

AKRON ELEMENTARY SCHOOL STAFF

ADMINISTRATION

Mr. Brian Christensen	Superintendent
Mr. Ed Lundquist	Principal
Mr. Shawn Randel	Dean of Students
Mrs. Britney Weers	Guidance Counselor
Mrs. Stephanie Woods	Jr. High/High School Secretary
Mrs. Meghan Camacho	Elementary Secretary

FACULTY

Mrs. Annette Blake	Pre-School
Mrs. Laurie Travis	Kindergarten
Mrs. Anita Poss	Kindergarten
Mrs. Christine Bowin	First Grade
Ms. Kelsey Eggers	First Grade
Mrs. Megan Reid	Second Grade
Ms. Samantha Cure	Second Grade
Mrs. Heather Weis	Third Grade
Mrs. Carol Spahr	Fourth Grade
Mrs. Mona Merrill	Intermediate
Mrs. Linda Campbell	Intermediate
Mrs. Kilee Vogt	Intermediate
Mr. Kevin Hall	Intermediate
Mrs. Kille Randel	Intermediate
Mrs. Lindsay Gilbert	Physical Education
Ms. Sue Brent	Vocal Music
Ms. Rachel Lowry	Instrumental/Vocal Music
Mrs. Misty Miller	Librarian
Mrs. Peggy Dreher	Special Education
Mrs. Tamra Ray	Special Education
Mrs. Daneen Jostes	Title I

PARAPROFFESIONALS & INTERVENTION TUTORS

Mr. Lain Bernhardt	Ms. Luanne Brush	Mrs. Bobbi Christensen
Mrs. Patty Denbo	Mrs. Maura Hernandez	Mrs. Glenna Hill
Mr. Kent Jostes	Mrs. Kelle Kile	Mr. Rick Kraich
Mrs. Janet Mendoza	Mrs. Stephanie Ricker	Ms. Jacquelyn Thomas
Mrs. Colleen Watson	Mrs. Angela Wylie	

LUNCHROOM PERSONNEL

Mrs. Karen Walker	Head Cook
Mrs. Tawnia Davis	Cook
Mrs. Iris Clarkson	Cook

MAINTENANCE

Mr. Randy Arnold	Maintenance Manager
Mr. Cody Jones	Maintenance
Mrs. Delinda Davisson	Custodian
Mrs. Shirley Rudnik	Custodian

BUS DRIVERS

Mrs. Nancy Bullard

Mr. Ron Eskew
Mrs. Christa Vasquez
Mrs. Angela Wylie

Transportation Director
Driver Route 2
Driver Route 1
Driver Route 3
Driver Route 4

SUBSTITUTE BUS DRIVERS

Mr. Randy Arnold

Mr. Brian Christensen
Mr. Justin Wylie

Mr. Jeff Gerst

FACILITY USE

Community use of facilities is always encouraged. Please contact the office to obtain a form for facility use. After logging in all pertinent information, the form is then signed by the building principal and the superintendent. After the date is placed on the district calendar, a copy of the form is returned to the event sponsor. The floor(s) should be swept and room(s) should be inspected after use.

NONDISCRIMINATION/EQUAL OPPORTUNITY

File: AC-E

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, Akron School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age marital status, disability or handicap in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Inquiries concerning title VI, Title IX, section 504 and ADA may be referred to Bryce Monasmith, 600 Elm Avenue, Akron, Colorado 80720 (970) 345-2268, or to the Office for Civil Rights, U.S. Department of Education Region VII, Federal Office Building, 1244 North Speer BLVD., Suite 310, Denver, Colorado 80204 (303) 844-2291.

CALL TO ACTION

This is a special message to parents, guardians, and caretakers of our students. The administration, faculty, and staff of Akron Schools are committed to the community's "Call To Action" for all children and families in Washington County. The "Call To Action" is for the well being of all children and youth. Per mandatory reporting requirements, as well as our commitment to children, we will be referring any child suspected of maltreatment to Washington County Department of Human Services. They are able to provide supportive services and resources to the families in our community. If you have questions, please feel free to contact the superintendent and or/principal.

