in one school month with or without a legitimate excuse;

Absent 65 or more hours in one school year with or without a legitimate excuse.

Corrective action can include but is not limited to parent, child and school conference; counseling and making up time in Saturday School. Furthermore, Ohio Law requires the school to file a complaint against the child and parent with Juvenile Court if a child is habitually truant by missing school without a legitimate excuse.

#### **Excused Absences**

One half-day absence is defined as missing at least one (1) and no more than three (3) class periods within the school day. Missing four (4) or more class periods constitutes one day's absence. For state recording purposes, these absences are recorded as "excused". When a student has more than five excused absences within a semester grading period, he/she may be required to provide a legitimate note from a licensed professional for every subsequent absence. He/she may also lose credit at the minimum "F" for each class in which the student has more than five excused absences per semester.

Excused absences are for the following reasons:

1. Personal illness – illnesses that are not serious enough to require a doctor's visit
2. Illness in family
3. Quarantine – for the length of the quarantine as established by proper health officials
4. Death of friend
5. Work at home due to absence of parents/guardians – applies only to the days the parent/guardian is absent from the home
6. Observance of religious holidays
7. Family vacations and/or Family business
8. Early dismissals without a note from a licensed professional
9. Participation in events such as "Take Your Child to Work Day"

A medically excused absence is an absence caused by hospitalization or by visits to the office of a doctor, dentist, psychologist or any other licensed professional health or legal person with a legitimate note from the office of the licensed professional. This may also include a forced quarantine due to illness/pandemic. Medically excused absences do not count toward the five (5) excused absence days per semester.

**Students missing four or more class periods are not permitted to attend and/or participate in co-curricular and extra-curricular activities on the day of their all day absence even if they have licensed professional documentation.**

It is the student's responsibility to contact teachers the day he/she returns from an absence to arrange to do his/her make-up work. A student will be allowed one day of make-up time per each excused day of absence. If a student was in class when a teacher indicated a test, paper or project deadline, the one day may not apply. Following the deadline for completion, the incomplete work may be given a zero.

### **Unexcused Absences**

An unexcused absence is when a student misses school without a legitimate excuse (such as doctor's note or other licensed professional health or legal person) or exceeds his/her number of five (5) excused days per semester. Failing to bring an absence note within one week of a student's return to school also constitutes an unexcused absence. Students with an unexcused absence or tardy **MAY NOT** receive credit for any work done or due during the time of an unexcused absence or tardy nor can they attend/participate in extracurricular activities the day of their absence.

### **Truancy**

Truancy is based on the number of unexcused absences a student has accumulated. We will notify you if your student is in danger of becoming truant. We will also file a complaint with the county attendance officer when your child exceeds the hours under HB 410. Such action may result in a complaint being filed in the county juvenile court. You, the parent, may be taken to court, ordered to parenting classes, fined or imprisoned as prescribed in the State of Ohio Revised Code (ORC) 3313.663(B) and ORC 2919.222.

### **Early Dismissal**

Students who must leave early for excused reasons must provide a note (stating the time and the reason) to the teacher the morning of the dismissal. You must come to the office to sign out or pick up your student for an early dismissal. Your student will be called to the office on the intercom. For the safety of all students, parents/guardians will not be permitted to go directly to the classroom to pick up the student. Students will be excused for an early dismissal after 2:40 p.m. only in emergencies, such as death or trauma.

### **Notification to School**

You must notify the school between 7:30 and 8:45 AM on the day that a student is absent. Please call the main office to inform the school of a child's absence. School personnel will attempt to contact you by telephone for verification of your student's absence if notification of absence is not provided.

Upon returning to school from an absence, the student must bring a note to the Elementary Office with a written explanation signed by the parent or guardian.

### **Tardiness**

A tardy to school is defined as not being in class at the **8:00 AM bell and extends from 8:00 to 8:45 AM**. A student shall not be tardy to school more than three (3) times in a semester. Consequences may be given to those students who exceed three tardies within a semester.

### **Extended Illness**

In the event of an extended illness, the student or parents should contact the office secretary to schedule make-up work and the guidance counselor to schedule home instruction. If a student's absence exceeds **TWO or MORE DAYS**, the parent should call the attendance office **BEFORE 9:00 AM** to request make-up work. **Please do not call the office requesting make-up work UNTIL AFTER the student has missed more than TWO days.**

### **Family Vacations**

A family vacation may or may not be excused depending on a student's regular attendance. Students who are "habitually truant" will not receive an "excused" determination for a family vacation. In order for a vacation to be excused, parents should make a written request using a district provided form to the school office at least **ONE WEEK** in advance of the vacation time. Work will not be provided to the student in advance of the vacation. Upon returning to school, the student has the same number of days he/she was absent to complete his/her make-up work

if they were granted an “excused absence” for the vacation. If the vacation is “unexcused,” work may not be made up for credit.

### **Funerals**

Students who attend a funeral of an immediate family member will receive an excused absence for one but not more than two days with a legitimate note from parent/guardian. They will have the opportunity to make-up the class work missed upon returning to school as well as participate in the after-school/evening extra-curricular activities that occur on the day of the funeral. Students who attend a funeral of a friend or another person can use one of their excused days with a legitimate note from parent/guardian. They will have the opportunity to make-up the class work missed upon returning to school.

## **Academic Environment**

### **Academic Assistance**

Student success is a high priority for everyone at Cedarville Elementary. If your student is not being successful, you will be contacted, and your child will be referred to the **Muti-Tiered System of Support (MTSS)** process. If interventions do not produce the desired results, a comprehensive evaluation may be requested.

This testing, or Evaluation Team Report (ETR), can provide more information about your child’s strengths, weaknesses, and learning styles. It can also identify learning disabilities. If a disability is identified, your student is eligible for special services under the Individual with Disabilities Education Improvement Act. An individual education plan (IEP) will be written to meet your student’s learning needs. This plan is reviewed annually. If you have questions about these services, please contact the principal or guidance counselor.

### **Communication**

Please communicate words of encouragement and areas of concern with your student’s teachers and administrators. Early communication with a teacher often clears up misunderstandings before they turn into problems. Express to your student the importance of their education by taking time to talk to your child about his or her day, review papers and discuss homework.

