



Bowling Green Schools Elementary Student Handbook

2018 - 2019

Conneaut Elementary

Mr. James Lang, Principal
542 Haskins Road
Bowling Green, OH 43402
419-354-0300

Crim Elementary

Mrs. Alyssa Karaffa, Principal
1020 Scott Hamilton Drive
Bowling Green, OH 43402
419-354-0400

Kenwood Elementary

Mrs. Kathleen Daney, Principal
710 Kenwood Avenue
Bowling Green, OH 43402
419-354-0500

Table of Contents

Superintendent's Message	4
Principal's Message	4
Attendance	5
Bowling Green Elementary Code of Conduct	6
Building Hours	9
Bullying	9
Cafeteria	9
Control of Blood Borne Pathogens	11
Control of Casual Contact Communicable Diseases	11
Control of Casual Non-Contact Communicable Diseases	11
Custody	11
Dress Code	11
Drugs/Alcohol	12
Drugs/Counterfeit	12
Emergency Delays and Closings	13
Emergency Contact Information	13
Equal Education Opportunity	13
Field Trips	13
Fire and Tornado Drills	13
Homeless Students	13
Homework	13
Immunizations	14
Injury and Illness	14
Internal Transfers and Open Enrollment Requests	15
Interrogation of Students	15
Leaving School Grounds	15
Sexual Harassment	15
Smoking/Smokeless Tobacco Policies	15
Student Fines and Fees	16
Student Fund-Raising	16
Student Records	16
Student Responsibilities	16
Students With Disabilities	17
Technology Policy	17
Telephones	19
Textbooks	19
Withdrawal/Transfer From School	19
Surveillance Cameras	19
Recess	19
Transportation	20
Accidents and Medication	21

Visiting the School	22
Student Records	22
Volunteers	22

Greetings from the Superintendent

Dear Students,

I want to take this opportunity to welcome you to the 2018-19 school year. I am excited to be here as your superintendent and look forward to working and getting to know you. You are very important to us and we promise to make this your best school year ever.

Our staff has been working very hard to meet your needs and provide you the opportunities to be successful today and prepare you for your future. The future is bright because of you and we are excited to watch you grow each and every day as a student and person.

Remember that your “attitude determines your altitude”! If you come to school every day, ready to learn, the sky is the limit as to what you can achieve. Our staff will help you every step of the way.

Parents, please know that we appreciate your support and trust in allowing us to work with your children. It is a responsibility that we embrace and take very seriously. It is important that you continue to be involved in your child’s education because together we can move mountains and make this a better world.

Bobcat Proud,

Francis R. Scruci, Superintendent



Greetings from Principals

Dear Parents:

The 2018-2019 School Year is here! It promises to be another sensational year, and we are looking forward to having your son/daughter in school. For some students this will be a year of beginnings while others students look forward to seeing friends and teachers from previous years.

This handbook contains useful information designed to help throughout the year. Your child will be responsible for complying with these rules and guidelines. **Please read and sign the Parental Consent Form which contains a section regarding the handbook and return it to your child’s teacher by August 29.**

We recognize the importance of a positive start. We are looking forward to working together as team for the betterment of your child and his or her education. We are looking forward to an exciting year.

If you have a question at any time during the year, please feel free to contact your child’s school.

Sincerely,

Mrs. Kathleen Daney

Mrs. Alyssa Karrafa

Mr. James Lang

Bowling Green Elementary Principals

ATTENDANCE

Delays and Closings

If schools are delayed or closed, notice will be provided through radio, TV and the district's automated calling system. Parents should keep all phone numbers current in the school office, and as a precaution, should check local radio and TV stations to confirm delays and closures.

Reporting Absences

Ohio's "Missing Children Act" requires parents and guardians to notify the school when their child is going to be absent. In order to ensure that we comply with this law, please call the school before 9:30am with an explanation. If the school is not notified by 9:30am, our automatic call system will contact your home.

Attendance Policy (Updated, June 2018)

Regular school attendance is an important ingredient in a student's academic success. Excessive absences interfere with a student's 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. In December 2016 Ohio passed House Bill 410 mandating all Ohio schools to enforce the following changes to their attendance policies:

Attendance tracking has changed from days of school to hours of school.

Ohio law now considers students who miss 38 hours (6 days) of school in 1 month or 65 hours (10 days) in a school year as excessive. School districts are required to notify you when your child reaches that threshold. Any future absences will require evidence that explains why the absence from school was necessary (e.g. court document, doctor's note). Final authorization of an absence will be determined only after the required additional information is presented.

If a student is absent for 30 unexcused hours in a row (5 days), 42 unexcused hours in a month (7 days) or 72 unexcused hours (12 days) in a school year a student will be considered habitually truant from school. Once a student has met the threshold of habitual truant the district will form an Absence Intervention Team. The team must consist of two school representatives (one of whom must be familiar with the child), child's parent/custodian, and the child. Other possible team members may include a counselor, a school psychologist, and even a member of a public/private agency who is providing assistance to lower absences. The student and parent are required by law to be active participants on an Absence Intervention Team and follow any subsequent plan to improve school attendance. Failure to participate and comply will result in an immediate truancy filing on the student and possible filing against the parent/guardian through juvenile court. Additionally, if the parent/guardian fails to participate, it may result in a mandatory referral to Wood County Job & Family Services.

