

**Woodlands  
Intermediate School**



*Student - Parent  
Handbook*  
**2020 - 2021**



# 2020 - 2021

## Woodlands Intermediate School

*“Committed to Academic Excellence”*

Woodlands Intermediate School  
1810 Maple Road  
Huron, Ohio  
(419) 433-1234 Ext. 3  
Fax: (419) 433-9619

School Office Hours.....7:30 AM - 4:30 PM

Mr. Mark Doughty .....PRINCIPAL

Mrs. Dayle Ritter..... GUIDANCE COUNSELOR

### **FORWARD**

The staff and administration of Woodlands Intermediate School extend a warm welcome to each of our new and returning students for the 2020–2021 school year. It is our intention to work with you and to do everything possible to help you in your educational pursuits. The entire Woodlands staff stands ready to help you with quality instruction, encouragement, support, and guidance. It is our hope that the time your child spends at Woodlands Intermediate School will help them continue their intellectual, social, and personal growth.

We ask you to put forth your best efforts in learning. When your best effort is combined with the best efforts of our staff and your parents, you will gain the knowledge and skills necessary in order for you to create a promising future and to control your own destiny.

The purpose of this handbook is to provide you with easily accessible information about the intermediate school. If you have any questions, concerns, or problems about the information in this handbook or about any related issue, do not hesitate to contact us. Let’s have a successful year and remember The Woodlands Way – KCR24/7-365.

Sincerely,  
Mark Doughty  
Principal

## 2020 - 2021 CALENDAR

August	31 – September 4	Woodlands Remote Learning Meetings
September	7	Labor Day - No Classes
	8	First Day of School
October	3	Parent-Teacher Conferences (4:00 – 8:00)
	8	Parent-Teacher Conferences (4:00 – 7:00)
	9	Teacher In-Service – No Classes
	30	End of First Quarter
November	2	First Day of Second Quarter
	6	Report Cards Sent Home
	25 - 27	Thanksgiving Break – No Classes 1 End of First Quarter
December	2	2-Hour Delay Start
	23	Winter Break Begins – No Classes
January	4	School Resumes
	15	End of Second Quarter
	18	Martin Luther King Day - No Classes
	19	First Day of Third Quarter
	21	Parent-Teacher Conferences (4:00 – 7:00)
	22	Report Cards Sent Home
	26	Parent-Teacher Conferences (4:00 – 8:00)
February	3	2-Hour Delay Start
	12	Conference Comp. Day – No Classes
	15	Presidents’ Day - No Classes
March	3	2-Hour Delay Start
	26	End of Third Quarter
	29	First Day of Fourth Quarter
April	1	Report Cards Sent Home
	2	Spring Break Begins – No Classes
	12	School Resumes
May	31	Memorial Day – No Classes
June	2	Last Student Day
	11	Report Cards Mailed

## SCHOOL DAY

8:45 AM	First Bell (Students may enter the building)
8:55 AM	Classes begin (Tardy bell rings)
3:45 PM	Dismissal

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The policies and regulations contained in the Handbook Guide were approved and adopted by the Huron Board of Education and carry legal status as determined by state statute.

## A. PHILOSOPHY, POLICY, STAFF

### WOODLANDS INTERMEDIATE SCHOOL'S MISSION STATEMENT

We, the students, parents, and staff of Woodlands Intermediate School are committed to excellence. Our commitment will enable us to recognize the uniqueness of each student while allowing him or her the opportunity to become a lifelong learner.

### WOODLANDS INTERMEDIATE SCHOOL PHILOSOPHY

- We believe our school exists for children.
- We believe in creating a positive learning environment that stimulates and challenges individuals.
- We believe all members of our educational family must be treated in a trusting and caring manner.
- We believe high expectations instill a sense of pride, responsibility, creativity, and self-discipline.
- We believe all individuals must be valued and respected for their uniqueness.
- We believe this philosophy will lead to the fulfillment of our children's obligations to self and society.

### DISCRIMINATION POLICIES

"The Huron City School District gives notice that it does not discriminate on the basis of sex, race, color, national origin, religion, handicap, or age in its educational programs, activities, admission practices, or employment policies."

To carry out these policy statements, the following persons and office shall be responsible for compliance within the designated areas:

#### **TITLE IX COORDINATOR**

*(Non-discrimination on the basis of sex)*

Mr. Mark Doughty

Woodlands Intermediate School

(419) 433-1234 Ext. 3

#### **TITLE VI COORDINATOR**

*(Non-discrimination on the basis of race)*

Mr, Dennis Muratori

Huron Board of Education Office

(419) 433-1234 Ext. 5

#### **SECTION 504 COORDINATOR**

*(Non-discrimination on the basis of disability)*

Mrs. Holly Charville

Huron Board of Education Office

(419) 433-1234 Ext. 5

Questions or requests for information should be directed to the appropriate person.

## **SEXUAL HARASSMENT POLICY**

Woodlands Intermediate School recognizes that a student's right to freedom from discrimination includes the opportunity to learn and participate in an educational environment free of sexual harassment. Sexually offensive speech and/or conduct are wholly inappropriate and will not be tolerated in any form.

## **BULLYING POLICY**

Bullying behavior by any student in the Huron Public Schools is strictly prohibited, and such conduct will result in disciplinary action. This action will be consistent, predictable and escalating with each offense. Suspension and/or expulsion from school may be included. Bullying is defined as being any overt acts by a student or group of students directed against another student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Bullying means any written, verbal and/or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Students and parents may file written or verbal reports concerning suspected bullying behavior. These complaints should be directed to the building principal or assistant principal and they will be reviewed in a timely manner. This may also be achieved using a computer utilizing the school district's web site anonymously or using the anonymous note/letter box located in each building.

A copy of the complete Bullying Policy maybe found on our website, [www.huronhs.com](http://www.huronhs.com), or obtained in any building office.

## **HAZING POLICY**

This policy has been adopted by the Huron City School Board to maintain a safe learning environment for students that is free from hazing. The Huron City Schools shall not tolerate any hazing of students and prohibits hazing at all times.

1. Definition. Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly causes or creates a substantial risk of causing the physical or mental health, harm to any student or another person. Such conduct includes whipping; beating; branding; forces consumption of any food, liquor, beverage, drug, or other substance; or any physical health or safety of any student or other person, or that subjects such student or other person to substantial mental stress, including deprivation of sleep or rest or extended isolations.

2. Staff's responsibilities. Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

3. Where and when policy applies. This policy applies to behavior that occurs on or off school property and during and after school hours.

4. Formal reporting procedure. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, or the superintendent.

5. Informal reporting. Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy are required to report the incident to the principal or superintendent. Staff members who have concern about possible hazing behavior are encouraged to talk with a principal, teacher, coach, or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

6. School district investigation. Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as possible and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.

7. Discipline. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or their district employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

### **FERPA – CONFIDENTIALITY POLICY**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that schools, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from your child’s education records. However, schools may disclose appropriately designated “directory information” without written consent, unless the parent has advised the school in writing to the contrary. The primary purpose of directory information is to allow the school 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 or musical production;
- \* The annual yearbook;
- \* Honor and merit rolls or other similar recognition lists;
- \* Graduation, activity, club, and banquet programs;
- \* The morning school announcements; and
- \* Sports activity sheets, such as 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, publish yearbooks, or take the school pictures. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless the parent has advised the LEA in writing that the parent does not want the child/student’s information disclosed without the parent’s written prior consent.

If you do not want the school to disclose directory information from your child’s education records without your prior written consent, you must notify the school by the end of the first week of classes. The school has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- \* Student’s name;
- \* Participation in officially recognized school activities and sports;
- \* Address;
- \* Telephone listings;
- \* Weight, height, and grade of athletic teams;
- \* Electronic mail address;
- \* Degrees, honors, and awards received;
- \* Major field of study;
- \* Dates of attendance;
- \* Grade Level; and
- \* The most recent educational institution attended.

The release of photographs will be addressed via a Minor Photo Release Form, which will be sent home to the parents at the beginning of the school year.

(Legal sources for the above are: Section 9528 of the ESEA (20 USC 7908) as amended by the No Child Left Behind Act of 2001 (PL 107-110), the education bill, and 10 USC 503, as amended.)

### **PLAN FOR THE IDENTIFICATION OF CHILDREN WHO ARE GIFTED**

Huron City School District follows the March 2011 “Operating Standards for Identifying and Serving Gifted Students” and has an approved plan on file with the Ohio Department of Education.

There are two opportunities each year for assessment to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts. Referrals for assessment are accepted on an on-going basis using the process outlined in the “Information for Parents and Notice to Parents” brochures available at the district offices. This brochure also explains the withdrawal procedures and the process for appeals.

- The *District Policy and Plan for the Identification of Children Who Are Gifted* describes the eligibility criteria, the identification plan, and the appeals process allowable by HB282; and
- The *Notice for Parents - Assessment Instruments Used for Gifted Identification* lists the instruments accepted by the Ohio Department of Education for both screening and identification.