- You may contact a teacher by sending a note with your student or leaving a message on your teacher's voice mail.
- Parent/Teacher Conferences are held for students in the fall and spring. You will be notified when it is time to schedule fall and spring conferences. Additional conferences may be scheduled by calling the office.
- Primary teachers utilize weekly newsletters or classroom websites to keep parents informed about classroom information.

The monthly elementary newsletter, “Teepee Talk,” is published with important school information, news from the Principal, news from the Counselor and the lunch menu.

### **Custody Issues**

In the case of shared parenting and other special custody situations:

- Certain parent conferences may have to occur outside the regular scheduled conference dates. We ask that, whenever possible, please attend your child’s conference together.
- Please do not use the school as your location for visitation with your child. This is disruptive to the learning environment.
- School communication to be sent to a non-residential parent include, school newsletter and copy of grade cards. We cannot mail copies of every assignment to any parent. Special requests should be submitted to the principal in writing.

### **Deliveries to Students**

Flowers, balloons, cards, and other similar items should not be sent to students while they are in school. The school office will not accept such deliveries. Sending items to students causes disruption to the academic process and learning environment. Local merchants have been notified of this policy. Deliveries of this nature are prohibited.

## Disaster Drills

Student safety is paramount at Cedarville Elementary. In preparation for an untimely or unfortunate event, disaster drills are practiced throughout the year. Ohio Revised Code currently requires six fire drills during the school year. In addition, tornado drills are conducted during the months of March, April and May. Procedures for disaster drills are posted in each classroom.

Ohio Revised Code also now requires three “safety drills” during each school year: a lockdown drill, an evacuation drill (such as in the event of a gas leak, etc.), and an active intruder drill (ALICE). Staff and students will be provided with training in advance of these drills, and parents/guardians will be provided with information on when these drills will take place.

## Fees

Your student will owe a classroom fee. These fees cover workbooks, newspapers, art and other supplies. The fee for each grade level is approved by the Cedar Cliff Local Board of Education. Fees will be the following for the **2023-2024** School Year: Kindergarten: \$60.00; First Grade: \$46.00; Second Grade: \$60.00; Third Grade: \$72.00; Fourth Grade: \$55.00; Fifth Grade: \$55.00.

It is requested that the student fee be paid by November 1 of the current school year. A payment plan may be set up with the Treasurer’s Office. Failure to pay student fees will result in the following, until fees are paid in full:

- Year-end grade cards will not be sent to the student,
- Student records will be held for students transferring or withdrawing,
- The student will not be allowed to graduate from high school.

## Field Trips

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Your student is required to have written permission from you prior to going on any field trip. All trips are chaperoned by school personnel and may be assisted by parent volunteers. Your student may have to pay a nominal fee.

**Individuals who serve as field trip chaperones must have a valid background check on file in the office.**

## Enrichment Program

The goal of Cedar Cliff Local School’s Enrichment/Gifted program is to provide services that address the pace, depth, and complexity of the student’s learning and allows students to reach their full potential.

As required by law, whole grade gifted identification assessments are conducted in the fall (fifth grade) and spring (second grade). Areas evaluated are cognitive ability, creative thinking, math, reading, science, and social studies. Any teacher, parent, or guardian may nominate a student in other grades for assessment by completing a nomination form. Students in grades 3-5, identified in a specific subject area, as having superior cognitive ability and/or creative thinking are invited to participate in the enrichment program. Students identified as gifted within certain subject areas may be provided enrichment activities in those classes under the direction of the enrichment teacher and the regular classroom teacher.

## Guidance Services

Several guidance services are available upon request or utilized when needed. You may contact the office to request these services or obtain any additional information about each service. These services include:

- *Guidance Counselor* ~ serves the elementary school and community through small group counseling, individual counseling, classroom guidance lessons, career education, achievement and aptitude testing, conferences with parents and/or teachers.
- *School Psychologist* ~ for psychological and testing services.
- *School Based Mental Health Therapist* ~ provided through the Greene County Educational Service Center to help families, provide counseling to students on an individual or group basis, and act as a resource for families to determine which social services might be available.
- *Special Therapists* ~ provided through Greene County Educational Service Center to determine need and provide services after a need is identified in these are: Speech/Language Therapy, Occupational Therapy, Physical Therapy, and Adaptive Physical Education

## **Library**

Library time is scheduled for each class. Students may check out books for one week, after which, they must return the books. Your student is responsible for returning books one day prior to your child's assigned library day in good condition and must pay for lost or damaged books. Students will also participate in "Book Box" shopping one day per week. These books will not come home and are used as a part of the Language Arts block within your child's classroom.

## **Lost and Found**

You and your student should check the lost and found at school when items are misplaced. All articles found by students should be placed in the boxes in the cafeteria where they will be kept until claimed OR for a reasonable period of time. Items not claimed by the end of each semester will be donated to local charities. Families are encouraged to label each child's belongings, such as jackets and lunch boxes, in order to be able to efficiently return those items.

## **Breakfast and Lunch**

The school prepares hot lunches daily for your child. Breakfast items are available each morning as well. Extra milk may be purchased, as well as other "extras" such as popcorn, chips, pretzels, and ice cream.

The price for breakfast and lunch for the 2023-2024 school year is as follows:

Elementary Breakfast: \$2.25

Elementary Lunch: \$2.90

Milk \$0.55

Students have the opportunity to pay for lunch using an ID number and a prepaid account. More information is available on our district website, or by contacting our cafeteria.

Lunch fees may be transferred to another lunch account, however, they cannot be refunded.

Lunch funds remaining in lunch accounts will carry over to the next school year for student use when they return from summer break.

Funds remaining in graduating senior accounts will be handled as follows:

- a) Those students with younger siblings will have remaining monies transferred to the sibling account.
- b) Those graduating seniors with no siblings will have their remaining monies utilized in the Cedarville Emergency Fund to assist those students in need in the Cedar Cliff Local School District. Families who wish to have remaining funds reimbursed rather than utilized in the Emergency Fund, must submit their request in writing to the Treasurer's Office by June 15 of the year in which the student graduates.

Students who withdraw from the Cedar Cliff Local School District will have lunch monies reimbursed to them.

## **Lunch Charge Policy**

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades K-5) may charge two (2) meals in succession. An elementary child will be sent to the front office for assistance after the second charge.

A middle school student (Grades 6-8) may charge only two (2) meals at any time until their charges are paid. There will be no charges allowed for high school students or for adults. Disabled and handicapped students at all grade

levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.