Please be sure to report your child(ren)'s absences to the school by contacting them directly and/or by sending in a written note the following day.

Early Dismissal

No student will leave school prior to dismissal time without parent or guardian coming to the school personally to request the release. No student will be released to a person other than the custodial parent or guardian without a written permission note signed by the custodial parent or guardian.

Dismissal Requests

We understand that your child may need a different dismissal procedure on occasion. If this occurs, please contact the school before 3:00 PM to make the change.

Bowling Green Elementary Code of Conduct

Student Behavior

Students are expected to behave in a manner that promotes an effective learning environment and respects the safety and rights of others. Students who fail to follow school rules will be disciplined.

Rules for Elementary Students

1. A student will behave in a manner that allows school personnel to perform their duties and that allows students to learn, including following directions when given. A student will use appropriate language and behavior. A student will not use profanity or obscene gestures or have written obscene or gang-related language, pictures or signs. Students will exhibit appropriate behavior and wear appropriate clothing.
2. A student will be respectful and courteous to others. A student will not say, intend to do, or do anything that could frighten, offend, humiliate, embarrass, or bully another person physically or verbally. A student will not dare another person.
3. A student will respect property belonging to him/her, others, and the school. A student will not damage property belonging to him/her, others or the school. A student will not take (or try to take) anything that belongs to someone else or the school.
4. A student will behave in ways that ensure the safety of herself/himself and others. A student will not fight or act with intent to harm, injure, or threaten another person or herself/himself. A student will not have an instrument or weapon that could harm another person or himself/herself.
5. A student will be honest in personal and academic matters. A student will not cheat or lie. Cheating is giving or receiving work or answers of another person as his/her own. Lying is not telling the whole truth.

Personal Electronic Devices/Toys

Electronic devices and toys (i.e., gaming devices, MP3 players, ipods, trading cards, etc.) are easily lost or broken and often distract from the school environment. The school cannot be responsible for these items.

Assignment of Consequences

Consequences will be assigned according to the frequency and severity of the infraction. While teachers are encouraged to address minor misbehavior in the classroom, the building principal will be notified of all misbehavior and will deal directly with misbehavior of a more serious nature and/or frequent minor misbehavior. Parents are considered an important part in handling any misbehavior and will be contacted by the teacher or principal as necessary. Each child's case will be handled according to the circumstances surrounding the offense.

<p>Level 1: Conduct that is disruptive-</p> <p>Usually handled by the classroom teacher</p>	<p>1st offense consequences may include:</p> <ul style="list-style-type: none"> -verbal warning -parent notification -warning letter -separation from peers, timeout -denial of school privileges -administrative discretion 	<p>2nd offense consequences may include:</p> <ul style="list-style-type: none"> -detention -parent notification -warning letter -time-out -recess detention -denial of school privileges -separation from peers, timeout -administrative discretion 	<p>3rd offense consequences may include:</p> <ul style="list-style-type: none"> -office referral -possible after school detention -parent notification -warning letter -counselor referral -in-school suspension -separation from peers, timeout -administrative discretion
<p>level II: Conduct that is serious or illegal and includes repeated disruptive behavior</p>	<p>1st offense consequences may include:</p> <ul style="list-style-type: none"> -parent notification -after school detention -in school suspension (1-3 days) -police notification -counseling referral -referral to intervention -administrative discretion 	<p>2nd offense consequences may include:</p> <ul style="list-style-type: none"> -in school suspension (3-5 days) -police notification -charges filed -counseling -referral to intervention -administrative discretion 	<p>3rd offense consequences may include:</p> <ul style="list-style-type: none"> -in school suspension (5-10 days) -police notification -charges filed -counseling -referral to intervention -administrative discretion

<p>Level III: Conduct that is serious or illegal and is potentially life or health threatening</p>	<p>1st offense consequences may include:</p> <ul style="list-style-type: none"> -out of school suspension -referral to intervention -police notification -immediate removal -administration discretion 	<p>2nd offense consequences may include:</p> <ul style="list-style-type: none"> -out of school suspension -recommendation for expulsion -immediate removal -police notification -charges filed -administrative discretion 	<p>3rd offense consequences may include:</p> <ul style="list-style-type: none"> -immediate removal -out of school suspension -recommendation for expulsion -police notification -charges filed -administrative discretion
--	---	---	---

This chart is to be used as a guide and is not meant to be followed verbatim.

Emergency Removal of Student

If a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent, or his/her designee, the principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as is reasonable. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply ([Bowling Green Board of Education Policy - JGDA](#)).