Students identified as gifted need differentiated curriculum and instruction through a continuum of services. Examples of such services may include large group instruction, subject acceleration, early entrance, small group instruction, honors courses, and dual enrollment opportunities. For further information regarding gifted identification, contact the appropriate building principal or the Director of Gifted Education.

### **INTENT TO INFORM NOTICE**

Huron City Schools participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third party billing agency to submit CAFS claims. The agency, WESwurd, LLC, is owned and operated by Susan Bollin and is located at P.O. Box 105, Holland, Ohio 43528. WESwurd is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with WESwurd: Student’s name, date of birth, social security number, district of residence, school of attendance and professional services documentation. Professional services include screenings and assessments to determine eligibility for and provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management and psychological evaluations. The provision of services may include: time child is serviced, treatment goals and progress or outcome noted.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of WESwurd’s privacy policy are available upon request. All requests should be made in writing and mailed to Susan Bollin, CAFS Coordinator, P.O. Box 105, Holland, Ohio 43528.

### **TITLE I POLICY**

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in the District. Title I services are provided to all eligible, educationally deprived students.

The Board believes parental involvement is a vital part of the Title I program. Parental involvement includes, but is not limited to, parental contribution to the design and implementation of the programs under this title, participation by parents in the school activities and programs, and training and materials which build parents’ capacity to improve their children’s learning in both the home and the school. To build a partnership between home and school, the District:

1. informs the parents of the program the reasons for their children’s participation and the specific instructional objectives;
2. trains parents to work with their children to attain instructional objectives;
3. trains teachers and other staff involved in programs under this title to work effectively with the parents of participating students;
4. develops partnerships by consulting with parents regularly;
5. provides opportunities for parents to be involved in the design, operation and evaluation of the program and
6. provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

Title I funds are used only to augment, not to replace, state and local funds. The Board uses these funds to provide equivalent or comparable educational services in all schools receiving Title 1 assistance.

The District is required to bring students up to a proficient level in reading and mathematics. Any school that receives Title I funds, and fails to make adequate yearly progress as defined by the State Board of Education three years in a row, is required to offer supplemental (tutorial) services. The administration is directed to develop a plan to comply with school choice and supplemental services.

**SCHOOL DIRECTORY**  
**BOARD OF EDUCATION**  
**HURON CITY SCHOOL DISTRICT**

Ms. Donna Green.....President  
Mr. Paul Ward.....Vice President  
Mr. John Jones .....Board Member  
Mrs. Jody Mast .....Board Member  
Mr. Scott Slocum .....Board Member

**CENTRAL OFFICE ADMINISTRATION,**  
**HURON CITY SCHOOL DISTRICT**

Mr. Dennis Muratori .....Superintendent  
Mr. Randy Drewyor.....Treasurer  
Mrs. Holly Charville .....Director of Special Education  
Mrs. Kathy Knight .....School Psychologist  
Dr. Julie McDonald.....Curriculum Director  
Mrs. Denise Zielske .....Director of Operations (Food Service, Maintenance and  
Transportation)

**ADMINISTRATION & FACULTY**  
**WOODLANDS INTERMEDIATE SCHOOL**

Mr. Mark Doughty .....Principal  
Mrs. Melissa Allen.....Intervention Specialist  
Ms. Amanda Arthur .....Gifted Specialist  
Mrs. Diane Berryhill .....Language Arts 6, Science 6  
Mrs. Megan Ferguson .....Language Arts 5, Social Studies 5  
Ms. Veronica Galloway .....Mathematics 3, Social Studies 3  
Mrs. Lora Hamrock.....Social Studies 6, Science 6  
Mrs. Tracy Harbal .....Title 1  
Ms. Samantha Hassen .....Gifted Specialist  
Mrs. Rebecca Hoffman .....Language Arts 6, Science 6  
Ms. Adeline Jackson .....Vocal Music  
Mr. Dustin Kastor .....Science 6, Math 6  
Mrs. Karen Lamb .....Intervention Specialist  
Mr. Keith Lobsinger .....SRO/DARE  
Mrs. Victoria Meadows .....Music 3, Music 4  
Mr. Steven Myers .....Art 3, Art 4  
Mrs. Caryn Norwell .....Language Arts 5, Social Studies 5  
Mr. Patrick Norwell .....Mathematics 5, Social Studies 5  
Mrs. Molly Pisano.....Mathematics 4, Science 4  
Ms. Tabetha Ramey .....Mathematics 4, Social Studies 4  
Mrs. Dayle Ritter .....Guidance Counselor  
Mrs. Ingrid Ritzler .....Language Arts 4, Social Studies 4  
Mrs. Laura Romero-Harkelroad .....Language Arts 3

Mrs. Molly Ryan .....Language Arts 4, Science 4  
 Mrs. Christine Scherley .....Band 5, Band 6  
 Mrs. Dana Skavnak .....Physical Education 3, Physical Education 4  
 Mrs. Whitney Steinmetz .....Language Arts 3  
 Jordan Stutzman .....Band 5, Band 6  
 Mrs. Robin Sweet .....Science 5, Social Studies 5  
 Ms. Jesselyn Taylor .....Intervention Specialist  
 Mrs. Chelsea Tomson .....Speech Therapist  
 Mrs. Kristy Young .....Mathematics 3, Science 3

**SUPPORT STAFF**

Ms. Kari Case .....Cafeteria Worker/Tiger Kids  
 Mrs. Sharon Gundlach .....Library Aide  
 Mrs. Jennifer Johnson .....Head Cook/Tiger Kids  
 Mrs. Rokya Miller.....School Nurse  
 Mrs. Rita Moscioni .....Secretary  
 Mrs. Carolyn Ochs .....Assistant Cook  
 TBA .....Custodian  
 Ms. Tammy Thomas .....Custodian  
 Mr. John Turinski .....Head Custodian

**B. ATTENDANCE**

**STUDENT ADMISSIONS**

When registering a new student, a parent or legal guardian must present the following documents:

- An original birth certificate with raised seal or passport,
- Immunization records
- 2 forms of proof of residency is required as per Board policy
- All documents related to custody if applicable,
- When applicable, a copy of the student’s special education records (IEP/ETR)
- When applicable, a copy of the student’s 504 plan
- When applicable, a copy of the student’s gifted records (WEP)

Our district will request records from the previous school of attendance after the student is registered.

**ATTENDANCE**

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

**LEGAL CONSIDERATION**

The law is quite specific in regard to school attendance. Children between six and eighteen years of age

are of compulsory school age (O.R.C. 3321.01) and must attend school or a special education program conforming to state minimum standards, unless otherwise instructed or excused (O.R.C. 3321.03).

Civil authorities may hold the parent/guardian or the child liable for violating school attendance laws (O.R.C. 3321.19 or 3321.22).

**EXCUSED ABSENCE**

Absence is defined as the failure of a student to report to school or to a class when assigned for instruction. Under certain circumstances absences are legal/permissible. Students are expected to attend school everyday unless prevented by one of the following reasons.

- Personal illness
- Court of law hearing
- Illness in the family
- Quarantine of the home
- Death of a relative
- Work at home due to absence of parent or guardian
- Observance of religious holiday
- Family emergency or set of circumstances, which, in the judgment of school officials constitute a good and sufficient cause for absence from school.

An absence for any reason other than those cited above is illegal/not permissible and constitutes truancy. For each day a student is absent the parent/guardian is to telephone the school office (419.433.1234 Ext.3) between the hours of 7:30 A.M. and 9:30 A.M., and give the reason for the absence. If there is no contact by the parent/guardian, the school will attempt to contact the parent/guardian. If no contact is made, the student will be considered unexcused or truant.

**DEFINITION OF TRUANCY, EXCESSIVE ABSENCES AND ATTENDANCE INTERVENTION TEAM**

1. ‘Chronic truant’ is removed from the law;
2. Definition of ‘habitual truant’ changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes ‘excessive absences’:
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

**Attendance Intervention Team**

The purpose of the absence intervention team is to establish a student centered absence intervention plan for the student who has been deemed habitually truant by identifying specific barriers and solutions to attendance. The team will be made up of the building principal, guidance counselor, classroom teacher(s) student and the student’s parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

**Habitual Truant**

Summary of Duties:

Triggering instance	Steps to be taken.
Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.	Truancy intervention team forms and provides written notice to the parent, within seven days of the triggering absence.