A student's parents, teacher, and principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give to the Cashier or Cafeteria Manager.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

At the discretion of each principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Nutrition Services Manager will work with each principal to determine a payment schedule for these meals.

### Notes to School

The school requires notes explaining:

- Absences, to be sent upon the child's return to school.
- Tardiness.
- Request for early dismissal.
- Changes in the usual method of transportation.
- Authorization to administer prescription and/or non-prescription medications (See policy under HEALTH in this handbook).
- Prolonged absences from school (trips, hospitalization, etc.), to be sent prior to absence, if possible.
- Explanation of allergic reactions (insects, milk, food, etc.).
- Specific medical treatment or special health needs.
- Permission slips must be returned by designated time in order for students to participate in said activity.

NOTE: Your written notes should include your student's full name, the name of your child's teacher, date, your signature, and a telephone number at which you can be reached.

### Parent Involvement

Your involvement is one of the many reasons our students achieve so well. Cedar Cliff Local Schools believes in a strong home-school connection. We continually ask for your input into our school program and appreciate your insight. You are encouraged to be involved in your student's education through effective communication with teachers and administrators via Parent/Teacher Conferences, the Parent Teacher Organization (PTO), volunteer programs, and visitation. **Please note: all classroom volunteers must have a valid background check on file in the office.**

### Parent Teacher Organization

The PTO provides you with the following opportunities to be involved in your child's education:

- Homeroom Parents coordinate classroom parties.
- Teacher Support Teams assist in their child's classroom on a regular basis and appreciation events during the year for staff and administration.
- Fund raising events to support the school include special projects, classroom needs, awards, and scholarships.
- The PTO meeting date for each month will be posted on the district calendar and in the monthly newsletter. PTO meetings consist of monthly principal reports, special guests/topics and limited business items. Your attendance at PTO meetings will help you gain a better understanding of Cedar Cliff Schools and develop relationships with administrators, teachers and other parents.

### Physical Education



Physical Education is a vital part of the academic process. Your student must participate when his or her class is scheduled.



Your student must wear athletic shoes (non-marking and clean) on the gym floor. Appropriate attire must be worn to participate and receive credit for that day. Expectations for behavior and dress during Physical Education class will be given by the PE teacher on the first day of class.

### **Pictures**

Traditional yearbook pictures are taken in the fall and spring pictures during the spring of each year. A package is provided for your student to purchase.

### **Release of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cedarville Elementary, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cedarville Elementary may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Cedarville Elementary to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Cedarville Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the second Tuesday in September. Cedarville Elementary has designated the following information: **(Note: a Local Educational Agency (LEA) may, but does not have to include all information listed below.)**

<b>Student's name</b>	<b>Participation in officially</b>
<b>Address</b>	<b>recognized activities and sports</b>
<b>Telephone listing</b>	<b>Weight and height of members of</b>
<b>Electronic mail address</b>	<b>athletic teams</b>
<b>Photograph</b>	<b>Degrees, honors, and awards</b>
<b>Date and place of birth</b>	<b>received</b>
<b>Major field of study</b>	<b>The most recent educational</b>
<b>Dates of attendance</b>	<b>agency or institution attended</b>
<b>Grade level</b>	<b>Student ID number, user ID, or</b>
	<b>other unique personal identifier</b>
	<b>used to communicate in electronic</b>
	<b>systems that cannot be used to</b>
	<b>access education records</b>
	<b>without a PIN, password, etc.</b>
	<b>(A student's SSN, in whole or</b>
	<b>in part, cannot be used for this</b>
	<b>purpose.)</b>

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

### **Search and Seizure (BP 5771)**

The school exercises exclusive control over such school property and a student should not expect privacy regarding items placed in or on school property. Student lockers/cubbies, desks, computers and other like property are examples of school property. School property is subject to search, by school officials, at any time.

School administrators are permitted to search the person and personal property (purse, pocket, wallet, book bags, gym bag, student tool kit, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either a law or school rule. Students who bring personal computers, files, and/or DVD's are subject to review and inspection at any time. The following rules apply to such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Personal searches will be conducted by an administrator with a staff member of the same sex as the student present.
3. A parent or guardian of a minor student who is the subject of a search will be notified of the occurrence of the search, as well as the reason for the search, as soon as practicable after completion of the search.
4. Where evidence indicating that a student has violated the law is discovered, law enforcement officials may be notified.
5. Student-owned or operated motor vehicles, motorcycles, and bicycles parked on school property or used during school-sponsored activities held off school grounds may be searched on the same basis and in the same manner as described above for other personal property.
6. The student, if in school, shall be present, and informed of what item is being searched for.

### **Surveys**

Per BOE policy 2416, students will not be asked to complete surveys or evaluative instruments that utilize identifiable and confidential information without parent/guardian consent.

### **Sexual Harassment**

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by school board policy and regulation. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. The Cedar Cliff Board of Education policy defines sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or a school-sponsored function is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who have reason to believe that their child has been subjected to sexual harassment should report this behavior to the principal.

### **Student Activities**

Various activities are provided for your student at Cedarville Elementary. Information about these activities, and others that may not be listed, is available throughout the year in the school office.

- *The Spelling Bee* is conducted annually for students in grades 1-5.
- *The Band program* is available for students in grade 5.
- *Special assemblies* are scheduled throughout the year.
- *A Science Fair* is held for grades 3, 4, and 5.
- *Music programs* are presented at Christmas time and in the spring.

### **Student Records**

You have a right to review your student's records by making a written request to the principal. The request will be honored within a reasonable period of time (no more than 10 working days). Exceptions to this time frame may be made, if necessary, during school vacation periods. Review of student records may be prohibited by a court order or other legally binding document.

Review of your student's file shall take place in the presence of the school principal or his designee. The request for review of your student's records will be placed in the student file as well as the date, time, and a list of individuals present at the time of the review.

A nominal copying fee will be charged if copies of student records are needed, and a receipt will be provided.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request. Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520. This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at (937) 766-6000 for assistance and information.

### **Textbooks**

Textbooks are school property and should be cared for properly. Damage beyond normal wear and tear will be the financial responsibility of the parent/guardian.

### **Telephone**

The office telephone is available only in cases of emergency. Your student must get permission from a school employee to use the telephone. Please make sure your student has everything needed for that day – we have had increased numbers of students calling home for instruments, lunches, journals, etc. Students will only be allowed to call home for an emergency.