Suspension

1. In-School Suspension is housed within the district for non-violent infractions. Students completing an In-School Suspension are not permitted to attend a school sponsored event or activity until the next scheduled regular school day.
2. Supervised School Suspension Program (SSSP) is housed at the Juvenile Detention Center (JDC). Parents are responsible for transportation to and from the JDC. This is considered an in-school suspension.
3. Out-of-School Suspension is assigned off school grounds without supervision from school personnel or designee. The parent is responsible for the supervision of the student.
4. Expulsion: The exclusion of a student from school by the Board of Education for a given period of time up to ninety (90) days and up to one year for weapons, illegal drugs, or dangerous behavior.

Due Process Rights

Any student whose conduct may warrant suspensions or expulsion will be provided due process.

Student:

- a written notification of the violation
- an opportunity to present his/her side of the story
- an opportunity for a speedy and impartial conference with the principal, assistant principal or principal’s

designee

Parent:

- a written notification of the violation
- an opportunity for a fair and impartial conference with the principal
- a written notification of the suspension/expulsion
- notification if Police are contacted; parents will be given the opportunity to participate or assign the principal as their designee
- an opportunity to appeal the principal's decision to the Superintendent or his/her designee within ten (10) days

Building Hours

All the buildings have a designated start time. This insures that your child will be safe and supervised at all times. If your child should need to arrive before the designated start time, please let the office know. Students should wait at the location designated in each building. Students are not permitted to be on the playground before school.

Schedule

	Regular Day <u>Start</u>	Regular Day <u>Dismissal</u>	2 Hour Delay <u>Start</u>	2 Hour Delay <u>Dismissal</u>
Grades K-5	9:05 am	3:25 pm	11:05 am	3:25 pm

Bullying

The intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student. This is a disruption of school routine.

Students who are supporting the bullying (even if they are not the person doing the act but are a part of what is known as the bullying circle) could be subject to disciplinary action.

Dating Violence is also under the topic of Bullying. Dating Violence is defined as a pattern of behavior where a person threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A Dating Partner is defined as a person, regardless of gender, involved in an intimate relationship with another person characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Cafeteria

Our cafeteria offers a good, moderately priced menu daily. Change will not be given to students. Any change due will be put on the student's account. At the end of the year, the remaining balance will be refunded. You may pre pay for as many lunches as you wish. Please make checks payable to Bowling Green Board of Education. For all students to enjoy lunch, appropriate behavior must be observed in the cafeteria at all times. During lunch, students are under the authority of staff members who supervise the cafeteria. Supervisors will refer students to the office for serious disruptions or misbehaviors. Additionally, after the first week of each quarter, students will have assigned seats where they will eat everyday. This helps to ensure a smooth lunchroom atmosphere and helps the supervisors to monitor student behavior. The following are important cafeteria rules and guidelines:

1. Enter and leave the cafeteria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor.

- Cutting in line or saving a place in line is not permitted.
3. When you have obtained your food, return to your seat and remain there. However, you may return for more food.
 4. Common courtesy and good manners are always expected. Loud or boisterous behavior will not be tolerated.
 5. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats, and floor in his or her area are wipe and clean.
 6. Students must request permission from supervisors before they leave the cafeteria area.
 7. There will be no food or drinks permitted in classrooms or hallways. Food and drink are to be consumed only in the cafeteria.

Lunch and Breakfast

Breakfast and lunch menus and details on our charging and check policies are on the BGCS food service web site – www.bgcsfoodservice.com

Meal Charging Procedure

In grades K-5, students may charge up to \$5.00 (breakfast and/or lunch) if the student forgets/misplaces their money. Once a student has reached this limit, they will be served a peanut butter and jelly or cheese sandwich and milk at ala carte prices.

Breakfast

Breakfast is available to students at all elementary schools before school begins. The price for breakfast is \$1.10. If your child qualifies for free or reduced lunches they will also receive free and reduced breakfasts. The reduced-price breakfast is .30¢.

Lunches

The cost for student lunch is \$2.15, including milk. Milk alone will cost 45¢. Reduced-price lunch is 40¢. Prepaying for your child's lunches is preferred, as it helps our lunch lines move faster. You may prepay for as many lunches as you wish. Checks are preferred since children may lose cash. Please make checks payable to Bowling Green Board of Education and write your child's name or student ID# on your check. Post dated checks are not accepted. We deposit all checks on the day they are received. You may also prepay for breakfasts. The cost for breakfast and lunch for one child for one week is \$15.00. If you have more than one child, please write a note explaining how you want your funds divided. All money received will be placed on your child's account. No change is given to students.

Our Café Enterprise system gives parents the option of paying for their child's meals online. There is a link to mySchoolBucks on our website – www.bgcsfoodservice.com. There is no charge to the school district for this service. Parents pay a \$1.75 charge per transaction to cover costs. Payment amounts are \$10 - \$150 per students. You may also view your child's balance and participation report online. Click on New User to set up a username and password and get started.