<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</p>	<p>District or school must assign the student to an truancy intervention team within seven days of the triggering absence. District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.</p> <p>Within 14 days of assignment of a team, the team must develop an absence intervention plan.</p> <p>Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</p>
<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<p>Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</p>

### Excessive Absences

#### Summary of Duties:

Triggering instance	Steps to be taken.
<p>Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year. (6 days in a month) (10 days in a year)</p>	<p>District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger.</p> <p>Written notice to the parent will happen within seven days of the triggering absence.</p> <p>District or school may utilize any other intervention strategies contained in the new policy.</p>
<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year. (5 consecutive days) (6 days in a month) (10 days in a year)</p>	<p>Student assigned to an absence intervention team within seven days of the triggering absence.</p> <p>District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.</p> <p>Within 14 days of assignment of a team, the team must develop an absence intervention plan.</p> <p>Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</p>
<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<p>Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</p>

## **DETERMINATION OF TARDY OR EARLY DISMISSAL**

8:55-9:20 A.M. arrival = tardy/truant

Leave after 3:20 P.M. Early Dismissal

## **ARRIVAL AND DEPARTURE TIMES AND PROCEDURES**

Students are to be dropped off on the west side of the building using Lake Erie Parkway only. Students should not arrive at school prior to 8:30 A.M. Students arriving prior to 8:30 A.M. must wait outside the office in the entryway or in the cafeteria until the 8:45 bell rings. Students must be in their homeroom/first period class by 8:55.

Students are to leave the school building by 4:05 P.M. each day; students may not re-enter the building unless they are participating in a scheduled after school activity and are supervised by a staff member. Once a student arrives at school, permission must be obtained before leaving school and/or school grounds from the administration. This includes before school, during the school day, and prior to assigned Detention or Extended School Day Detention. Any student leaving the building must sign-out in the office and sign-in upon returning.

## **ABSENCE DUE TO EXTENDED TRAVEL**

Notification of travel/vacation must be made at least five days prior to vacation. The parent must submit a permit for future absence prior to missing school and receive proper approval. Permit forms may be picked up from the intermediate school office. Vacation hours count towards total hourly attendance.

\* The principal reserves the right to approve or reject extended travel requests upon reviewing the students' current attendance and academic record.

## **REQUESTING SCHOOL WORK FOR ABSENT STUDENT**

Students who will be absent from school for an extended period (more than two days) of time can request schoolwork to be sent home. Parents/guardians should contact the office prior to 9:30 A.M. to make arrangements for picking up the work.

\* Please note: Unless there are extenuating circumstances, all pre-arranged school work must be turned in the day the student returns to school.

## **ASSIGNMENTS AND TESTS**

If a student is absent one day or a part of a day, including field trips or other school activities, he/she will, on the day he/she returns to school, submit all assignments due, and take any tests given during the absence at the beginning of each class the day of the student's return.

If a student is absent, he/she will be allowed a like number of days to make up the work. It is the student's responsibility to contact his/her teacher concerning the assignments and due date. Make up tests cannot be taken prior to an absence. All tests must be made up after the absence (for example, extended travel), for permitted and excused absences only.

## **TARDY POLICY**

Students, who arrive at school after 8:55 A.M. should report to the main office, sign in and receive a tardy slip. Any late arrival after 8:55 A.M. and before 9:30 A.M. will be considered a tardy unless you have a verified note from a doctor, dentist, court official, or approved counselor.

If a student is tardy to a class other than the first period, the teacher is to admit the student to class and mark the student as being tardy on the tardy slip for that period. A class tardy will not be issued if a teacher detains a student. However, the student must obtain a "pass" to enter his/her next class from the teacher who detained him/her in order to waive the class tardy. Teachers will honor other faculty members' "late notes". Tardies will be cumulative through the school year. Students will be subject to the following penalties for unexcused tardiness:

<b><u>Number of Tardies</u></b>	<b><u>Penalty</u></b>
1-5	No penalty
6th	Notification of parent, no penalty

7-10	One detention (indoor / after school) per tardy
11-14	Two detentions (indoor / after school) per tardy
15-18	Extended School Day detention (3:50-4:50)
20th	One day Suspension or In-School Restriction for Insubordination

The administration reserves the right to use multiple extended day detentions in lieu of suspension(s) if the circumstances so merit. Accumulation beyond fifteen will result in a more severe action that may include suspension for multiple days. Excessive tardiness may be referred to the Attendance Intervention Team. NOTE: A student that completes 20 consecutive school days without a tardy will earn one tardy merit.

### **LEAVING SCHOOL GROUNDS**

If at any time it becomes necessary for a student to leave the school grounds during the day, prior approval is required and must be obtained from the principal's office.

### **APPOINTMENTS AND LEAVING SCHOOL EARLY**

When it is necessary for a student to be excused from school for a medical appointment, dental appointment, or other legitimate excuse, the student should bring a note to the school office before 9:05 A.M. for approval. The student should report to the office and be dismissed once the parent/guardian has signed the student out. The student will be signed-in by school personnel upon their return to school. Parents are encouraged to make appointments outside of the school day when possible.

### **CHURCH ATTENDANCE**

A student must bring a note from a parent in advance if he/she wishes to be excused from school or to leave early to attend a church service or church-related activity.

### **TRUANCY**

A student shall not be truant.

1. A student absent without school authorization and parental/custodial consent shall be declared truant. An excuse from school must meet the school's conditions and the provision of the Ohio Revised Code. In cases of prolonged or repeated absences, a doctor's certificate may be required to verify the absences in question.
2. Leaving the school grounds during the regular school day without permission of the principal, shall be considered a form of truancy. A student who leaves the school grounds without administrative approval will be considered truant.
3. Penalties:
  - 1<sup>st</sup> Offense
    - Two detentions and unexcused absence.
    - Parent/Guardian notified of truancy
    - Possible loss of school privileges
  - 2<sup>nd</sup> Offense
    - Two detentions and unexcused absence.
    - Extended School Day Detention
    - Parent/Guardian notified of truancy
    - Attendance Officer notified of truancy
  - 3<sup>rd</sup> Offense
    - Two detentions and unexcused absence.
    - Two Extended School Day Detentions
    - Attendance Officer notified of truancy
    - In-School Restriction
    - Loss of school privileges

## **C. STUDENT BEHAVIOR, RIGHTS AND RESPONSIBILITIES**

### **STUDENT BEHAVIOR CODE RIGHTS AND RESPONSIBILITIES**

H.B.421 requires each Board of Education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who would deny such an environment. The sole objective of this code is to insure fair and equitable handling of disciplinary problems.

Students attend Woodlands Intermediate School under the direction of state law and with the full benefits of constitutional protection of their rights as citizens. They, therefore, can act, speak, or behave as young citizens. This code, published in conformity with Ohio Revised Code 3313.66, specifies the school's expectations. Students have the right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

### **CODE OF CONDUCT**

All students are expected to:

- Accept the leadership and authority of teachers, principal, and other staff members.
- Practice good citizenship.
- Cooperate with all staff members and other students.
- Demonstrate respect toward all people and their property.
- Be regular and punctual in attendance.
- Practice good health habits and cleanliness.
- Dress appropriately and neatly.
- Students will demonstrate appropriate behaviors at all school events and performances, both curricular and extra curricular.
- Be honest and courteous at all times.
- Use acceptable language - NO profanity or obscenity.
- Refrain from chewing gum, drinking, eating candy or food in corridors or classrooms.
- Obtain authorization from school officials before using the telephone.
- Remain on school grounds until dismissal or given permission to leave by school authorities.
- Walk your bike/scooter/rollerblades/skateboards onto/off school property.
- Walk and speak quietly in the corridors.
- Assist in keeping the school and grounds free of litter.
- Behave in an acceptable manner on the way to and from school.
- Refrain from all forms of fighting, menacing, assault and harassment.
- Represent themselves and their school in a positive manner.
- Students are not permitted to play or trade cards or gamble while on school property.
- Students should cross Maple Road only at the crosswalks while in the vicinity of the school.
- Read and become familiar with the rules, guidelines and policies established in this handbook.
- Students must keep away from parked vehicles.

### **METHODS FOR CORRECTING STUDENT BEHAVIOR**

The building principal is responsible for proper enforcement of discipline in the school. He has the discretionary authority to use or authorize other certificated personnel to use the following measures to modify pupil behavior (including but not limited to the following examples):

- ❖ Communication with Student and Parent
- ❖ Refer to Guidance Department
- ❖ Denial of Privileges
- ❖ Assign Detentions
- ❖ Assign Extended School Day Detentions

- ❖ Assign In-School-Restriction (ISR)
- ❖ Suspend from School
- ❖ Recommend to the Superintendent for Expulsion
- ❖ Cite to Juvenile Court
- ❖ Suspend Bus Privileges
- ❖ Restitution

## **DETENTION**

Detentions given by the office and/or teacher will be served on the day(s) assigned. If a student misses detention, another detention will be added. If a student misses detention for the second time, an Extended School Day Detention will be assigned and a formal notice will be issued stating that another unauthorized miss may result in suspension from school. Detention will run from 3:50 to 4:20 Monday through Friday. A detention will take precedence over any and all student activities. Students will be given 24-hour advance notice for all Detentions. If a student feels there is a valid reason for missing an assigned Detention the parent/guardian must contact the principal prior to missing the assigned Detention. If absent from school, the principal will reschedule your Detention. Sleeping in detention is not allowed. Students are to study or casually read. Students not following these requests will be dismissed from detention and referred to the principal and will result in a more serious penalty. Students will receive a copy of the Disciplinary Referral stating date time the detention is to be served. The referral will serve as the notification for the student and parent.