### **Title I "Right to Know" Notice**

In accordance with the Every Student Succeeds Act, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, you are free to request the information from the principal and we will provide the information to you in a timely manner.

### **Video/Camera Usage at School (BP 7440.01) (BP 5136.01)**

For school purposes, video recording of events, practices, presentations and/or other school activities may be periodically conducted throughout the school day with the knowledge and permission of the administration. The Board of Education has installed recording devices throughout the building and surrounding school property. Rotating cameras are located on buses to aid in monitoring student behavior. If a student misbehaves within the school building or on surrounding school property and his/her actions are recorded, the recording will be submitted to the Principal as evidence of misbehavior. In addition, students are not permitted to use cameras of any kind at school or during extra-curricular activities without the permission of teachers and/or principals.

### **Violence**

Cedarville Elementary has a zero tolerance policy toward violence and disruptive behavior. Students shall not assemble to encourage or observe harassment, threats, fights, hitting, unauthorized touching, or other acts that endanger persons or disrupt the educational process.

### **Visitation**

You are welcome to visit the school to observe our programs and to volunteer. Guidelines have been established for volunteers and visitors in order to provide a safe and effective learning environment. Visits must be arranged at least 48 hours in advance. Tours, arranged through the school office, are available for new students and their families.

To assure the safety of our students, the State has mandated that all visitors report to the school office upon entering the building. This includes parents bringing forgotten items or picking up children for appointments. Visitors must sign in and be given a visitor's badge.

### **Withdrawal of Students**

A written request to the school is needed to have your student's records transferred. School records shall be transferred to the new district within fourteen (14) days of the receipt of the request, as required by Missing Children laws.

### **Volunteers**

Volunteers are an important part of our total program at Cedarville Elementary. In addition to helping with a variety of PTO activities, volunteers also assist the school as classroom helpers. You can express your interest in being a volunteer within the school by contacting your child's teacher. **All school volunteers must have successfully completed a background check.** This check may be completed by visiting the district website.

## **District Testing Information**

Ohio law requires that all students in grades K-3 receive diagnostic testing prior to September 30 in the areas of reading and mathematics. Progress is monitored throughout the school year.

Students in grades 3-5 are required to be given the state assessment (currently AIR Testing) in Language Arts, Math, and Science (Gr. 5).

More information about mandated testing can be found at: <http://education.ohio.gov/Topics/Testing>

### **Third Grade Reading Guarantee**

Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through Grade 3 that are "not on track" in reading. Schools are required to provide help and support to make sure students are on track for reading success by the end of third grade. More details the Third Grade Guarantee can be found online, at the Ohio Department of Education website.

### **School Supplies**

Each teacher requires different school supplies for his or her classroom to be provided by the student. Most of the required items will be available for purchase before school starts each morning in the school store. A list of the supplies needed for the school year is available on the district website or hard copies are available in the office.

## **Hours of Operation**

### **Grades K to 5**

Students should not arrive at school before 7:40 AM. Students may eat breakfast in the cafeteria from 7:40-7:55 each morning. Classes begin at 8:00 AM and end at 2:50 PM. Students arriving after 8:15 AM will be considered tardy.

### **Emergency Notifications/Delays and Closings**

Emergency notifications, as well as weather delays and cancellations will be announced via a One Call Now phone system. The phone number given to the school at the beginning of the year will be the one used for this service. If you are not receiving these calls, please contact the school office. You may also listen to the following for delays and closings: WHIO TV 7 - Dayton

Below are the schedules for delays:

One Hour Delay

9:00 Tardy Bell

Two Hour Delay

10:00 Tardy Bell

Three Hour Delay

11:00 Tardy Bell

## Enrollment

At the time of the student's initial entry to school, the parent or guardian shall present to the person in charge of admission a copy of the student's birth certificate (passport, attested transcript of birth, or a birth affidavit) and immunization record. Immunization requirements are available on the district website. **Kindergarteners and new first graders to our district must provide a completed School Health History form prior to enrollment.**

### Enrollment Placement

Cedar Cliff Local School District reserves the right to determine grade placement for students new to the Cedar Cliff Local School District based on new student assessment, standardized tests, grades, age, and other pertinent information. **Final classroom placement decisions for new and returning students will be made by the Elementary Principal.**

### Failure to Enroll

Legal action may be pursued if the pupil or parent does not comply with enrollment requirements. The school principal is mandated by law to notify the local enforcement agency with jurisdiction, when a child is not and should be enrolled.

### Kindergarten - Entrance Requirements

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public, private or chartered nonpublic school kindergarten before transferring to the District.

### First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before August 1st of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria.

## Health

### Child's Illness and Notification

In the case of illness or injury, your student will be brought to the clinic for the attention of the health care specialist or office staff. You or your designated caretaker, as listed on the Emergency Medical Authorization Form, will be contacted if the illness or injury is serious. Anyone listed on the Emergency Medical Authorization form may grant, to a school authority, verbal permission for another person to pick up the child from school. Your student will never be permitted to sign him/her self out and leave unaccompanied or go home to an empty house. You should not expect the observation and/or evaluation by the school's health care specialist to serve as a substitute for a needed trip to your student's primary healthcare provider.

### **Emergency Medical Forms**

Each child is required by State Law to have an Emergency Medical Form on file in the school's office. You must notify the school office immediately of any changes to this information. Your student's health, well-being, and safety depend on your vigilance in keeping this information current.

### **Exclusion from School**

Students not immunized properly or not having the proper medical or religious exemptions will not be permitted to attend school after the 14th day of the school year, or until immunizations and/or documentation are up to date.

### **Head Lice**

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school.

### **Immunizations**

A current listing of required immunizations are on the district website.

### **Medical Screenings**

Three mass screenings, directed by the health care specialists, are conducted during the year as a health service to your student. You will be notified when the screening will take place. You may request that your child not be screened by sending a note at that time.

- Vision Screening ~ (normally in the fall) will be done in grades K, 1, 3, and 5 and by teacher referrals in other grades.
- Hearing Screening ~ done at the same time as vision screening.
- Scoliosis Screening (curvature of the spine) ~conducted in the spring for students in grade 5.