NOTE: If your child has an allergic reaction to milk, milk products, or other food items, you must send an explanation from your doctor to kitchen personnel before a substitution can be made. There is a form available at www.bgcsfoodservice.com you may print out and have your physician complete or check with your school nurse.

Students may bring a packed lunch. If they choose to do so, the food must be ready to eat. Kitchen personnel will not warm food in a microwave or refrigerate any items for students.

MEALS – FREE AND REDUCED PRICES

The Bowling Green City Schools participate in the National School Lunch Program providing free and reduced lunches to qualified students. Letter to households and the income guidelines are sent home with every student at the beginning of the school year. Applications may be completed online at www.bgcsfoodservice.com and can be submitted at any time during the school year. **Meals must be paid for until your application is approved.** You will receive a response within 10 business days. **If your child received free or reduced meals last year, you must complete a new form for this school year before Sept. 20th.** There is a random verification process each year when you may be asked to submit proof of income. Free or reduced status is good for the entire school year, unless you are given a temporary status. There is no need to report a change in income to your school.

Control of Blood Borne Pathogens

See BOE Policy No. 8453.02

Control of Casual Contact Communicable Diseases

See BOE Policy No. 8450

Control of Casual Non-Contact Communicable Diseases

See BOE Policy No. 8453.

Custody

A current and complete journal entry (including judge's signature) specifying custody arrangements must be provided to the school office. The school is required to release children to either biological parent unless the office has a journal entry that specifies otherwise. If your child's residence changes during the school year, please notify the school office of the new address and telephone number immediately.

Dress Code

In general, the Board believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and the schools. Any form of dress or grooming, which attracts undue attention or violates the previous statement, is obviously unacceptable.

Requirements include:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, their dress and grooming will not disrupt their performance or that of other students or constitute a health threat to themselves or other students.
3. Dress and grooming will not be such as to disrupt the teaching-learning process.

Part of a student's total education is learning to dress appropriate and behave responsibly in a variety of situations. Research has shown a correlation between appearance and behavior, especially in a school setting.

Attendance at school and school-related functions is a specific situation that requires students to use good judgment. Bowling Green City School District students will dress in a manner that is appropriate to the school environment and in a way that does not cause disruption to the academic process.

The following guidelines will assist parents, students, faculty and administrators in determining appropriate

dress code standards for students attending school or school-sponsored activities.

General Guidelines:

1. Students, under parental supervision, maintain responsibility for their dress and personal appearance.
2. The Board of Education prohibits any dress or grooming that interferes with the cleanliness, health, welfare or safety of students or that disrupts the educational process by being distracting, indecent or inappropriate to the education process.
3. Sponsors and teachers of elective classes (such as vocational and arts classes) or elective activities (such as sports) may require more strict standards regarding dress and appearance for participants in their programs or activities.
4. Principals, with the assistance of faculty, are responsible for uniformly administering the dress code. A principal's decision is final.
5. The Board of Education reviews and modifies this policy annually to remain aligned with new fashion trends or dress accepted by the Bowling Green community.

Specific Guidelines :

Grooming Standards:

1. Hair must be clean, worn out of the eyes, and groomed at all times. Hair coloring and/or hair styles must not be extreme, distracting or disruptive (blue, pink, etc.)
2. Makeup must not be extreme or distracting and is discouraged.

Clothing Standards:

1. Shorts and skirts must extend to finger-tip length.
2. Students must wear shoes at all times. Slippers/bedroom shoes are not to be worn. All elementary students (K-6) must wear shoes with backs or straps and closed toes.
3. Shirts/blouses must not be low cut, off the shoulder or otherwise revealing. The following garments are not acceptable or permitted: tube tops, halter tops/dresses, strapless tops/dresses, backless tops/dresses, or tops/dresses which reveal the midriff.
4. Clothing may not be "see-through". Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
5. Lower garments are to be worn at waist level; if a belt is to be worn, it must be of proper length; undergarments are not to be exposed.
6. Students may not wear:
 - (Or carry) hats, coats, bandannas, headbands, sweatbands, or sunglasses to class.
 - Piercings that are extreme, distracting, or present a safety hazard.
 - Tank tops or muscle shirts
 - Clothing that contains or promotes hate, violence, profanity, vulgar, or negative messages.
 - Clothing that promotes, advertises, or relates in any way to the use of alcohol, tobacco, or drugs.
 - Clothing that contains sexually explicit or implicit language or pictures.
 - Biking pants without a cover-up
 - Spandex clothing including leggings without a cover-up to at least fingertip length.
 - Tattered clothing that reveals undergarments
 - Dog collars worn as jewelry.
 - Spiked jewelry of any kind.
 - Chains.
 - Gang or cult-related clothing and/or other items.
 - Hoods on sweatshirts worn up during school hours

Drugs / Alcohol

Possession and/or use of illicit drugs or alcohol are illegal. School Board policy is specific concerning illegal drugs or alcohol on school property and at school-sponsored activities off Bowling Green City

School property. It forbids pupils, school employees or adults to use, possess, attempt to possess, distribute or sell any drug, alcohol or look-alike drug.