INFORMATION FOR PARENTS

AKRON ELEMENTARY SCHOOL
BRIAN CHRISTENSEN, SUPERINTENDENT
ED LUNDQUIST, PRINCIPAL
SHAWN RANDEL, DEAN OF STUDENTS
MEGHAN CAMACHO, SECRETARY
(970) 345-2266

AKRON SCHOOL DISTRICT NO. R-1
2016-2017 CALENDAR

Wednesday, August 17 - 23, 2016	Inservice Days – All Staff
Wednesday, August 17, 2016	Registration
Monday, August 22, 2016	Back to School Night
Wednesday, August 24, 2016	First Day of School
Monday, September 5, 2016	Labor Day-No School
Thursday, October 6, 2016	Individual School Pictures
Thursday, October 6, 2016	Parent/Teacher Conference (3:30 – 7:30)
Friday, October 7, 2016	Parent/Teacher Conferences-No School
Monday, October 10, 2016	Columbus Day - No School
Monday, October 17, 2016	BOCES Inservice – No School
Friday, October 21, 2016	End of 1 st Qtr.
Friday, November 11, 2016	No School
Monday, November 14, 2016	BOCES Inservice – No School
Wed.-Fri., November 23-25, 2016	Thanksgiving Vacation – No School
Tuesday, December 20, 2016	Finals – End of Semester
Wed., Dec.21, 2016 – Tues., Jan. 3, 2017	Holiday Break – No School
Wednesday, January 4, 2017	School Resumes
Monday, January 16, 2017	BOCES Inservice – No School
Friday, February 17, 2017	Vacation – No School
Monday, February 20, 2017	President’s Day – No School
Thursday, February 23, 2017	Parent/Teacher Conference (3:30 – 7:30)
Friday, February 24, 2017	Parent/Teacher Conference – No School
Monday, February 27, 2017	BOCES Inservice – No School
Thursday, March 9, 2017	End of 3 rd Quarter
Friday, March 10, 2017	No School
Mon.-Fri., March 13 – 17, 2017	Spring Break – No School
Monday, March 20, 2017	School Resumes
Friday, April 14, 2017	Good Friday – No School
Tuesday, May 16, 2017	8 th Grade Continuation
Thursday, May 18, 2017	Last Day of School – Release @ 1:00
Friday, May 19, 2017	Teacher Inservice – No School
Sunday, May 21, 2017	High School Graduation

SCHOOL HOURS

First Bell – 7:55 AM
Tardy Bell – 8:00 AM
Dismissal – 3:30 PM

GETTING ACQUAINTED WITH AKRON SCHOOLS

SCHOOL HOURS:

Breakfast is served at 7:30 AM in the Cafetorium, this is the time that students are allowed in the building. Students must go to the Cafetorium, even if they are not eating, at this time.

We are requesting that students not arrive before 7:30 AM. Special consideration will be made for those students who need to arrive early for special help from their teachers or those who live a great distance from the school and catch rides with their parents going to work—especially during bad weather.

The school provides no supervision on the playground before the First Bell at 7:55 AM. **Please, do not send your child early in the morning.** No supervision is provided after dismissal at 3:30 PM.

There will probably be some days that you will be late arriving. A quick note from the parent to the teacher explaining this fact will help. Continued and frequent tardiness will result in lost time for instruction and disruption when entering class.

The Primary (Preschool – 3rd) Grades will not be releasing their students until 3:25 PM. Therefore the main entrance doors will not unlock and/or parents will not be permitted to enter the school until that time. If you need to pick your child up early please use buzzer to be let in and the secretary will call the student to the office for you, so you may leave at that time. This will help minimize the distractions at the end of the day for all students and teachers.

The Intermediate, Jr. High, and High School will not release until the last bell rings at 3:33 PM.

PLEASE PLAN YOUR HOME SCHEDULE IN SUCH A WAY THAT CHILDREN WILL KNOW WHEN THEY LEAVE IN THE MORNING AND WHERE THEY ARE TO GO AFTER SCHOOL!

SCHOOL PICTURES:

Individual student pictures are scheduled for Thursday, October 6, 2016. Parents will have the opportunity to purchase a package of these pictures if they so desire.

IN A CRISIS YOUR TELEPHONE NUMBER IS IMPORTANT!

From time to time emergencies arise. Children become ill while at school and once in a while someone will get hurt. At such times, it is urgent that we get in touch with you. In order to do this our records must be up-to-date. Please, make sure that we have your current phone number on file in the office. If your number or address changes any time during the school year, please call the office to update the record or email the secretary at mcamacho@akronrams.net.