### **Non-Prescription Medication**

Parents must bring any non-prescription, over-the-counter medication that your student needs during school hours to the school office. Authorized staff will administer non-prescription, over-the-counter medication to your student during school hours under your written direction. You must ensure that the medication is in its original container, bearing your student's name and grade level, and accompanied by your written instructions. Copies of this form are available upon request in the elementary office or download from the District website - [www.cedarcliffschools.org](http://www.cedarcliffschools.org) - Bylaws, Policies and Forms - Management documents - forms link - form 5330f1b.

### **Prescription Medication**

Parents must complete a Prescribed Medication Authorization Form, to include the physician's and your signature and date, before prescription medication is administered to a student during school hours. You must return this completed form to the elementary office with the prescribed medication. Copies of this form are available upon

request in the elementary office or download from the District website--[www.cedarcliffschools.org](http://www.cedarcliffschools.org) – Bylaws, Policies and Forms – Management documents - forms link – form 5330f1.

### **Return to School**

Please do not return your child to school until his/her illness is gone or no longer contagious. Your doctor can give guidelines as to when the student may return to school.

*Note:* A general rule of thumb is when the child has not had a temperature of 100.4 or higher for 24 hours or has been symptom free (ie. – diarrhea or vomiting) for 24 hours, they may return to school.



School Clinic services are available to students all day. It is located near the cafeteria in the elementary wing.

## **Student Information**

### **Basic School Rules**

1. Unless directed to do so in an activity, do not run indoors.
2. Unless directed to do so in an activity, do not throw anything indoors.
3. Unless directed to do so in an activity, keep hands and feet to yourself.
4. Respect the property of others.
5. Follow the directions of school staff.
6. Students must be in attendance at school before attending a class party or function.
7. Always do your best work.

### **Notice of Video Surveillance**

For the protection of students, staff, and visitors to our school, activities throughout the building are being videotaped with the consent of the Cedar Cliff Local Schools Board of Education.

### **Bullying**

Harassment, intimidation, or bullying behavior by any student in the Cedar Cliff School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act 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, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited (on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop) that a reasonable person under the circumstances should know will have the effect of:

**A.** Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

**B.** Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Individuals engaging in such conduct will be subject to disciplinary action.

\*Cyber bullying is not limited to school grounds, events and transportation in accordance with The Jessica Logan Act – HB116 (AG5517.01. )

### **Computer Usage (Board Policy 7540)**

All students must comply with the rules/regulations of the computer use form that they sign at the beginning of each school year. Students who violate the computer policy will lose their computer privileges as well as receive disciplinary action.

Students are responsible for good behavior on school computer networks as well as when using granted Internet Email rights just as they are in a classroom or any other school environment. Communications on the network are often public in nature. All school rules for behavior and communications apply. Violations may result in loss of access as well as other disciplinary or legal action.

The following are not permitted:

Sending or displaying offensive messages or pictures

Using obscene or suggestive language

Harassing, insulting or attacking others, disregarding individuals or groups (hate groups)

Damaging computers, computer systems, or computer networks

Violating copyright laws

Using another's password

Trespassing in another's folder, work or files

Wasting limited resources (paper, disk space, etc.)

Using the network for personal, non-educational, or commercial purposes

Installing, copying, deleting, modifying files without the prior approval of the instructor

Although the Cedar Cliff Local School District acknowledges that accidents do occur with computers and situations that are out of the student's span of control, students who engage in malicious, intentional and purposeful misuse of the Cedar Cliff Local School District's Chromebooks/Computers may result in the following consequences:

- First Offense - 5 day suspension of Chromebook/Computer Privileges
- Second Offense- 10 day suspension of Chromebook/Computer Privileges
- Third Offense- 15+ day suspension of Chromebook/Computer Privileges

Network administrators and instructors may review files communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school computers will be private.

### **Dress Code**

Your student's dress and appearance must be conservative. "Conservative" means that it does not attract undue attention to your student nor interfere with the learning process of others. The Cedarville Elementary Principal shall be the final authority governing the dress code. The school will contact you if your student comes to school inappropriately dressed so that proper attire may be brought to school.

There are many special occasions which help promote school spirit such as "Hat Day" and Spirit Week. We will send information home with your student about these special events. Your student may deviate from the dress code during these times but only in accordance with the information guidelines of each event.

Due to safety concerns no shoes with built in skating wheels will be allowed.

### **Electronic Devices (BP 5136)**

No radios, tape, cameras, disc devices, electronic games, beepers, cell phones, etc. are permitted to be used during the academic school day except as approved as an instructional aide by the principal. School electronic systems are for school-related educational purposes only.

Electronic devices confiscated during the school day will be turned into the office and only returned to the parent/guardian of the student who brought the device to school. In addition, the student will also be assigned disciplinary action for failure to follow school rules.



## Student Discipline

### Student Discipline

Discipline matters will be handled in a calm, reasonable manner between the teacher, student and parent/guardian. When a student's behavior affects others, the teacher or principal will take appropriate action immediately.

Each teacher has a specific policy for dealing with misbehavior in the classroom. Teachers will explain discipline plans with students on the first day of school and make this information known to parents/guardians. Students may be referred to the principal when further measures need to be taken. Any questions about the discipline policy should be addressed with the school principal.

### Office Referral

A teacher may refer a student to the Principal in situations that are severe enough to require doing so. They may also refer a student for situations that have developed and escalated beyond their classroom management procedures. In these cases, the parent will receive a phone call from the principal to discuss their child's behavior. This notice allows the parent to take proactive measures with his or her child and to communicate with the teacher in order to prevent another office referral. Our goal is always to improve student behavior.

### Emergency Removal (BP 5610.03)

If a student's presence poses a continuing danger to persons or property or is an on-going threat of disruption of the academic process, then:

1. The Superintendent or Principal may remove the student from the premises, whether a curricular, co-curricular, or extra-curricular activity.
2. A Teacher may remove a student from curricular, co-curricular, or extra-curricular activity under his/her supervision. If a teacher makes an emergency removal, his/her reasons must be submitted to the principal in writing as soon after removal as practical.
3. If a teacher removes a student from the classroom for disrupting the educational process, a parent conference may be required before the student may return to class.
4. A due process hearing must be held within 72 hours after the removal is ordered.

### Saturday School

In accordance with Ohio School Attendance Law (R.C. 3321.04), a student's attendance to school, class, and assigned discipline is the responsibility of the student's parents or guardian.