Drugs / Counterfeit

No student shall possess, make, sell, offer to sell, give, package or deliver a counterfeit controlled or synthetic substance. A counterfeit drug is defined as: (1) A drug that bears a label or container that bears a trademark, trade name, used without authorization of the owner of rights of such trademark. (2) Any unmarked or unlabeled substance that is represented to be a controlled substance. (3) 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, color, labeling, packaging or price for which it is sold or offered for sale. (4) A synthetic drug that emulates a controlled substance.

Emergency Delays and Closings

If school is closed or the opening delayed because of inclement weather or other conditions, the school will notify the local TV (Channel 13, 11, and 24) and Radio Stations. Students and parents will also be notified by a pre-recorded message delivered to the telephone number on file. Parents and students are responsible for knowing about emergency closings and delays.

Emergency Contact Information

Please keep the school office updated with any changes concerning address, phone numbers or email. This information allows us to contact you immediately in the event of an emergency.

Equal Education Opportunity

The Bowling Green City School District provide an equal educational opportunity for all students. Any person who believes they have been discriminated against on the basis of race, color, disability, religion, or national origin should immediately contact the School District Compliance Officer:

Dawn Dazell

Human Resources Director

419-352-3576

Complaints will be investigated in accordance with the Board of Education Policy. Any student making a complaint will be protected from retaliation.

Field Trips

Throughout the school year, students will have a variety of opportunities to go on curricular, extracurricular, and co-curricular field trips. The purpose and destination may differ and will be determined by the sponsoring teacher or coach. The principal approves all field trips and the district may provide transportation. In some situations, the students may walk. Students are to follow the directions of the teacher or chaperone during the trip and misbehaviors will be referred to the Main Office for disciplinary measures. Also in these cases, future field trips may be denied.

Fire and Tornado Drills

Fire and tornado drills are practiced to help prevent injuries and deaths in case of an emergency. When the fire alarm sounds, students should walk from the building to their assigned areas outside the building. Each teacher will review and post the fire drill and tornado procedures within their rooms. Instructions for tornado drills will be handled in the same manner. All teachers will be assigned a designated area in the building to take their classes. Students are to listen carefully to and obey all instructions from any teacher or staff member during a drill. Failure to do so will result in a referral to the office.

Homeless Students

See BOE Policy No. 5111.01

Homework

The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

- A. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
- B. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- C. Assignments should involve application of knowledge, reinforcement of communication, research and other skills.
- D. Punishment assignments shall never be given.
- E. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- F. Denial of recess shall not be used as a punishment for incomplete or missing homework.
- G. The time limits for the completion of homework should:
 - 1. be reasonable and consistent with the nature of the assignments given;
 - 2. provide for interim appraisal of progress where assignments involve blocks of time;
 - 3. include a reasonable time for make-up of missed homework assignments and/or improvements based on teacher comments.
- H. Parents should be made aware of the District's homework guidelines as well as the way each of their child's teachers will be using homework as a learning activity.

Homework Policy— due to absence from school

When a student has missed at least three (3) consecutive days of school, the parent/guardian may call the guidance office at school to request homework. When a student has missed less than three (3) days of school, the student is instructed to contact their teachers directly.

Immunizations

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps or have an authorized exemption from State

immunization requirements. For the safety of all students, the Principal may remove a student from school or establish a deadline for meeting State requirements if the student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may deny admission to a student otherwise exempted from the Chicken Pox immunization requirement. Any questions should be referred to the School Nurse.

Injury and Illness

All injuries must be reported to the Main Office. If the injury is minor, the student will be treated and returned to class. If medical attention is required, the Main Office will follow the District's emergency procedures and attempt to contact the student's parent(s).

Any student who becomes ill during the school day should request permission to go to the office. An office staff member will determine whether the student will remain in school or go home. No student will be released without proper permission of the parent and/or a office staff member.

Internal Transfers and Open Enrollment Requests

Please contact the Administrative Offices at 419-352-3576 by April of each year if an internal transfer to a different elementary or enrollment from another district is desired for the following school year.

Interrogation of Students

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

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

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and they (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Leaving School Grounds

Leaving the school building or grounds is forbidden unless permission has been obtained from the office. Students who fail to check out through the office will be subject to disciplinary action.

Sexual Harassment

Sexual harassment whether verbal, physical or written will not be tolerated. Students may be subject to disciplinary action which may include Saturday School, suspension or expulsion as recommended by the principal. Sexual harassment is defined as an unwanted attention of a sexual nature from someone in school or at school activities that creates discomfort and/or interference with school activities. It can take the form of verbal abuse, such as insults, suggestive comments or demands; leering and subtle forms of pressure for sexual activity; physical aggressiveness such as touching, pinching, and patting,

lewd pictures, sexual jokes, attempted rape, or rape.”