DISPENSING AND/OR ADMINISTRATION OF MEDICATION:

Schools are required to follow certain protocol when students take medication at school. This protocol will apply to both prescription and non-prescription drugs:

Prescription Medications: (A) **Will be given only with the parent or guardian's written request and permission;** (B) **Will be given only on the written authorization of a physician;** (C) **Will be provided by the parent in an individual pharmacy labeled bottle for the student who is to receive it;** (D) Will be recorded by the school personnel who assists the student to take the medication. This record states student's name, medication, dosage, time taken, and the school person's name assisting the students.

Non-prescription Medications: (A) **Will be given only in accordance with written protocol specific to each medication and with written request by the physician and the parent or guardian** – such medications might include: acetaminophen (e.g., Tylenol), antacid, antihistamine, topical ointments or cough drops; (B) **Will be provided by the parent or guardian in a pharmaceutical company labeled bottle;** (C) Will be recorded by the school personnel who assist the student to take the medication. This record states student's name, medication, dosage, time taken, and school person's name assisting the student.

No medications of any type will be given without the proper paper work.

HEAD LICE NOTIFICATION AND PROCEDURES

Upon notification of the existence of head lice in a classroom the procedure used will be to (1) notify personnel, and (2) notify all parents at the grade level by letter. If there should be three incidences at any grade level, a head check will be completed at that grade level.

If your child is infected, please complete the procedures for treatment. At Akron Elementary/Junior High students must be nit and lice free to return to classes. After you have treated your child, call Washington County Clinic at 345-2262 or Akron Clinic at 345-6336 to ask for a free head check. After your student is checked they will issue you an admittance slip back to school. Bring that slip to the office on the day your student returns to school.

LUNCH AND BREAKFAST PROGRAM:

File: EFC

Lunch and breakfast will be served every day of school. The costs are as follows:

PS through 6th grade lunch -- \$2.15 per day, \$10.75 per week, or \$43.00 for 20 days.

Milk is available for snack time for \$.35 per day or \$7.00 for 20 days.

7th through 12th grade lunch -- \$2.30 per day, \$11.50 per week or \$46.00 for 20 days.

Visitors lunch -- \$3.50 per lunch. Payment may be made in the lunchroom.

Breakfast – Students PS-12 -- \$1.25 per day, \$6.25 per week, or \$25.00 for 20 days.

Visitors Breakfast -- \$2.50 per meal

The Akron School District lunch program is a prepay program. This means lunches are paid for before students participate. Students will not be allowed to charge in excess of five (5) lunches. After five charges, students will be expected to bring a sack lunch to school. This policy is not intended to cause a hardship for anybody. There are provisions for free or reduced price lunches for students. There is an application in the registration packet. Please complete and return to Mrs. Camacho. If you have a special problem you will be expected to make a personal request to the building principal.

Students who bring a sack lunch may purchase milk when they go to lunch.

If a student has money left in his/her account at the end of the school year they may leave it in the account for the next school year or request a refund. If a refund is requested, it will be in the form of a check mailed to the parents during the summer.

Breakfast will be served from 7:30 AM to 7:55 AM, if your student wants to participate in the breakfast program they must be here before 7:55 AM.

Parents who wish their student(s) to eat off campus with them should come to the office to check out the student(s). The Elementary and Jr. High School will operate as a **closed campus** to further the regulations for safe schools.

PEANUT FREE SCHOOL

The Akron Board of Education approved a **Peanut Free** School procedure during their regular board meeting. This means that peanuts and products containing peanuts and peanut oil are not allowed in the school at any time.

IT'S A PRIVILEGE:

Parents should help their children understand that eating in the school cafeteria is a privilege, which they must earn by their behavior. Students are expected to honor the following rules:

- A. Talking in a reasonable voice is permitted between members at a table but not with students at other tables.
- B. Once seated for lunch, students are expected to remain seated until leaving.
- C. Junior high and senior high students must sit in their designated areas.
- D. Students are asked to clean their own place before leaving.
- E. Students are expected to pick up food that is dropped.

SCHOOL CLOSING:

File: EBCE

If school must be closed or dismissed early because of severe weather, an announcement will be made over radio station KOA, 850 AM, Denver, the stations KSTC, 1230 AM, KNNG, 104.7 FM, and

KPMX, 105.7 FM in Sterling, KSIR, 1010 AM, in Ft. Morgan, KATR, 98.3 FM in Wray, KNEC, 100.9 FM in Yuma and television stations 2 News, KWGN and Channel 4 KCNC in Denver. We will also attempt to make a broadcast call/text to parents/guardians by 6:00 AM if possible. If school is canceled or to be dismissed early because of weather, all school activities scheduled for that day will also be canceled.