Saturday School is a more severe disciplinary action than a detention. Depending upon the severity of the infraction and/or violation of school policy, multiple Saturday Schools may be assigned before moving to the next disciplinary step, an out-of-school suspension. Final authority to determine whether a student is suspended out-of-school or assigned to Saturday School rests with the building principal.

A student assigned to Saturday School will serve the first Saturday School assigned after notification has been mailed to the parent/guardian by the office.

Any student receiving three (3) Saturday School assignments during a Semester, (a multiple Saturday School assignment is counted as one Saturday School assignment) may be given an out-of-school suspension. Saturday School lasts approximately three and one half (3 ½) hours and is supervised by a school employee. Students and parents/guardians are notified, in accordance with the law, regarding Saturday School and are given the benefit of due process. The following rules must be adhered to:

1. Students are to be in the Saturday School room by 8:00 a.m. and stay until 11:30 a.m. Students arriving between 8:00 a.m. and 8:05 a.m. will be assigned additional minutes at the proctor's discretion.

2. STUDENTS ARRIVING AFTER 8:05 a.m. WILL NOT BE ADMITTED. Students who fail to attend Saturday School without an excused approval by the administration may be assigned to serve the next two (2) Saturday Schools or suspended out of school.
  3. Requests to be excused from Saturday School and be assigned a later date must be made by a student's parent/guardian and received by the principal in the high school office prior to 3:00 p.m. on the last school day *BEFORE* the scheduled Saturday School. Students may not be excused after the fact nor be excused without a legitimate note from a licensed professional. A student may only request ONE reassignment per semester.
  4. A student must come prepared to do school work for the full time. Library books, assignments, news magazines, and reviewing textbooks and notes are examples of appropriate work. Students who do not bring work will be given work to do. Students refusing to do the assigned work may be assigned one (1) Saturday School and one (1) day out-of-school suspension.
  5. All regular school rules apply to Saturday School. Students are expected to stay in their seats, be alert, on task, and respectful.
  6. Failing to follow school rules during Saturday School may result in the student being sent home immediately, and being assigned to serve the next day of Saturday School as well as one day out- of-school suspension.
  7. Students WILL NOT have Saturday School time reduced except an emergency as recognized by the proctor. Students will have to make up the Saturday School missed.
  8. Transportation will be the responsibility of the student or parent.
  9. Saturday School may be closed if poor weather conditions exist. Students should listen to "weather delays and closings" stations. Students will be expected to attend the next scheduled Saturday School.
  10. Suspension from school DOES NOT excuse a student from a previously assigned Saturday School (unless authorized by principal) but delays it until after the suspension is served.
  11. Students will be given one 10 minute break (not necessarily all at the same time) to go to the restroom and get a drink. The students must stay in the area of the building designated by the Saturday School proctor for the break period.
  12. Failure to report to Saturday School results in DOUBLE (2 Saturday Schools) assignments. Failure to report to either of these assigned Saturday Schools may result in a THREE day out-of-school suspension in addition to the assigned Saturday School.
  13. Students dismissed early from Saturday School for disciplinary reasons will be required to call home to be picked up early.
- NOTE:** Students may be subject to an out-of-school suspension during the final nine weeks of the school year, instead of Saturday School, if not enough Saturdays are left in the school year. In addition, Saturday Schools, and suspensions may be carried over to the new school year.

### **In-School Suspensions**

Students may be issued an in-school suspension by the principal, or in the principal's absence, the superintendent. The child will be required to complete classroom assignments and activities in the office area, and will not be permitted to attend any class or have lunch in the cafeteria during the assigned days.

### **Out-of-School Suspensions**

The out-of-school suspension is a consequence that is more severe than a Saturday School. The student who receives an out-of-school suspension will be excluded from classes, school property and co- curricular /extra-curricular events for the specified number of days he or she is suspended from school. **A student will have the opportunity to make-up class work missed during the suspension, receiving no higher than a grade of "50%" for each assignment handed-in to his/her respective teachers. Upon returning to school, the student must complete and turn in his/her make-up work to the teacher within the same amount of days he/she was suspended (i.e., If a student is suspended for three days, the student has three days to complete his make-up work for a grade no higher than 50%).** A student who does not complete his/her make-up work within the designated time period after he/she

returns from his/her suspension will receive “zeros” and will not be given another opportunity to complete this work.

The administration will consider recommending expulsion if a student receives more than five (5) days out-of-school suspension in a semester.

1. A suspension is a temporary situation in which a student is excluded from class.
2. as provided in R.C. 3313.66 of the Ohio Revised Code, only the Superintendent or Principal may suspend.
3. The Superintendent or Principal must give written notice of intention to suspend and of the reasons for the suspension to the pupil being suspended.
4. The informal hearing must be held within a reasonable time and prior to the suspension.
5. The pupil SHALL be given an opportunity to appear at an informal hearing before the Principal, the Superintendent, or his designee, and have the RIGHT to challenge the reason for the intended suspension, or to otherwise explain his actions.

THE SEVERITY AND/OR FREQUENCY OF AN ACT (CONDUCT) MAY BE A DETERMINING FACTOR IN THE LENGTH OF A SUSPENSION OR THE DIFFERENCE BETWEEN A SUSPENSION AND/OR EXPULSION.

### **Reasons for Suspension**

The following conduct or actions shall be considered possible reasons for suspension and possible criminal charges when a law has been violated:

1. Malicious damage, or unauthorized use or possession, destruction, or theft of property, belonging to C.C.L.S. or another school district.
2. Malicious damage, unauthorized use or possession, destruction, or theft: theft of information including copyright infringement, of personal property located on the school premises, or at a school activity, or on another school's property.
3. Possession, use, or consumption of tobacco or tobacco substitutes or look-alikes in any form (first offense, three Saturday School Assignments; second offense, three days out- of-school suspension; third offense five days out-of-school suspension with possible recommendation for expulsion).
4. Unauthorized touching, threats, hitting, hazing, bullying, cyber- bullying, and fighting that could create fear, distress or injury.
5. Sexual, racial, religious, or other harassment of a school employee, student or other person while on school property or while in the custody or control of the school, or in the course of a school related activity.
6. Improper clothing or dress.
7. Excessive absenteeism or skipping of classes.
8. Lying about, falsifying or forging a school related record, document, excuse or pass.
9. Unacceptable, profane, vulgar, or foul language; hate speech, racial, ethnic, religious (spoken, written, audio, video, gestured, or electronically transmitted).
10. Possession or use on school property or another school's property; at any school sponsored event not on school property; a gun, knife, lighter, noxious chemicals, weapon look-alike, or other dangerous weapon on an instrument that reasonably can be considered a weapon. (BP 5772)
11. Sale, possession, use, in around or just prior to school, or another school, or any school activities, or consumption of an alcoholic beverage, vapes, marijuana, narcotics, look-alikes, barbiturates, amphetamines or other dangerous or illegal drugs. In this section, odor of alcoholic beverage on breath constitutes use. See Board Policy 5530 - see Chemical.
12. Possession or sale of any instrument, equipment, or implements used for drug abuse.
13. Abuse, blatant disrespect, or failure to comply with reasonable directions of teacher, student teachers, substitute teachers, or other authorized school personal by employing any form of violence, force, excessive noise, coercion, threat, intimidation, or passive resistance that could cause fear, panic or distress.
14. Multiples of 3 Saturday School assignments.
15. Possession, use, distribution of fire crackers, smoke bombs, stink bombs, explosives, poisons, chemicals, invitro germs and dangerous gases.

16. Activating a false fire alarm, disaster alarm, issuing a bomb threat.
17. Damage to computers, software; introduction of computer viruses into school computers or technical equipment; deletion of files, changing of data bases. Consistent violation of the school's computer usage agreement.
18. Recording, viewing, using, or distributing elicited or illegal materials using school or personal devices consistent with violation of school policies, including distribution of materials that could be considered cyber bullying.
19. Inciting panic.
20. Concealing stolen property on school property.
21. Malicious mischief or damage. Regardless of where it occurs, malicious destruction or damage to the property of authorized school personnel; violence, coercion, threats, intimidation, unauthorized hitting or touching of authorized school personnel.
22. Any other actions deemed serious by the Board of Education.

NOTE: Each day of suspension constitutes a 24 hour period and will begin at 8:00 a.m. The suspended student will be excluded from participation in any extra-curricular or co-curricular activities scheduled within that 24 hour period ending at 8:00 a.m. the following day. A student may be subject to emergency removal if the behavior requires it in the judgment of the elementary school principal or designee.

### **Expulsions (BP 5610)**

As stated in the O.R.C., Section 3313.66, only the Superintendent of a local school district may expel a student from school for more than ten (10) days and up to eighty (80) days. Incomplete expulsions may carry over to the following school year. Should the Superintendent feel that a student's behavior warrants an expulsion, the following procedure shall be followed:

1. Prior to the expulsion, the superintendent shall give written notice of his intention to expel to the student, his parent, guardian or custodian. Such notice shall also include the reason(s) for the intended expulsion and notification of the opportunity of the student and his parent, guardian, custodian, or representative to appeal before the Board of Education or their designee and to request that such hearing be held in executive session. The Superintendent or his designee will meet with the parents/student who wishes to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions. The hearing before the Superintendent may not be held earlier than 3 or later than 5 days after notice is given, unless the Superintendent grants an extension of time.
2. If the expulsion stands, the Superintendent shall, within 24 hours after the time of a student's expulsion, notify in writing the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education of such expulsion. The notice shall include the reason(s) for the expulsion and also shall include notification of the right of the student or his/her parent, guardian, or custodian to appeal such action to the Board of Education and to request that such hearing be held in executive session.

The Board shall make a verbatim record of hearings held. Any action by the Board shall be taken in public session and not in executive session. Any cost incurred at the hearing for a student (for a written transcript or tape recording) will be shared equally by the parties involved. Ohio law requires the Superintendent to notify the Registrar of Motor Vehicles and the juvenile judge when a student is suspended, expelled or permanently excluded from school for a gun or dangerous weapons violation. The Registrar must suspend the student's driver's license or permit or prohibit the student from obtaining one. Ohio law requires that a superintendent initiate expulsion proceedings against a pupil who has committed an act that warrants expulsion even if that student has already withdrawn from school. THE SEVERITY AND/OR FREQUENCY OF AN ACT (CONDUCT) MAY BE A DETERMINING FACTOR IN THE LENGTH OF AN EXPULSION OR IN THE TYPE OF DISCIPLINE DETERMINED.

## Reasons for Expulsion

1. Malicious destruction of, unauthorized use of, or damage to, or theft of Cedar Cliff school information, property or property belonging to another school.
2. Malicious destruction or unauthorized use of, or damage to, or theft of private property including copyright infringement on school premises or premises of another school.
3. Excessive truancy.
4. Possession, use, or consumption of Chemical Substances on school property, another school property or school activity, as defined earlier. (See Chemical Substance Use or Possession, pg. 22)
5. Possession or use of tobacco or tobacco substitutes in any form (third offense may result in expulsion).
6. Unauthorized touching, hitting, fighting, threats, hazing, bullying, cyber-bullying and sexting that would create fear, distress or injury to a school employee, student or other person while upon school property or while in the custody or control of the school, or in the course of a school related activity
7. Unacceptable racial, ethnic, religious, or hate speech; profane, vulgar, or foul language (spoken, written, gestured or electronically transmitted).
8. Continual or frequent abuse, wanton disrespect, or failure to comply with reasonable directions of teachers, student teachers, substitute teachers, or other authorized school personnel by employing any form of violence, force, excessive noise, coercion, threat, intimidation, fear, or passive resistance.
9. Maliciously activating a false fire alarm or issuing a bomb threat, other threats of violence, or inciting panic.
10. Taking, possessing, or concealing stolen property on school property.
11. Possession on school property or another school's property of fire crackers, smoke bombs, stink bombs, and/or explosives, poisons, chemicals, invitro germs and dangerous gases.
12. Possession or use, on school property or another school's property; at any school sponsored event not on school property; of a gun, knife, weapon look alike or other dangerous weapon or an instrument that reasonably can be considered a weapon. Possession of a dangerous weapon may result in an expulsion for up to one year. (B.P 5772)

In addition, the Board believes that students, staff members and visitors are entitled to function in a safe school environment.

Students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

13. Regardless of where it occurs, malicious destruction or damage to the property of authorized school personnel; violence, coercion, threats, intimidation, unauthorized hitting or touching of authorized school personnel.