Smoking / Smokeless Tobacco Policies

As of March 15, 2001 Ohio Revised Code Section 2151.87 declares the use or possession of cigarettes and/or tobacco products illegal for anyone under the age of 18 years of age.

Section 3313.751 of the Ohio Revised Code prohibits pupils of any age from smoking and/or using and/or possessing tobacco in any area under the control of a school district or at any activity supervised by any school operated by a school district. Lighters/matches and candles are not permitted on school property. Students will be suspended 5 days for the first offense, 5-10 days for the second offense, and expulsion may be recommended on the third offense. Students may be assigned to attend Tobacco Cessation Classes provided by the Wood County Hospital and referred to law enforcement authorities. This policy includes e-cigarettes.

Student Fines and Fees

Students will be provided with necessary textbooks for courses of instruction without cost. In accordance with State Law, BGCS charges specific fees for some materials used in the Course of Instruction. These include a general fee of \$20.00 for K-2 and \$30.00 for grades 3-5. Those families that are eligible for free lunches are excused from paying fees and those who qualify for reduced are required to pay half of the standard fee. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings and property. Fees may be waived for financial hardship. Failure to pay fines, fees, or charges may result in the withholding of grades, transcripts, and credit.

Student Fund-Raising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and community members providing they meet the rules of fundraising. Students may not sell any type of item or service without consent from the Superintendent. Student should not solicit items or donations door to door or in public places without parent supervision.

Student Records

Notification rights under FERPA

State and Federal law gives parents (and students over 18 years of age) certain rights pertaining to school records. They are:

- The right to look at your records
- The right to request changes in your records if you believe they are inaccurate, misleading, or they violate your privacy rights
- The right to let other people view your records; however, the law allows some people to view your records without consent (a school employee may view your records if they need information in the records to accomplish their job)
- The right to file a complaint with the U.S. Department of Education if you believe that the school violated your rights with respect to school records

Directory Information

Some of the information in your school record is not confidential and may be released without your consent. This information is known as “Directory Information”. Directory information includes the following: name, student images or likenesses in pictures, videotape, film, or other medium, dates of attendance, graduation date, major field of study, extracurricular participation, height and weight of team members, awards received, and academic work intended for publication of display.

If parents do not want information released, you must inform the Principal no later than September 15

of each year or within 30 days of receiving this annual notice.

Student Responsibilities

School rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow all staff members' directions and school rules. Students must arrive at school on time, to learn and participate. Adult students must follow all school rules. If residing at home, students should involve their parents in their educational program. Parents have the option of receiving information from the school by e-mail and by information through the school. Parents are encouraged to build a two-way link with their child's teacher(s) and voice their concerns when appropriate.

Students With Disabilities

See BOE Policy No. 2460

Technology

Bowling Green City School District Responsible Use Policy for Technology and Network Use

Technology tools and resources profoundly influence education, the workplace, and everyday life. Users of technology are challenged with discerning appropriate boundaries of use and recognizing potential risks of constantly emerging technologies. It is the Bowling Green City School District's intention to provide a framework of digital citizenship by which all technology users within the District will co-exist. This document establishes a standard of expected behavior of good digital citizens.

Elements of Digital Citizenship

I. Guiding Question: Does your behavior represent good work ethic and productivity?

A. Identify appropriate uses of technology

- **School Work.** Use of devices, network, and services is for school work and school-related purposes only. Students in grades 6-12 may use a personally owned device for school work as authorized by staff. All technology use is monitored and no privacy should be assumed. The District owns all data on the network and provided services.
- **Personal.** Use of school devices, network, or services for entertainment or social purposes is prohibited. Use of school technology resources for political, religious, or commercial purposes is strictly forbidden.
- **Separate work and personal.** BGCS staff and students are expected to use District provided and authorized accounts and services for school work and personal accounts for personal activities. Staff should limit online communication/interaction with students to BGCS provided or authorized services.
- **Access appropriate material.** While Internet access in District schools is filtered, it is possible that users might access inappropriate material deliberately or by accident. Users may not create, access, distribute or share information about unsuitable material. If a student encounters questionable material, he/she should exit the material and report the incident to the teacher.
- **Students should only use technology under teacher supervision.**

II. Guiding Question: Does your behavior diminish technology resources for other users in the District community?

A. Care for technology resources

- Leave resources in good working condition for next user.
- Report technical problems to teacher or Helpdesk so that problems can be fixed.
- Avoid any behavior that interferes with the operation of school technology and network services. Disconnecting, changing configurations, hacking, breaking, mishandling, or other alterations will be viewed as vandalism.
- Users must report any misuse of technology to a teacher or administrator.