We will use a broadcast calling system to inform parents/guardians if school is to be dismissed early due to inclement weather. A form will be provided at the time of registration, and this must be complete and signed by the parent if you do wish to be called in cases of school being closed for the day or early dismissal.

Although we will attempt to call you, the students will be sent home regardless of whether the call was completed. Please leave instructions with your children and the homeroom teacher if you have alternate plans in case we are unable to reach you by telephone. As you realize, the telephone service is unpredictable during severe weather so these calls do not take the place of the announcements over the radio.

LOCKER RESPONSIBILITIES/SCHOOL PROPERTY

File: JIH

Each Kindergarten through 8th grade student is assigned an individual locker or cubby. Individual locks are not permitted on any locker.

The school seeks to maintain a climate in the schools that is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

DEFINITIONS:

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience that search of a particular person; place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, cleanouts, access for maintenance and search pursuant to this policy.

The principal or designee may search a desk, locker or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the student's person may be conducted according to policy JIH.

All searches shall be conducted according to board policy JIH available in building and district offices or online at www.akronrams.schoolwires.net.

VISITORS TO SCHOOL:

File: KI

Parents are encouraged to visit school at any time, and we extend a special invitation to you to visit during open house, programs, etc.

In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors will have to be admitted into the school by a school administrator. Visitors shall report to the school office, show proper identification and reason for being there. This will not apply when parents/guardians have been invited to a classroom or assembly program.

Any person, other than a parent or grandparent, must receive special permission from the office before visiting classrooms. Students enrolled in another school district are not allowed to visit classrooms but are very welcome to eat lunch with our students.

STUDENT ORGANIZATIONS

File: JJA-1

Schools in the district may encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program.

The principal is responsible for determining whether the purpose of a student organization is related to the curriculum.

The principal will follow policy **JJA-1** available in the school and district offices.

SURVEYING STUDENTS

File: JLDAC

Except as otherwise required by law, students shall not be required to submit to a survey, analysis, or evaluation related to curriculum or other school activities that is intended to reveal information, whether the information is personally identifiable or not concerning the student or the student's parents/guardians, without written parental consent.

School personnel responsible for administering any such survey, analysis or evaluation shall give written notice at least two weeks in advance to the student's parent/guardian or the eligible student (student 18 years old). The notice shall offer to provide the following written information according to policy JLDAC.

Parents/guardians and eligible students (students 18 years of age) shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

Parents/guardians and eligible students (students 18 years of age) have the right to review, upon request, any survey, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party.

Any survey, analysis or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

STUDENT RECORDS:

The district will comply with all rights for students and parents listed in school board policy **JRA/JRC, JRCA** for student records, release of information on students, and for the Family Educational ("FERPA"). These policies are in each school and district office.

STUDENT USE OF INTERNET & ELECTRONIC COMMUNICATION: File: JS

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skill, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The District believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the district. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The District acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the District. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and

electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

FAMILY LIFE/SEX EDUCATION/HIV/AIDS EDUCATION:

Exemption from a specific portion of the Health Program or Family Life/Sex Education curriculum may be obtained by calling the principal and/or viewing Policy **IHAMB-R. & IHAMC**

PROGRESS REPORTS/ GRADING/ASSESSMENTS SYSTEMS: **File: IKAB**

Conferences: You are encouraged to contact your child's teacher at any time concerning your child's progress. We ask, however, that you contact the teacher either before or after school or during his/her planning period. Interrupting a teacher during class time interferes with the learning of all children. There are 2 Parent/Teacher Conference scheduled throughout the school year; please call the office at 345-2266 to schedule a meeting time for your student's teacher(s).

Report cards: Report cards will be sent home with each K-6 child after each nine-weeks grading period. Junior High and High School report cards will be issued at the end of each semester.

Failure or poor performance notices are mailed to parents of Junior High and High School students each week.

Grading Scale:

90-100	A
Below 90-80	B
Below 80-70	C
Below 70	No Credit

Additional assessments in the classrooms may include but are not limited to AIMS WEB, AR, DIBELS, BEAR, and TCAP.

IMMUNIZATION: **File: JLCB**

The Colorado School Entrance Immunization Law requires all students to provide proof of immunizations to attend school or childcare. Your child's immunization record must be presented by the first day your child attends school.