14. Other acts severe enough to cause expulsion.

## Procedures for Grievance and Discrimination (BP 5517)

Students and/or parents/guardians who believe they have been harassed or discriminated against on the basis of race, color, national origin, sex, or disability should inform the principal in writing. The Title VI, IX, and 504 Coordinator for the district is Mary Ann Fenwick, Director of Special Education/Civil Rights Compliance Officer.

## Bus Transportation



Bus transportation is provided for students living one mile or more from the school. All students, parents/guardians and school employees should work together to promote safety getting to and from school. Safety is the first priority. Your help is critical to providing the level of safety we desire for your child.

It is impossible to maintain a high level of safety when schedules change frequently. All changes in transportation must be coordinated with the school office. Your student will be required to abide by the designated mode of transportation and the appropriate safety rules.

Prior to the start of the school year, the Transportation Department will contact the parent/guardian with a pick-up and drop-off, and a location of designated safe spot.

Student and parent/guardian must be at the bus stop 10 minutes prior to pick-up time.

Parent/guardian must be present 10 minutes prior to drop-off time.

For students of kindergarten and first grade students, the Cedar Cliff Local School Board has adopted a policy requiring that parents/guardians must be present at the bus stop for drop-off. If the parent/guardian is not present, the child cannot be dropped-off. If no one is present, the driver will attempt to contact the parent/guardian, the student will be considered abandoned, and returned to Cedar Cliff Local Schools for pick-up, and if necessary, the Cedarville Police Department will be notified. The only exception to this policy is if a kindergarten/first grade student has a sibling in grades two and up, then no parent/guardian is required to be present.

Once loaded onto the bus at school, students cannot be unloaded by parent/guardian without a pass obtained in the Elementary office.

### **Bus Rules**

1. Safety comes first, obey all bus rules.
2. Stay at safe spot until bus stops and driver allows you to load bus.
3. Stay at safe spot until bus pulls completely away after unloading.
4. No loose items, strings, or straps.
5. Wear reflective clothing in AM.
6. Stay in your seat. Bottom to bottom, back to back.
7. Stay out of aisle way; talk to person in your seat or look out the window.
8. Failure to obey rules will result in disciplinary action.

### **Behavior While on the Bus**

*The Board of Education has installed video cameras on school buses to monitor student behavior.*

Bus riders should stay seated with their backs against the back of the bus seat, and their feet toward the floor. Students are not to lean out into the aisle. Students should keep their voices low. School rules while waiting for, riding, boarding or getting off the bus still apply.

Upon embarking or departing the bus, students should go to the safe spot as instructed by the driver and follow the signals provided by the bus driver.

### **Bus Discipline**

The bus driver is responsible for discipline on the bus. Students that misbehave on the bus will be written up on a Bus Referral Form, which will be given to the Bus Coordinator who will meet with the student. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal to be used as evidence of misbehavior.

Severe misbehavior or a second-time bus referral may result in the student being removed from the bus for a period of time.

### **Changes in Bus Transportation**

The school is required to provide transportation to and from school for those students who live more than a mile away from the school. Parents need to specify an address for their child to be picked up and dropped off. The home address will be assumed if we receive no other information. This will be the regular mode of transportation. If you are unable to meet your child at this address, then you will need to make arrangements to have someone else meet your child at the designated address or make arrangements to pick your child up at school. If the address is a baby-sitter's address and you are off work, you will need to make arrangements to pick your child up at the baby-sitter's or pick your child up at school. Temporary bus changes are approved with the Principal's signature and a

valid reason explained in writing from the student's parents/guardians. Any permanent changes must come through the Superintendent's or Transportation office.

The Elementary Office will be responsible for all changes in transportation. If the office has not been notified of a change in transportation, the student will be required to use their regular mode of transportation. An attempt will be made to notify the parents. All transportation change requests must be submitted by 1:30 PM each day. Exceptions to this will only be made in an emergency situation.

**Remember, for the safety of our children, let the office know ahead of time if you are picking your child up rather than their normal way of going home – do not take them out of the bus lines – teachers/aides are instructed not to let children go without a transportation pass. Without a note parents/guardians may sign your child out in the office.**

### **Buses - Picking Students Up**

The bus driver will proceed if there is no sign of your student. Please be considerate and say your good-byes before the bus arrives. Administrative Code section C - 3301-83-08 states, **"Pupils shall arrive at the bus stop before the bus is scheduled to arrive"**.

### **Buses - Dropping Off Students**

The bus driver will ensure the safety of the students when dropping them off after school. The bus driver will bring elementary students back to school and attempt to locate the parent or guardian if:

- The driver could not verify that anyone was home (no wave from parent/guardian or signal from porch light, etc.).
- None of the family vehicles were recognizably present.
- There is no older brother or sister present to accept responsibility for the student.

The school will only knowingly leave a child at your home unsupervised with your written authority.

## **Other Transportation**

### **Bicycles**



Students are permitted to ride bicycles to and from school. Bicycle racks are located outside the school near the elementary office. Students must securely lock their bicycles during school hours. Students riding a bicycle to school must obey all state and local laws.

Students riding bicycles must have appropriate safety and protective gear. Students will not ride their bicycles during school hours.

Any student riding his or her bicycle to school without appropriate safety and protective gear, not obeying local and state laws, and/or riding his or her bicycle during school hours may lose this privilege.

### **Car Transportation**

Students may be brought to or picked up from school via a car.

Students being dropped off for school in the morning should be dropped off on Walnut Street. Students may enter through the door at the elementary and proceed to the cafeteria. Please be considerate when dropping off your student at school. To keep traffic moving and not hold up other parents, please drop your student off quickly and out the passenger side of your vehicle in the curbside lane only so as not to cross in front of other vehicles. This will also help ensure student safety, as cars will not be double-parked while letting students out. Patience and cooperation are needed to ensure the safety of all our students. If you wish to enter the building, please park in the far left hand lane, or in the Board of Education office.

Parents wishing to pick up their student from school should wait for them in the designated area just outside. No parent or guardian picking their student up from school will be allowed to wait in the hallway outside the classroom or go directly to the classroom.

It is recommended that children be picked up from school by their parents, however if other transportation is arranged, these details should be worked out in advance with your child involved.

**Walkers**

Traffic safety is the student's responsibility. Students walking to school should follow pedestrian rules, discussed with all the students within the first two weeks of school. Students walking to school should arrive after 7:40 a.m.

Updated: June 2023