## **EXTENDED SCHOOL DAY DETENTIONS**

A supervised Extended School Day Detention Program will be operated for students who have accumulated regular detentions or for those who have committed more serious rule violations. The Extended School Day Detention Program will be on Thursday and/or Friday from 3:50 to 4:50 P.M. Students attending the Extended School Day Detention shall bring a sufficient quantity of schoolwork during the detention period. Only the administration will assign Extended School Day Detention. Failing to attend or being removed from the assigned Extended School Day Detention will result in a more serious penalty that could include additional Extended School Day Detentions and/or Out of School Suspensions. Any student who does not cooperate with school rules will be removed from the Extended School Day Detention and further disciplinary action will be taken that could include additional Extended School Day Detentions and/or Out of School Suspensions.

## **PROCEDURES FOR IMPLEMENTATION OF IN-SCHOOL RESTRICTION, SUSPENSIONS, EXPULSIONS, AND REMOVALS**

School administrators shall be responsible for the implementation of the policy. Any student removed, suspended, or expelled from school may not participate in, or attend extracurricular activities during the period of removal, suspension or expulsion. Those students are not permitted on school property at any time and should remain home during school hours.

## **IN-SCHOOL RESTRICTION**

In-School Restriction (ISR) provides the school the opportunity to administer corrective discipline and allows the student to serve his / her penalty without major disruption to their education. Students are to get their assignments ahead of time from their teachers and take this list, along with all needed materials and a sack lunch to the ISR room on the day(s) assigned.

The Principal will give the student a complete list of rules for ISR when it is assigned.

ISR does NOT count towards a student's total number of the days absent and students may participate in activities that evening.

## **SUSPENSIONS**

In the case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted.

1. The student shall be informed in writing of the intended suspension, and reasons for the proposed

action.

2. The student shall be provided an opportunity for an informal hearing to present his views and/or otherwise explain his actions.
3. An attempt shall be made to notify his/her parent, guardian or custodian of the impending action and the reasons for it.
4. Within twenty-four (24) hours a letter shall be sent and/or verbal notice given to the parent, guardian or custodian stating the specific reasons for the suspension and include notice of their rights to appeal such action to the superintendent or his designee, to be represented in appeal proceedings, to be granted a hearing before the superintendent or his designee, and to request such hearing to be held in executive session. If an appeal is requested, it must be made to the superintendent or his designee within five (5) days after the notice is sent.
5. Simultaneous written notice of the suspension shall be sent to:
  - a. Superintendent of Schools
  - b. Treasurer of the Board of Education
  - c. Pupil's School Record
  - d. Board President

Suspensions may not be longer than ten days beginning with the first day of removal from school.

### **OUT-OF-SCHOOL SUSPENSION**

A student who is suspended under the Student Code of Conduct will serve the suspension out of school. When a student is suspended, he/she will have the right to make up tests or assignments. However, it is the responsibility of the student to collect the work prior to the days of suspension. Work must be completed the day the student returns from suspension. **STUDENTS RECEIVING TWO SUSPENSIONS WITHIN A SCHOOL YEAR MAY BE REFERRED TO ERIE COUNTY COURTS.**

### **EXPULSION**

A pupil may be expelled by the superintendent of school in accordance with procedures outlined by Ohio Statutes. The building administrator shall afford the student Due Process before such administrator recommends expulsions to the superintendent.

Prior to the expulsion, the superintendent must enact the following procedures:

1. Give the pupil and his parent, guardian or custodian written notice of the intention to expel. That notice must advise the student and his/her parent, guardian, custodian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion. That notification must carry the place and time of the hearing, which must take place no earlier than three (3) days and not later than five (5) days after the notice, is sent.

2. Conduct a hearing when practical under appropriate guidelines of hearing procedures within the above stated period.

Within twenty-four (24) hours of the expulsion, the superintendent must notify the parent, guardian, or custodian, and treasurer of the board of the action to expel the student. The notice must include the reasons for the expulsion, the right of the parent or guardian to appeal to the Board of Education or its designee, and the right to be represented at the appeal and to request the hearing be held in executive session.

### **EMERGENCY REMOVAL (BY ADMINISTRATOR)**

If a student's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent/principal may remove the student from the school premises, curricular, or extracurricular activity.

1. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than twenty-four (24) hours after a removal is ordered:
  - a. An attempt should be made to notify his/her parent or guardian as soon as possible by telephone of the pending action and reasons for it.

- b. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
  - c. The person who ordered the request for removal must be at the hearing.
  - d. If suspension or expulsion is intended, the due process requirements, outlined in this policy, do not apply.
2. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours, due process requirements, outlined in this policy, do not apply.

### **INTERVIEWING STUDENTS**

Caseworkers of Erie County/Huron County Children Services, any Probation Officer of Family Court, and Custody Investigator of Family Court, with proper identification, have the right to contact and interview any child at any school in Erie County privately and without consent of parent. This is pursuant to the responsibility given Erie County/Huron County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio.

Other law enforcement officers may talk with a child at school or take other necessary measure regulated by the judicial laws of the local, county, state, and federal government agencies. The principal shall exercise appropriate “duty of care” and act in place of the parent where necessary.

### **RULES OF THE BEHAVIOR CODE**

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action as outlined in the preceding section (Methods of Discipline). The code applies to all Woodlands students during the school day anytime on school property and at all after school events. A violation of any rule may result in disciplinary action, including suspension and expulsion.

NOTE: Examples given under the following rules are not to be exhaustive.

#### **RULE #1 - DISRUPTION OF SCHOOL**

Students 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 a disruption or obstruction of any lawful mission, process, activity, or function of the school.

Students shall not 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. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- A. Occupying any school building, school grounds or part thereof.
- B. Blocking the entrance or exit of any school building or corridor or room therein.
- C. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property.
- D. 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.
- E. Activating or attempting to activate any emergency alarm system in the absence of an emergency.
- F. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing function of any school, class, or any lawful meeting or assembly on or off the school property.
- G. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event.
- H. Except under the direct instruction of the principal or any other authorized school personnel, block pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
- I. Continuously making noise or acting in a manner so as to interfere with a teacher’s ability to conduct class or any extracurricular activity.

- J. Possession of electronic devices such as pagers, laser pointers, cellular phones, cellular camera phones, all MP3 players, iPods, walkmans, radios, electronic games or possession of any other electronic device that may cause a disruption.

**RULE #2 - DAMAGE, DESTRUCTION, DEFACEMENT, THEFT, OR UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY / PRIVATE PROPERTY**

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate in the unauthorized removal of private property.

Painting or decorating of school grounds or property must be completed during daytime hours, and with approval of school administration. Such property includes, but is not limited to trees, landscape, fences, athletic facilities, buildings, chairs, tables, doors, walls, ceilings, windows, plumbing facilities, desks, lockers, lighting fixtures, heating and air conditioning fixtures, instructional materials, transportation vehicles, or other school facilities.

**RULE #3 – FIGHTING, ASSAULT, HAZING, MENACING, HARASSMENT, BULLYING, DATING VIOLENCE**

A student shall not, intentionally or unintentionally, cause physical injury to another person in the school building, on school grounds, on school transportation or at school activity or function. No student shall knowingly cause another person to believe that he (the offender) will cause serious physical harm to the person or property of such other person through his words or actions. No student shall cause or by his words or actions provoke, either directly or indirectly, an altercation between other people, or between himself/herself and another person. Racial, ethnic or gender biased language, writing, symbols, gestures, which frightens, degrades, disgraces or humiliates any person by words (written or verbal) or gestures will not be tolerated. The practice of these acts is considered harassment/bullying.

**RULE #4 - POSSESSION AND/OR USE OF RESTRICTED OBJECTS**

A student shall not possess, handle, conceal, transport or use or threaten to use any object that can be classified as a weapon or dangerous instrument. A weapon or dangerous instrument shall include any object that can be used to inflict bodily harm or property damage or to threaten to inflict such harm or damage on another person. This includes but is not limited to firearms, knives, explosives, fireworks, maces, and chemicals. Students shall not possess, handle, conceal, transport or use or threaten to use any look-a-like weapons.

**RULE #5 - TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, ELECTRONIC CIGARETTES, COUNTERFEIT CONTROLLED SUBSTANCES AND/OR DRUG PARAPHERNALIA:**

A student shall not possess, use, transmit, conceal, or show evidence of consuming or using tobacco, electronic cigarettes, narcotics, alcoholic beverages or drugs. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, of a hallucinogen, barbiturate or amphetamine nature. Students are not permitted to have matches or lighters in their possession.