If a student does not have all the required immunizations, the school will notify the parent/guardian. Parents have 14 days to show documentation that the next required immunization has been given and to complete a written plan for completion of any additional required immunizations. You may contact your physician, county health department or public health nursing service to obtain the required immunizations. **File: JLCB-R**

Please contact school personnel if you would like to obtain a personal, religious or medical exemption. The statement for exemptions is on the Certificate of Immunization and must be signed by the parent guardian or physician.

LIBRARY BOOKS:

Library books and reference materials are available for students to check out and take home. Reading at home every day is encouraged. Each student is assigned a library number to use with the automated checkout system. Selected reference materials are checked out for overnight only. Regular library materials have a two-week loan period. Books may be renewed for two additional loan periods. Overdue fines are not charged at this time. Lost material will be charged for at current replacement prices and damage assessments will be charged if a book is returned with more damage than what is incurred through everyday use.

TEXTBOOKS:

Textbooks are furnished by the school. Textbooks that are lost or damaged are subject to a fine.

IN AND OUT DAYS:

Students are usually sent to school dressed appropriately for the morning weather conditions. Due to the quick changes in the weather we determine hour by hour if it is suitable to go outside for the recesses. If the students are informed it is an "in" day, they will be sent back to their classrooms after lunch.

FIELD TRIPS:

School sponsored field trips are used to supplement regular classroom work. Written permission to take children on these trips is necessary and required. In some cases, money is collected to defray the cost of admission or fees for the activity.

SCHOOL PHONE:

Please keep in mind that the school phone is a business phone. We discourage you from calling students at school except in case of emergency. Students will not be called from classes except in case of emergency. Students will be allowed to call out only for emergencies or upon the discretion of the principal. Forgotten assignments, supplies, equipment, or band instruments do not qualify as an emergency.

STUDENT INSURANCE:

Akron School District R-1 does not offer any school plan for student insurance. Parents or guardians must certify that they have an insurance policy to cover any injuries that the boy/girl might receive while participating in our athletic program BEFORE the boy/girl will be allowed to participate. The School District does not assume any responsibilities for injuries.

STUDENT ASSIGNMENTS:

Students will be informed of their classroom assignments at registration. A birth certificate and immunization record or signed exemption is required for all students entering the Akron school for the first time.

PRE-SCHOOL/KINDERGARTEN ATTENDANCE:

Kindergarten (those students who were five on or before June 1st) will attend school every day all day. Pre-school students (those four on or before June 1st) will be in school all day Monday-Thursday. Pre-school students who do not qualify for CPP will be required to pay \$200.00 per month tuition all year plus lunch and milk/juice fee.

COMMUNICATION TO PARENTS:

On Fridays, or the last day of the week we will email a newsletter to parents describing the coming week's events and the past happenings of interest. The newsletter will also recognize our students (and staff) for special achievement.

Notes of special interest will be sent home as the need arises. Encourage your children to bring these notes home promptly. Please read them carefully each week to keep up-to-date on what's happening here at school.

LOST AND FOUND ITEMS:

A "lost and found" box is located in the main floor office of the school. Articles of clothing, lunch boxes, and miscellaneous items are to be delivered and recovered there; when the lost and found box is full it will be moved out into the entry way. If you or your child loses an item please call 345-2266 or come to the office to claim. Money, purses, wallets, watches, and other valuable items are to be turned into the offices. Students are urged to make prompt inquiry concerning such items.

TRANSFER OR WITHDRAWALS:

Children transferring or withdrawing from school must be cleared through the school office. Please notify us as soon as you are aware that you will move so that we may make the necessary arrangements.

MAN’S BEST FRIEND:

Dogs love the companionship of children and we frequently have dogs visit our playground. Unfortunately, even the gentlest dog may become excited with so many eager children. Such an animal is potentially dangerous, so please help us by being sure your pet is secure at home.

STUDENTS EXPRESSION OF RIGHTS:

File: JB

Students are constantly welcome to visit with instructional staff and administration regarding concerns and rights.

Every student of this school district shall have equal educational opportunities regardless of race, color, sex, religion, national origin, marital status, disability or handicap.

Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school district shall treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

File: JBA/JBA-E

Mr. Brian Christensen, Superintendent of Akron R-1 School District, is the Title IX compliance officer and is responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations, including the development of all necessary procedures and regulations.

All students shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the district. Grievance procedures for sexual harassment are set forth in JBB*-R. All other complaints regarding sexual discrimination shall be filed with the Title IX compliance officer.