B. Conserve resources

- Bandwidth. Our Internet and network bandwidth is shared among nearly 3500 users. Video, audio, games, and animations consume a large amount of bandwidth, limiting network and Internet speed for other users. Use only what is needed for educational purposes.
- Server space. Users have plenty of server space to store their school work. Only store files necessary to do your work and clean out obsolete files. Users may not store anything that is not directly related to their school work on school drives or school-provided services.
- Consumables. Please do not waste consumables (paper, ink, etc.). Create, edit, submit, and present electronically when possible. Only print portions needed and final products. Printing and copying is limited to school work. Personal use of school resources is not permitted.
- Energy. Turn off equipment when it will not be used again that day.

III. Guiding Question: Does your product improve knowledge and understanding?

A. Create responsibly

- Be sure projects and presentations shared with your classmates and with others in the online community contain well-documented, well-researched, accurate, and reliable information that is cited when appropriate.
- Proudly cite the work you have relied upon from other authors to build your knowledge base.
- Learn the difference between synthesizing from others' work and plagiarism. Never plagiarize.
- When publishing your own work online, include your first name, the date, and your grade level. When others find your work online they will know how to evaluate and cite it.

B. Communicate and collaborate effectively

- Use technology to collaborate in solving problems and creating products.
- Use technology as a tool whenever possible to create a polished, effective product.
- Keep in mind your potential audience (online or in-school communities) and purpose (to inform, to persuade, etc.).
- Communicate professionally using proper grammar, spelling, content and tone with classmates and staff.

C. Teach each other

- Remember that the work you learn, create, and share with others is more than "just a project"; it is a contribution to the body of knowledge from which the in-school and online community can learn and pass along.

IV. Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?

A. Safety

- Keep private or personal information offline.
- Be careful how you present yourself online. What you post may be viewed by anyone, including potential employers, etc.
- Treat others with kindness and respect.
- Protect yours and others' personal and professional reputations. High standards of online manner and conduct are expected from all users. Users should refrain from any behavior/ activities that would reflect negatively on themselves, others and/or the District.
- Create a positive environment. Bullying, harassment, intimidation, tricking, or any behavior which disrupts a safe and positive learning/working environment is strictly prohibited. Report abusive behavior to a teacher or administrator.

- Students will participate in Internet safety instruction integrated into the district's instructional program in grades K-12.

B. Security

- Protect your network accounts. Do not share usernames or passwords; do not leave an account unattended or allow others to use it. Always choose the sign out / logoff links instead of just closing windows.
- Create secure passwords with letters, numbers, and special characters.
- Only access your accounts and network locations. You may not use or access others' accounts. Do not access, modify, forward, or delete files created by another user without their permission.
- Be watchful to prevent viruses, spyware, and other malware from infecting the computer/network.
- Privacy of email or any electronic communication is not guaranteed and may become public information.
- Users are responsible for maintaining security of student information and other personally identifiable data and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations regardless of how information is accessed, transmitted, or stored.

C. Law and Ethics

- Users are responsible for following District rules and guidelines and state and federal law in their use of technology.
- Users will respect the ownership rights of work, ideas, or products and comply with plagiarism, copyright, and/or piracy laws. No illegal copying is permitted. Citing sources of information is expected.
- Users will not use technology devices for any type of academic dishonesty.

Telephones

Only school business calls should be made on the office phones. Teacher permission must be obtained to use phones. Cell phones are not to be used during school hours and will be confiscated with disciplinary action. Cell phones should be turned off and kept in bookbags. The school cannot be responsible for these items.

Textbooks

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. The student will be assessed for misuse, abuse or lost books.

Withdrawal / Transfer From School

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who otherwise withdraws from school will be reported to the Wood County Juvenile Court and Division of Motor Vehicles for suspension of their Driver's License if s/he is under eighteen (18) years of age.

Parents must notify the Guidance Office about plans to transfer their child to another school. School records, including records of suspension and/or expulsion, will be transferred within 14 days of the request.

Surveillance Cameras

Surveillance cameras are placed throughout the building, school grounds and on buses for safety purposes. Actions recorded on these cameras may result in disciplinary action.

Recess

All children will be provided the opportunity to participate in outdoor recesses unless excused by a doctor or if a teacher is conducting needed interventions.

Weather conditions ultimately determine if children go outside. Please dress your child properly for all weather conditions as your child will be outside whenever possible. When the air or wind chill temperature falls below 20 degrees, the school will typically plan for inside recess.

Recess Rules

Appropriate behavior must be observed during recess. Recess monitors supervise students during recess and will refer students to the office for serious misbehaviors. School personnel have the authority to limit activities/games as needed to ensure the safety of all students. The following are prohibited on the playground:

- Rough play (fighting or play-fighting, pushing, punching, kicking, hitting, biting, throwing anything at another individual)
- Bad language, profanity, or teasing
- Playing off-school property or in an undesignated area
- Sitting on the top bars of equipment
- Throwing stones, mud, snow or ice, etc.

Transportation

Bus Riders

In order to ensure the safety of students riding the buses, it is important that all passengers behave appropriately at all times. Students must follow the rules provided by the bus driver. All buses are equipped with video cameras.