It is important to note that beverages described as non-alcoholic and/or de-alcoholized representation of alcohol products also contain small amounts of alcohol and are prohibited.

Possessing, using, selling, offer to sell, giving, packaging or delivering any “counterfeit controlled substance” or “look-alike drug” as defined in Ohio Revised Code in amended sections 2925.01(P) and 2925.37 is a crime in the state of Ohio with various penalties. Look-alike drugs or counterfeit controlled substances are defined as:

- A. Any drug that bears, or whose container bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;

- B. Any unmarked or unlabeled substance that is represented to be a controlled substance that manufactured, processed, packed or distributed it;
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- D. Any substance other than a controlled substance that 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.

The use of the above is strictly prohibited, except that possession of a medication together with evidence that a duly licensed physician has ordered such medication for medical purposes shall not constitute violation.

A student shall not use or possess (includes lockers and cars) tobacco in any form in, on, or near school property during the school day or at any school grounds. ORC 2151 - 87CBI states it is illegal for minors to possess tobacco and any tobacco product or paraphernalia.

**RULE #6 - INSUBORDINATION**

A student(s) shall not fail to identify him or herself or to comply with the directions of authorized school personnel during the period of time when the student(s) are under the proper authority of school personnel. This includes during the school day and all school activities. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination. Failure to leave room when directed by teacher or substitute is considered insubordination.

**RULE #7 - INAPPROPRIATE LANGUAGE**

A student shall not use profanity or obscene language, demeaning or derogatory language, either written or verbal, in communicating with any school personnel, other student(s), visitors, or any other party while the student is under school jurisdiction. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications. This would also include actions by students directed at school personnel outside the school setting.

**RULE #8 - CLASS REMOVAL - accumulation of all classes for the year (classes also include lunch, assemblies, study hall, etc.)**

Students shall not passively or overtly disrupt the educational process in a classroom. If a student’s presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the teacher may remove a student. Students who are removed will be subject to the following tiered disciplinary system.

- 1st occurrence- TWO detentions
- 2nd occurrence - ONE Extended School Day Detention
- 3rd occurrence - TWO Extended School Day Detentions, Intent to Suspend
- 4th occurrence - TWO day out of school suspension
- 5th occurrence - THREE day out of school suspension
- 6th occurrence - FIVE day out of school suspension
- 7th occurrence - TEN day out of school suspension, Recommendation for Expulsion

**RULE #9 - ACTIONS DIRECTED TOWARD SCHOOL EMPLOYEES ON/OFF SCHOOL PROPERTY**

A student shall not show disrespect for school employees, including substitutes, by the use of obscene gestures or language, profanity, or similar forms of disrespect. A student shall not commit acts of vandalism against the school employee’s personal and private property. A student will not confront a school employee in a disrespectful way at any time.

**RULE #10 - CHEATING**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty to achieve a higher grade including but not limited to: copying academic work from another student; by using “cheat sheets” or other mechanical or electronic devices; by submitting reports/papers/projects written by or copied/created

from another person; or by use of electronic disc taken from another source. Teachers will notify the student's counselor in cases of cheating. The counselor shall notify the home and determine whether counseling or psychological assistance may be in order.

1st occurrence - Parent contacted, Zero (0) points on work and **TWO** detentions

2nd occurrence - Failure for the immediate grading period

### **RULE #11 - TRESPASSING**

A student shall not be on school grounds, in any school building, or use any school facilities to which the student is not assigned, during or outside the school day unless a school employee is present to supervise the student activity and/or the student has the employee's permission to be in the building.

Students under suspension or emergency removal are not permitted on school grounds without the express permission of the principal.

### **RULE #12 - UNAUTHORIZED FIRES**

A student shall not set or attempt to set fire to the building or any property in or around the building or to any property, public or private, in or near school grounds. Students are not permitted to have matches or lighters in their possession.

### **RULE #13 - FALSIFICATION OR MISREPRESENTATION OF FACTS OR OTHER INFORMATION**

Students shall not forge the writing of another or falsely use the name of another person or falsify items, dates, grades, address, or other data on school forms or school related correspondence.

### **RULE #14 - OBTAINING PROPERTY OR THINGS OF VALUE BY USE OF COERCION AND RELATED MISCONDUCT**

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, or coercion to intimidation to obtain money or other type of property belonging to another student, a school employee or other person.

### **RULE #15 - WITHHOLDING INFORMATION FROM SCHOOL AUTHORITIES**

Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities, will be subject to disciplinary action.

### **RULE #16 - SEXUAL HARASSMENT**

A student shall not engage in any act, which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. NOTE: This definition is "in the eyes of the beholder." That is, it is the recipient of the harassment who decides when the actions become harassment.

### **RULE #17 - IMMUNIZATION AND HEALTH POLICY**

Failure to comply with Section 3313.671 and 3701.13 of the Ohio Revised Code or the health policies of the Huron City School District may result in exclusion from school.

### **RULE #18 - UNAUTHORIZED SALES PROMOTIONS AND PUBLICATIONS**

No student shall sell or cause to sell anything nor publish or distribute any printed material or promote organizations during school hours, anytime on school property, or at school sponsored events without the prior approval of the building administrator. This includes invitations to activities outside of school including but not limited to birthday party invitations.

### **RULE #19 - THEFT**

A student shall not cause or attempt to take into possession the public property or equipment of the

school district or the personal property of another student, teacher, visitor, or employee of the school district.

### **RULE #20 – INAPPROPRIATE DRESS**

Students and their parents are responsible for students' appropriate dress and personal appearance while at school. A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's cleanliness, health, welfare, and safety or that of other students; or (2) causes disruption or directly interferes with the educational process by being distracting, indecent, or inappropriate. The principal, in conjunction with other administrators and teachers, are responsible for administering the dress code. The principal's decision about dress code issues is final. Students attending Woodlands Intermediate School will adhere to the following:

- 1) Attire such as shorts, pants, capris, shirts, and/or skirts that expose or show an excessive amount of the body are not to be worn.
- 2) Shoes are to be worn at all times. Shoes must have backs or straps. Slippers or flip-flops are not permitted.
- 3) Students shall not wear clothing or jewelry which promotes alcohol, drugs, tobacco, weapons or other harmful substances.
- 4) Students shall not wear clothing, which is adorned with sexually suggestive or implied slogans, profanity, lewd pictures, see-through clothing, or that which may be offensive to a student's religion, race or national origin.
- 5) Students shall not wear hats, bandannas, head-bands, head coverings, or sun glasses in the building during the school day. Hats may be approved by the building administration for special school events.
- 6) Pajama pants, flannel pants, snap-off pants, sanitaries or spandex shorts, boxer shorts, clothing that has been torn, altered, or cut off, mesh or net shirts are not to be worn in the building or on school grounds during school hours.
- 7) Outer jackets and coats will not be worn in the building during school hours. All jackets are to be placed in the student's locker.
- 8) Shorts and capris may be worn from the first day of school through November 1 and from April 15 until the end of the school year. Shorts must be mid-thigh to knee length.
- 9) Skorts, Skirts and Dresses may be worn all year long, providing they are not excessively short (mid-thigh to knee length). Between November 1 and April 14, students must wear full-length tights or nylons under skorts, skirts and dresses.
- 10) Pants are not to be worn below the hip-bone. Pants are not to be excessively long. Torn, ripped or frayed clothing will not be permitted even if another garment is behind the ripped or torn item.
- 11) Shirts must have sleeves. Tank tops, bare midriffs, halter-tops, fishnet shirts, tops with low necklines or spaghetti straps are not acceptable.
- 12) Sponsors and teachers of elective classes or activities may require standards that are stricter regarding dress and appearance for participation in their programs or activities.
- 13) The administration shall have the right to modify specific items in these regulations as school situations and activities merit.

Students required to change clothing because of dress code violation may be required to call parents, serve an Extended School Day detention, or if deemed more appropriate, another disciplinary measure may be used.

Special dress days scheduled through the student council and principal may be excluded from the above guidelines.

### **RULE #21 – REPEATED VIOLATION OF DIRECTIONS, POLICIES, AND RULES**

A student shall not repeatedly fail to comply with the directions of authorized school personnel or repeatedly violate the policies and/or rules set forth by school administration. This includes failure to serve assigned detentions.

## **RULE #22 – PUBLIC DISPLAY OF AFFECTION**

Students shall not engage in any type of display of affection in, on, or around school grounds or at any school function. Students shall not engage in any public acts of indecency as defined in the Ohio Revised Code.

## **RULE #23 – HALL PASS MISUSAGE**

All students must have a pass/agenda book to be in the hallways while school is in session. Under no circumstances should a student leave the classroom/office without a hall pass issued by the teacher/school personnel. Students should pass quietly without running, shoving, yelling or general horseplay.