SEXUAL HARASSMENT:

File: JBB*

The district recognizes that sexual harassment can interfere with a student’s academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment may be verbal, non-verbal, or physical. If a student feels sexual harassment has taken place the students are encouraged to report all incidences of sexual harassment to a teacher, counselor, or principal in the elementary building and file a formal grievance. All reports shall be forwarded to the grievance officer, appointed by the Superintendent. All matters involving reporting shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect grades.

All students and district employees shall receive annual training related to recognizing and preventing sexual harassment. The age of the students shall be taken into account when dealing with reports.

Students and parents are welcome to read the entire policy on file in the principal's and district office under file JBB and JBB-R.

GRIEVANCE PROCEDURE:

In the event that a student, parent or other interested party does not agree with a decision or practice followed by the Akron School District R-1, the involved party should follow the established chain of command, 1) The issue needs to be discussed with the involved faculty or staff member. 2) The building principal should be notified. 3) The superintendent. 4) All school board issues should be brought to the superintendent for agenda approval prior to the monthly school board meeting. Most issues should be resolved in the first two steps of the process. Those requiring Board action need to continue with steps 3) and 4).

PARENT RESPONSIBILITIES:

Education takes place when the home environment supports nutrition, adequate rest, completed school assignments, and punctual daily attendance. Parental support of your child and school is an integral part of all education.

ADMINISTRATIVE RESPONSIBILITIES:

Students can expect an organized, respectful community in which to advance academically. Administrators support those positive learning procedures that prepare students for life experiences.

TEACHER RESPONSIBILITIES:

Teachers provide effective instruction and an optimal learning environment that includes positive expressions of wants and needs backed up with positive action, free of "put downs" and abuse of rights.

STUDENT RESPONSIBILITIES:

Students can help create a positive environment by doing only those things that are productive to the safety, welfare and learning of themselves and others.

- Disposing of trash properly
- Using proper bathroom etiquette
- Using good manners
- Demonstrating respect for others
- Keeping hands and feet to self

AKRON TITLE 1 GOALS:

1. Our main goal is to promote life-long readers and life-long learners.
2. Our program is a combination of pullout and in-classroom programs.
3. Students may receive Title 1 assistance through test scores, teacher nomination, or parent nomination.

TIPS FOR PARENTS:

Many times, parents have asked what they can do to help their children during the school year. The following suggestions are offered:

1. Wearing apparel and other personal property should be clearly marked with the child's name.
2. Weather conditions should determine a child's wearing apparel.
Playgrounds require boots even after the snow is gone.
3. Help your child learn respect for other people's property. This includes school property.
4. Your child will be pleased if you show an interest in his/her progress by looking at the schoolwork that is brought home.
5. We believe good manners are important both at home and in school.
6. Your child needs adequate rest and sleep. A definite schedule for going to bed and getting up is important.
7. Articles, which are a hazard to the safety and well being of others, should not be brought to school including skateboards.
8. If articles of great value are brought to school, the student should leave them in the office when not in use.
9. Set aside time during the day or evening for your child to practice and enjoy reading. Research has shown that the better readers practice the skill daily.
10. Remember, the reading curriculum at school is a base or place to start and that the books read at home or in the library are equally important.

DISTRICT DRESS CODE:

File: JICA

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. We recognize that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

- Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

The grooming and dress of all students shall be neat and clean with continued pride in self, school, and community shall be stressed. In addition, reasonable and proper standards as determined by the building principal. This will cover any items not a part of the Student Dress Code.

The students and parents are charged with the primary administration of the code. The teacher will deal with students coming to school in violation of the above code. If the violation is not corrected with reasonable promptness or satisfaction, the student will be sent to the building principal. The principal shall see to it that the student dress code is adhered to or proper disciplinary action taken.

Penalties for violation of the Dress Code will be assessed in accordance with the school's Discipline Rubric #7.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or

expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.

4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Bare feet.
6. Ragged or severely torn garments.
7. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
8. All haircuts to be kept neat and clean, and comply with the health standards set by the County Health Department. No beards or mustaches allowed.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

STUDENT ABSENCES AND EXCUSES:

File: JH

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if compulsory attendance age, attends school.