Bus Student Responsibility

1. The bus driver is in charge of the bus and all students assigned to the route. Students must follow directions the first time they are given.
2. Students are expected to observe classroom conduct at all times while on the bus.
3. Students must leave and board the bus at the designated stop.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across. Students must go directly to the driver-designated place of safety and remain there until the bus has departed from the bus stop.
5. Students must maintain absolute quiet at railroad crossings and other times as specified by the driver.
6. Students are not permitted to bring on the bus items larger than those which can be held on the lap. State and Federal laws prohibits the transport of weapons, dangerous ordnance, animals, glass in any form, balloons, and flammable materials/liquids.
7. Bus passes will not be given for students to ride to alternative destinations.

Bus Parent Responsibility

1. Parents are responsible for the safety and discipline of students going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of pick up time. If the bus is delayed, parents should call the Transportation Department at 354-8509. Please take road conditions into consideration.
3. Parents will be financially responsible for any damage done to a bus by their children.
4. School district personnel do not enter into disputes involving parents and students prior to pickup or after returning to the bus stop.
5. Parents should contact the Transportation Director at 354-8509 with questions or concerns. The bus driver must adhere to a time schedule and will not be able to discuss issues during their route.

Bus Discipline Procedure

1. *First Violation.* The student is warned by the driver. The student's name is recorded by the driver.
2. *Second Violation.* A written record is made by the driver. The parent will be notified by the building principal. A student may be assigned a designated seat near the driver.
3. *Third Violation.* The principal is notified by the driver in writing. The principal can suspend the riding privilege for a designated period of time.
4. *Continued Violations.* The third violation process is repeated.
5. A driver can request that a student be suspended from the bus for repeated minor misbehavior such as refusal to follow directions.
6. Major violations may result in bus/school suspensions, even if it is a first time violation.

Bus Suspension Appeal

A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the building principal within 24 hours of receipt of notification of suspension.

Walkers

The school provides crossing guards to assist students in safely crossing streets as they walk to and from school. We ask for your help in the following ways:

1. Remind your child to cross the street where there is a safety patrol crossing guard.
2. Discuss with your child that safety patrol are on duty for safety reasons and to provide help. Students are expected to follow the instructions of the safety patrol.
3. Emphasize with your child the importance of traveling directly to and from school, using sidewalks, and respecting private property.

ACCIDENT & MEDICATION

First Aid and Injuries

School personnel are not authorized to provide **medical services** other than minimal first aid. The **parent/guardian** will be **contacted** whenever there is a question of treatment or if a child becomes seriously ill or injured. It is essential to be able to contact a parent or emergency contact by phone during school hours. Inform your emergency contacts that they have been identified for this role. The information you provide on emergency medical forms and other forms is very important.

Please keep contact information updated. Emergency phone numbers must be different from your home phone number. Please notify the school of any changes to your phone or address information so that you can easily be located in an emergency.

In the event of a serious situation requiring immediate medical attention in which a parent cannot be reached, the child will be taken to the hospital designated on the emergency medical form or to the nearest hospital for treatment. Parents who object to medical aid must make this known to the school office and to the child's teacher. It is **essential** that any health problems or allergies a child may have be shared with the teacher, the school office, and the cafeteria supervisor if a food allergy exists..

Medication

All prescription or over-the counter (aspirin, cough drops) medication that a student needs to take while at school must be brought to school by the parent and will be kept in the school office. A *Medication Form* must be completed by the parent and a physician and submitted with the medication. Forms are available in the school office. All medications must be in their original containers. Medications not picked up at the end of the school year will be discarded. If your child needs to carry an inhaler or epinephrine auto-injector, contact the school office for special

instructions.

Accident Insurance

If you are interested in information regarding accident insurance, please visit our webpage at: www.bgcs.k12.oh.us. You may access the form via the “links” box in any of the individual schools with the “Schools” tab.

Visiting The School

We encourage parents and community members to visit classrooms to observe what our students are doing. Please report to the school office when entering to receive authorization before going anywhere in the building. Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Visitor Guidelines (including parents)

- Visitors must report to the office, provide identification, and sign in.
- Visitors must indicate their purpose for visiting, whom they wish to visit, and length of visit.
- Visitors wishing to observe classrooms must seek prior approval with the principal.
- The administration reserves the right to deny visitation to anyone.

Deliveries to Students

Gifts such as flowers, balloons, stuffed animals, etc., are discouraged. We encourage you to save these types of deliveries for home since it is sometimes difficult for students to transport them home after school.

Student Records

Notification of Rights under FERPA

Parents have a right to review their child’s school records. If you would like to view your child’s records, please contact the principal. There is a written form that must be completed in order to review records.

Volunteers

We have many activities which may require helping hands. Please consider volunteering in a classroom, library, office, and/or for a field trip. The P.T.O. invites you to participate in its many functions, fund raising efforts, and community partnerships. Your time is greatly appreciated. By becoming a volunteer, you not only assist in your child’s education, but you also become a positive role model for all Bowling Green children.