## **RULE #24 – LUNCHROOM MISCONDUCT**

Students are expected to observe proper lunchroom etiquette. This would include not running to the lunchroom, not cutting ahead of another student in line, not littering, not shouting and not throwing food or other objects. Food and beverages are not permitted outside of the cafeteria unless the principal has granted permission. (Please see Lunchroom Guidelines on Page 25)

## **RULE #25 – TECHNOLOGY MISUSAGE**

A student(s) shall not use or attempt to use or steal any electronic school media, such as computer hardware and software, either at school or from home, phones, calculators, etc. in any fashion in an unauthorized manner, to access school information, use another student's or the school's software (disc, CUD, etc.) or information not exclusively belonging to the student. Students shall not use school electronic equipment, nor access such equipment, in any manner contrary to the district's or provider's Acceptable Use Policy. Students will be required to sign technology use agreements through the media center.

## **RULE #26 AIDING AND ABETTING**

Any student, who actively or passively aids, abets and/or encourages others to violate any rules, guidelines, regulations, or policies of the Woodlands Intermediate School Student Handbook, will be subject to disciplinary action.

## **RULE #27 – INAPPROPRIATE CONDUCT**

At no time shall a student exhibit any behavior deemed inappropriate in the school environment.

## **GUIDELINES AND EXPECTATIONS**

### **CLASSROOM AND STUDY HALL GUIDELINES**

1. Students should arrive to class on time and go directly to their assigned seats.
2. Students are not permitted to sit on desks, tables or windowsills.
3. Students are to arrive at class with necessary materials such as paper, pencils, books, etc. Students should come to study hall with reading, writing and all other necessary study materials.
4. Book bags must remain in lockers during the school day.
5. Students are to remain quiet and to be reading or completing studies while in study hall.
6. Restroom permission is granted on an emergency basis.
7. Students are not to disrupt classes or prevent other students from gaining the full-intended benefit from classes or study hall.

### **DISRUPTION OF CLASS**

Continual class disruptions will not be permitted at Woodlands Intermediate School. Such disruptions interfere with the rights of the other students to learn and teachers to teach. After reprimands for minor disruptions, detentions will be assigned, and/or parents will be notified for a conference.

The following behaviors will be considered class disruptions.

1. Speaking out in class without permission.
2. Rudeness to the teacher or other students.
3. Arguing with the teacher.
4. Making inappropriate noises.
5. Touching or hitting another student.

6. Being out of one's seat.
7. Throwing or pushing anything.
8. Any action or actions, which distract other students.
9. Using electronic devices that are not permitted at Woodlands Intermediate School.

## **LOCKERS**

1. Each student is assigned a locker for the storage of books and supplies. Students are to use only the locker assigned to them and should not share or change lockers. It is the responsibility of each student to keep his/her locker neat and clean.
2. Lockers are the property of the Huron City Schools Board of Education. THEREFORE, THE LOCKERS AND THE CONTENTS THEREOF ARE SUBJECT TO RANDOM SEARCHES AT ANY TIME WITHOUT REGARD TO ANY REASONABLE SUSPICION. ORC 3313.20
3. It is the student's responsibility to see that his/her locker is secured at all times. Locks may be placed on lockers if a copy of the combination or key is given to a secretary in the office. The school is not responsible for any losses, which may occur. However, report any losses to school authorities promptly.
4. Whenever a locker is not working properly or if a student has reason to believe that another student knows their combination, they should report it to the office immediately.
5. Periodic locker checks/cleaning/searches will be made during the school year. The administration reserves the right to seize any goods, materials, or substances that can be deemed illegal or contraband. The appropriate public agency may be contacted.
6. Students are responsible for any damage to their lockers. **Please Note:** Students may only use magnets to hold pictures or posters on the inside of their lockers. No tape, glue or other adhesive may be used.

## **EXPECTATION OF PRIVACY**

The Board of Education recognizes that the privacy of students and his/her belongings may not be violated by unreasonable search and seizure and directs that no students be searched without reasonable suspicion or in an unreasonable manner.

The board acknowledges the need for in-school storage of student possessions and shall provide storage places including desks and lockers for that purpose. Such spaces remain the property of the Board and in accordance with law, may be the subject of random search. Where locks are provided for such places, students are encouraged to use them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of a law or of school rules. Canine searches of the facility (especially lockers) may also be conducted periodically.

## **CANINE SEARCHES**

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

## **SCHOOL BUS POLICY**

School bus rules for students of Woodlands Intermediate School:

- Observe same conduct as in the classroom
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver

- Do not be destructive
- Stay in your seat at all times keeping aisles and exits clear
- Keep head, hands and feet inside bus
- Bus driver is authorized to assign seats
- Remain on bus once boarded

Discipline: The Bus Driver has authority to enforce the regulations outlined and shall report to the respective building principal any student who refuses to obey appropriate regulations or requests.

- A) Students who do not respond to the requests of the driver to improve their behavior while a passenger on the bus will be given a “Bus Misconduct Report.” The matter will then be handled by the respective building principal. Generally, a warning and a contact with the student’s parents is made explaining the nature of the misconduct and requesting the parents’ assistance and cooperation in achieving this improved bus behavior.
- B) If a repetition occurs and a second report is issued for bus conduct, the student and the parents will be contacted and the student may be denied the privilege from riding the bus for THREE school days.
- C) The third misconduct report may result in a FIVE-day denial of bus privileges after communication with respective parents.
- D) A fourth misconduct may result in a denial of bus privileges for the remainder of the semester or at least TEN days, whichever is greater.

## **CAFETERIA**

Woodlands Intermediate School operates “closed” lunch periods. Students are required to remain at school and in the cafeteria during lunch periods unless excused. All students will eat in the cafeteria during their assigned lunch period. Food and drinks are not to be taken from the cafeteria area.

Students will not be permitted to charge to their cafeteria account. If the student does not have money in their lunch account, they will be given a peanut butter and jelly sandwich and a carton of milk. They will be provided this service for one week.

Woodlands will be offering a grab and go breakfast program this year. Charges for the breakfast option will run through the students lunch account. Upon arrival at school those students choosing to participate in the breakfast program will need to enter the building through the front doors, and walk directly to the cafeteria. Students that go to the cafeteria will need to remain in that area until the 8:45 bell sounds.

## **GUIDELINES FOR LUNCHROOM CONDUCT**

1. No shouting or screaming is permitted.
2. Students should be seated to eat.
3. No aimless wandering is permitted.
4. Students are not to loiter around the food line.
5. Students are not to throw food or other objects.
6. Students are not to leave the cafeteria unless permitted to do so by an adult monitor.
7. Students may not purchase items for other students.
8. Place food scraps, disposable trays, and eating utensils in the proper containers.
9. Students are responsible for keeping their eating area clean.
10. Students are to enter according to the direction of the supervising teacher.
11. During the lunch period, permission to use the restroom should only be given for an emergency.
12. No carbonated beverages will be permitted for lunch in the cafeteria.
13. No fast foods are to be ordered, to be delivered, or eaten during school time.
14. Books and schoolwork are not permissible in the cafeteria during lunchtime.
15. All school rules including gum chewing apply during lunch periods.
16. Students cannot charge to their lunch account.

All school penalties, including removal from the room and assigned seating, can be used as deemed necessary by the cafeteria monitors in order to assure proper cafeteria behavior.

## **RECESS**

Students go outside for recess whenever possible. Temperature, wind conditions, rain, ice, etc. are taken into consideration before children are sent outside. Please make sure your child is properly dressed for recess when they come to school. While children are outside for recess, we ask they use common sense and play safely. We want to prevent accidents from occurring.

## **PLAYGROUND RULES**

1. Students are not to play on the sidewalk areas, near the doors or windows.
2. Students are not permitted to re-enter the building for any reason except injury or illness. No child should be in the building during recess without adult permission.
3. Students are to play in assigned areas. They are to avoid the area where the dumpsters are located.
4. Students are not to be on the baseball/softball field or bleachers
5. Children may not play near cars in the parking lot.
6. No rough behavior: no hitting, pushing, shoving, fighting, pinching, biting. **NO TACKLE FOOTBALL.** No pulling clothes, spitting, name-calling, and no grabbing other's equipment, such as playground balls, jump ropes, etc.
7. Students are to stay off snow piles.
8. Students are not permitted to throw sand, stones, mulch or snow.
9. Students are to use playground equipment safely.
  - No standing on or jumping from swings
  - Go down the slide seated, feet first
  - No climbing on top of the horizontal ladder
  - Remain a safe distance away from swings in use
10. No hardballs (baseballs, golf balls, etc.) or squirt guns are permitted.
11. Line up promptly when the bell rings and be quiet in line. Walk into the building in a single file line.
12. The garden area is for sitting only. There should be no running or playing in this area.
13. Running between cars is not permitted. Ask an adult if you have to get a ball.

## **INDOOR RECESS**

Weather conditions, on occasion, make indoor recess a necessity. If this happens, students are expected to remain in their classrooms. Children are asked to engage in activities that can be done sitting down. Noise needs to be kept at a reasonable level.

## **DANGEROUS WEAPONS IN THE SCHOOL**

Students are prohibited from using or possessing any dangerous weapons on school property or at any school sponsored activity. Students who violate the policy will be subject to expulsion for a period of not less than one year. The superintendent shall have the authority to modify the expulsion requirements on a case-by-case basis in order to address the individual circumstances of the incident.

The definition of a weapon shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community.

## **USE AND/OR POSSESSION OF TOBACCO**

Health professionals have determined the use of tobacco products can be detrimental to one's health and the Board of Education wishes to encourage good health practices among the students of this district. Therefore, the Board of Education prohibits the smoking, use or possession of tobacco in any form, including, but not limited to cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, any other tobacco, by any student in any area under the control of the school district or at any activity supervised by any school within the district. Violations will result in the following:

First offense: three-day out of school suspension

Second offense: five-day out of school suspension

Third offense: ten-day out of school suspension and recommendation to the superintendent for

expulsion

The Board of Education prohibits the use of all tobacco products 24 hours a day in all district owned, leased or contracted buildings where routine or regular preschool, kindergarten, elementary, secondary or library services are offered to children. In addition, the board prohibits the use of tobacco products 24 hours a day in all district owned or leased vehicles.

## **ALCOHOL**

The use or possession of alcohol or alcoholic representations is not permitted in the school building, on school property, on buses, or school trips to any school function whether at home or away. For any student who has possession of alcohol, or shows evidence of having consumed alcohol, the following procedures will be in effect:

First offense: Referred to Juvenile Court; ten day suspension. Recommendation to superintendent for expulsion. Expulsion may be avoided by having student and parent/guardian seek an assessment at a recognized treatment facility to determine if an alcohol problem is present. If the student complies with the recommendation of the assessment, no expulsion will be recommended and the student may return to school and make up work missed. The assessment should be done during the ten-day suspension period if possible and must be done within 30 days of the issuance of the suspension.

Second offense: Referred to Juvenile Court; ten-day suspension, and a recommendation to the superintendent for expulsion will be made.

## **ALCOHOL USE/STUDENT DRUG ABUSE/DRUG FREE SCHOOLS**

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the district's schools. The board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants, or other controlled substance is wrong and harmful, and constitutes a hazard to the positive development of all students.

The board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offered for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs, or any mind altering substance while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the district or in school owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco, and tobacco products and drug paraphernalia.

## **D. ACADEMIC & GUIDANCE INFORMATION**

### **THIRD GRADE READING GUARANTEE**

Districts and schools must adopt policies and procedures for annually assessing the reading skills of each student in grades K-3. Each year, districts and schools must administer a reading diagnostic by Sept.30 for grades 1-3. Each 3<sup>rd</sup> grade student will complete the STAR Reading assessment to determine whether they are "on track" or "not on track" in reading. A child is on track at the beginning of each grade if the child is reading at the level set by Ohio's Learning Standards for the end of the previous grade. For example, a third-grader is on track in reading if the child's fall reading diagnostic shows that he or she is reading at the level of end of grade 2.

If a child is deemed to be not on track, we will immediately start a reading improvement plan. This plan developed by the school, with parental input, will address each student's unique reading problems. This plan will be monitored to make sure your child's reading skills are improving.

### **Advancing to Fourth Grade**

Except for those with special circumstances, students in third grade must meet a minimum score on the state reading test or an approved alternative assessment to move on to the fourth grade. Remember, State law requires that any student in the third grade who does not meet the minimum score on the state reading test or

the alternate assessment will not be advanced to the fourth grade. Anyone parent wishing for more information on this topic please contact the school office.

### **BRING YOUR OWN DEVICE (BYOD)**

All students will now have the opportunity to bring a mobile type device to school to use for educational purposes. This device could be a laptop, tablet, smartphone, etc. Students are permitted to connect their devices to the “Huron-Guest” wifi network. Devices may be used in classrooms for educational purposes at the discretion of the classroom teacher. Potential applications include calendars, calculators, clocks, cameras, maps, voice recorders, and research tools. By bringing personal devices to school, users agree that, while within the school campus, they will access the Internet only via the District-provided wi-fi, and not via any cellular (3g, 4g) service or other internet wi-fi that may be available. Failure to follow this requirement is a violation of the Code of Conduct and subject to disciplinary action. Users must understand that all personal devices and equipment are brought into the school at their own risk and all student handbook and acceptable use policy rules must be followed. The District is not responsible for loss, theft, or damage of personal equipment. Students will not be provided the ability to charge devices, as electrical cables will create a safety hazard. As such, students should make sure devices are charged before bringing them to the school.

These Devices May **Not!!!**

1. Disrupt the education process in the school district.
2. Endanger the health or safety of any student or anyone else.
3. Invade the rights of others at school.
4. Involve illegal or prohibited conduct of any kind.

Students will need to have a permission form on file in the office signed by their parent prior to bringing a device to school.

### **GUIDANCE COUNSELOR**

The counselor is at the school to help you with any academic and personal problems you may have. She can help you with problems in classes, with grades, with other students, or with other personal problems.

Mrs. Ritter is the guidance counselor for grades three through six. Her office is located in the school office area. Any student needing to see Mrs. Ritter will first need to get a pass from their classroom teacher prior to going to the office. When you arrive at the office inform the school secretary that you need to see Mrs. Ritter.

### **PHYSICAL EDUCATION**

Students are not expected to change clothes for gym class. However they do need to wear gym shoes on days they have gym class. A note from a student’s parent or guardian will excuse a student for no more than two class periods of physical education. After the initial parent or guardian note, a note from a doctor is necessary to be excused from class.

### **TEXTBOOKS**

All textbooks belong to the Huron City Board of Education. They are purchased from tax funds and are only loaned to the students. All textbooks must be returned in good condition. If a textbook is missing, students should check in the school office. If a book is lost, stolen, or misplaced, it must be paid for by the student. Another textbook will be issued to the student upon payment for the cost of the book.

The care of textbooks is the responsibility of each student. It is suggested that students cover their books to help protect their textbooks. Fines will be assessed for books damaged in excess of normal wear.

### **STUDENT FEES**

The fees for each intermediate school student for the 2020 – 2021 school year will be \$55. The treasure will send out fee statements to all parents in October, fees will not be collected until this time. The school office will collect all Student Fees. Payment may be in cash or check made out to Woodlands Intermediate School. Fees may be waived or a payment schedule established in situations where there is financial hardship. Contact the principal for more information on these issues.

## **COLLECTION OF MONEY**

Money can be a problem at times in the school, especially if the students carry more than what they need. Money being sent to school for weekly lunches, field trips, book fair, etc., should be enclosed in an envelope with the child's name, amount of money, purpose, and teacher's name written on the outside. Money should be in the correct amount whenever possible. This will eliminate the need for the child to have the responsibility of carrying change.

## **REPORT CARDS**

Woodlands Intermediate School operates with a nine-week grading period. At the end of each grading period each student will receive a grade card. It is the responsibility of each student to take the report card home to share with his or her parent or guardian.

## **INTERIM REPORTS**

Approximately halfway through each of the four grading periods, the teachers will send parents a progress report for students experiencing difficulty in academic or behavioral areas. This is done to keep parents informed and to encourage parent-teacher communication.

## **HONOR ROLL**

To be eligible for the Honor Roll, a student must attain a point average of 3.5 or higher, with no grade lower than a "B." The Honor Roll will be figured at the end of each nine-week grading period. If a student has a grade of "Incomplete" he is not eligible for the Honor Roll until it is removed. All subjects in which the student receives a letter grade count in determining the Honor Roll. Any student enrolled in a blocked language arts class will have that grade counted twice in determining their grade point average. In determining grade point average, pluses (+) and minuses (-) are used in the calculations.

## **MERIT ROLL**

To be eligible for the Merit Roll, a student must attain a grade point average of 3.00 with no grade lower than a "C." The basic requirements for the Merit Roll are the same as those for the Honor Roll. Any student enrolled in a blocked language arts class will have that grade counted twice in determining their grade point average.

## **GRADING SCALE**

Letter grades will be issued every nine weeks. The basis for grading is as follows.

<u>Letter Grade</u>	<u>Grading Scale</u>	<u>Grade Point</u>
A+ = Excellent	100% - 98%	4.0
A	97% - 93%	4.0
A-	92% - 90%	3.7
B+ = Good	89% - 87%	3.3
B	86% - 83%	3.0
B-	82% - 80%	2.7
C+ = Average	79% - 77%	2.3
C	76% - 73%	2.0
C-	72% - 70%	1.7
D+ = Below Av.	69% - 67%	1.3
D	66% - 63%	1.0
D-	62% - 60%	0.7
F = Not Passing	59% - 0%	0.0

## **STUDENT OBLIGATIONS**

A student who does not fulfill obligations (books not returned, money owed, equipment damaged, etc.) will have his/her report card held in the principal's office and will not receive the report card until the obligation is fulfilled.

## **FAILURE AND PROMOTION**

In order to be promoted to the next grade, a student must receive passing final grades in three of the four major subjects. The major subjects are language arts, mathematics, science, and social studies. Passing grades are any grades other than “F”. Retention in a grade may result when a student receives failing grades in two or more of the major subjects. When this occurs, the student’s teachers, the guidance counselor, and the principal will review each student’s record; a recommendation will be made for the following year’s grade placement. Students enrolled in a blocked (2 class period) language arts class, that grade will count as one class.

## **E. MISCELLANEOUS INFORMATION**

### **LUNCH CARDS**

The cafeteria has adopted a sale system that requires the use of the students fingerprint. Prepayment on the student’s account is made in the morning, or outside the school day using the school districts web site. Anyone needing information about paying their students lunch bill on-line should contact the food service department at the board of education office. Students are **not** permitted to charge to their lunch account.

### **FREE AND REDUCED-PRICE LUNCHES**

Each student will receive an application for free or reduced price lunches at the beginning of the school year. It will be the parent’s responsibility to complete and return the application to the principal’s office. Any questions regarding eligibility for this program should be directed to the principal’s office.

### **ASSEMBLIES**

Assemblies are periodically presented for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Unless otherwise announced, attendance at assemblies is required of all students.

At all assemblies students are expected to sit with their respective classes, give courteous attention, and show proper respect for other individuals. When the speaker goes to the podium, students should become attentive.

Students, who do not show proper respect for others will be removed from the assembly, denied the opportunity of attending future assemblies, and face appropriate disciplinary action, the minimum of which will be a class removal.

### **FIELD TRIPS**

During the school year, classrooms may schedule field trips. These trips relate to an area that has been or is being studied by the child. Information as to what to bring, time of departure and arrival, is always sent home along with a form for permission. In all cases, written permission is needed before a child can participate.

### **VISITORS**

All visitors to Woodlands Intermediate School, adult or child, must immediately report to the principal’s office upon entering the building to sign in and receive a visitor’s tag. School-age visitors are not permitted in the building unless they are accompanied by a parent and are contemplating enrolling as a student in Woodlands Intermediate School. Visiting relatives, friends of students, or past students will not be allowed to visit classrooms or be in the building with Woodlands students without permission from the principal. Ohio Revised Code 2911.21.

### **SCHOOL OFFICE**

The school office is the nerve center of the school. In the office you will find the principal’s office, and the school secretaries. They are there to help you. If you have any problems and do not know where to go for help, you can go to the office. The office is located on the first floor of the Woodlands building in the front hallway. The office is open each school day from 7:30 A.M. until 4:30 P.M.

Any change of guardian, address or telephone number during the school year should be reported to the

school office as soon as possible.

### **LOST AND FOUND**

The lost and found center is located in the front hall. When you find someone else's property, please turn it into the office. You can claim any lost articles that are yours by describing them to the secretary. Please put your name on items brought to school (books, lunches, purses, shoes, etc.)

### **TELEPHONE USE**

A student will not be called to the telephone except in the case of an emergency. The school secretary will take and deliver any emergency messages. Students may only use the office phone during the school day if he or she has a pass from a teacher stating permission to use the telephone. The student must get permission from the secretary or principal prior to using the phone. **Students are not permitted to use classroom phones.**

### **HEALTH CLINIC**

The health clinic is located in the office and is available for students who become ill or are injured during the school day. All students must get a pass from their teacher before going to the clinic. Students must enter the clinic through the school office. Students should check-in with the school secretaries prior to entering the health clinic.

### **HEALTH REGULATIONS**

The home and school must work together to promote the welfare of the child and prevent the spread of disease. Symptoms such as fever, cold, rash, swollen glands, vomiting, diarrhea, etc., are sufficient reasons for keeping a child home. A child's temperature should be normal for twenty-four hours preceding his return to school after an illness.

We are fortunate to have the services of two part-time nurses here at Woodlands. They perform many duties, which help our children while attending school.

Finally, public schools are required to have on file immunization records for each pupil for diphtheria-tetanus (DT), whooping cough, measles (rubella and rubeola), mumps, and oral polio. A parent may also comply with Ohio law by filing a written objection to these immunizations with the Board of Education.

### **MEDICATION POLICY**

The adopted Ohio Law (3313.713 O.R.C. and 3313.716 O.R.C.) strictly regulates the administration of prescription medication at school. If under exceptional circumstances a child requires medication which a parent or guardian cannot be at school to give, the following procedure must be followed:

1. All medication must be brought to the school office in the container in which it was dispensed by the prescribing physician or pharmacist.
2. Container must be labeled with student's name, name of drug, time, dosage, and method of administration.
3. Prescription and non-prescription medication must be accompanied by a completed Physician's Order Form. These are available at the school office as well as doctors' offices.
4. Any changes in a medication order must be accompanied by a completed Parent Request Form. These forms are available in the school office.
5. Inhalers for relief of asthma symptoms may be carried and self-administered by students. A "Request for Student's Medication in School" Form must be completed and submitted to the school before a student carries his/her inhaler.
6. Medications are to be taken home at the end of the school year or they will be disposed of.

### **FIRE DRILLS**

Woodlands Intermediate School will conduct fire drills on a regular basis as outlined by Ohio Revised Code. These are held so that in any emergency the building may be orderly and quickly emptied. Since the signal for a real fire would be the same as the one for a fire drill, it is imperative that all pupils move quickly and quietly out and away from the building at the specified exits. Students will be under the supervision of a staff member at all times during drills. Instructions, giving directions are posted in a conspicuous location in

each classroom. Ohio Revised Code 3737.29.

## **TORNADO INFORMATION**

If a severe storm is approaching the school, a tornado-warning signal will be sounded. When the warning signal is given all students are to go to their assigned area, be quiet and follow the directions of the faculty member in charge of your area.

## **F. LIBRARY PROCEDURES**

### **THE LIBRARY MEDIA CENTER (LMC)**

All students will go to the library either once a week or once every two weeks to select books. Students attending the library once a week may checkout up to two books. Students going to the library every two weeks may check out up to four books. Students may check out books if they have an overdue title as long as they do not exceed the book limit.

If a student cannot find the item(s) that they borrowed, parents have two options for clearing their child's account.

1. The parents can pay for the lost or damaged book; or
2. The parents can replace the book that was lost or damaged with the same title. If a student loses a hardcover book then the replacement book must also be a hardcover book. The same holds for paperbacks. Any replacement copy must be in good condition.

The library holdings can be searched from any computer with Internet access. The web address is: [http://web2.noeca.org/html/english\\_unicorn/login/WOOD/welcome.html](http://web2.noeca.org/html/english_unicorn/login/WOOD/welcome.html). Students and parents are also able to check their library account from the above address by clicking on the "My Account" button in the CAT. For any parent interested in this feature, please contact the library.

All K-12 students in the state of Ohio have access to a wealth of electronic resources through INFOhio. These resources are accessible via the internet at <http://www.infohio.org>. Student will need to enter the following information when using the resources outside of school:

USERNAME: learn

PASSWORD: infohio

#### **LIBRARY RULES:**

1. Enter and exit the library using your best manners.
2. Keep hands, feet and objects to yourself.
3. Select a book(s) as quickly as possible.
4. Use a quiet voice when speaking.
5. Listen to and follow directions of the adult in charge
6. *Return to your assigned seat after your book has been checked out.*

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Huron City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Huron City School District to be able to continue to make its computer and distance learning networks and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Students will receive copies of the Acceptable Use and Internet and Distance Learning Safety Policy ("Policy") of the Huron City School District and the Data Acquisition Site that provides Internet access to the

School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. Any misuse by a student may result in disciplinary action as well as possible loss of technology privileges.

## **G. SCHOOL ACTIVITIES**

### **SBC SPORTSMANSHIP – ETHICS AND INTEGRITY POLICY**

The following are **ACCEPTABLE BEHAVIORS** at an athletic contest in the Sandusky Bay Conference:

- Applauding during introductions.
- Cheerleaders leading fans in positive cheers in a positive manner.
- Treating the game as a game and not war.
- Applauding the efforts of both teams at games end.
- Showing concern for an injured player regardless of team.
- Encouraging, in fact, demanding sportsmanlike behavior from those fans near you.
- Departing the game venue in a dignified and ethical manner.
- Face painting and spirited costumes when not offensive or suggestive.
- Loud positive noise in support of your own team.

The following are **CONSIDERED UNACCEPTABLE BEHAVIORS** and **SUBJECT TO SANCTION** ranging from **WARNINGS** to **SUBSEQUENT SUSPENSION FROM ATTENDANCE:**

- Using an opponent's name or number in a cheer or chant.
- Profanity, Taunting, Trash Talking, or Heckling
- Wearing derogatory or offensive attire.
- Standing on seats or excessive bouncing up and down on the bleachers.

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