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the principal. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be **two (2)** days allowed for make-up work for each day of excused absence. *Should a student be gone for 2 or more days the accumulation of make-up days will not exceed one day more than the amount missed.*

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit (up to 70%), which is the consequence for an unexcused absence. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) during any school year. It is the **parental responsibility** to contact the school if/when their student is not in attendance. If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered to be truant. A "habitual truant" shall be defined as a student who has four unexcused absences from school or from class in any one-month or 10 unexcused absences in any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

Parents/guardians shall be required to acknowledge awareness of their obligations to ensure children attend school and shall furnish the school with a telephone number or other means of contacting them during the school day.

Attendance Guidelines: Each time an absence is recorded, the office will attempt to call home. If you receive such a call, contact the school office as soon as possible to verify the absence. Protocol for progression of absences will be administered at the following points:

- Letter home at 4 absences per class
- Letter home at 8 absences per class
- Possible parent/guardian meeting
- Letter home at 10 absences per class

- Referral to truancy court

Exception can only be made with the principal's approval and will only be made in extreme circumstances. Parents/Guardians must verify ALL absences by telephone or written note, no matter the child's age. Parents/Guardians should contact the office if a student arrives late or leaves early. Communication with the school is vital. Types of absences are as follows:

EXCUSED – Do not count toward the 10 absences. These include the following: illness with a doctor's excuse, appointment for orthodontist or doctor (with paperwork) and funerals.

ACTIVITY – Do not count toward the 10 absences. These include absences due to a school-sponsored activity (i.e., school-sponsored field trips, music concerts, sports trips, speech contests, etc.)

PRE-ARRANGED – Do not count toward the 10 absences. These include appointments, organizational activities, other scheduled events or extended planned absences written or verbal communication should be made to the appropriate office by the parent/guardian (or sponsor) at least **two days prior** to the date of the absence and student should attain a form for all teachers to sign off on. The form should be returned to the office prior to leaving for the event. School work and tests should be made up on the day the student returns for full credit.

TRUANCY:

File: JHB

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitually truant" child shall be defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one-month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

If a student is at risk of being habitually truant, the school and parents/guardians will work together to develop a plan.

Parents are notified on the medical emergency form that it is their obligation to ensure that all children of ages 6-17 shall attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations. A phone number is required or other means of contacting during the school day.

VIOLENT AND AGGRESSIVE BEHAVIOR

File: JICDD

Please discuss with your student(s) the following items about violent and aggressive behavior. It is very important that all of us realize these types of behavior cannot be present in Akron Elementary and Junior High School. The behaviors categorized as violent or aggressive will not be tolerated and shall result in immediate action.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a weapon – as described in the district's weapons policy
2. Physical assault – the act of striking or touching a person or the person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse – indicates, but it not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation – an act intended to frighten or coerce someone into submission or obedience.
5. Extortion – the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying – any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the district’s bully prevention and education policy.
7. Gang Activity – as described in the district’s secret societies/gang activity policy.
8. Sexual Harassment – as described in the district’s sexual harassment policy.
9. Stalking – the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance – A serious act or instance of defying or opposing legitimate authority.
11. Discriminatory Slurs – insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, sex, sexual orientation, religion, national or ethnic background or handicap.
12. Vandalism – damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism – a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

BULLY PREVENTION AND EDUCATION

File: JICDE

The district supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Akron Elementary School has implemented a plan entitled “Bully Proofing Your School”. We believe this program will add to the continued safety of our school.

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

SCHOOL RELATED STUDENT PUBLICATIONS

File: JICEA

The District encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board Policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

Policy JICEA-R on file in the office discusses the School Publications Code.

USE OF CELL PHONES AND PAGERS:

File: JICJ

At certain times it may be necessary for a student to have a cell phone. If this is necessary, please advise the office and the teacher.

Students may carry cell phones and pagers but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips. In these locations, cell phones and pagers may be used only during emergencies.

Violation of this policy will result in disciplinary measures and confiscation of the cell phone or pager. Confiscated cell phones and pagers shall be returned to the student only after a conference with the parent/guardian, student and school personnel.

All Emergency communication is to be channeled through the office.

STUDENT/COMMUNITY DISTRIBUTION OF NONCURRICULAR MATERIALS

File: JICEC

Students shall be allowed to distribute noncurricular written materials on school property subject to restrictions on time, place and manner in distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Prior to the display or distribution in the school environment, students/community members are asked to present material to the building principal for preview. If the material is satisfactory, initialing for distribution or display will be given.

Any material in any media containing expression, which is obscene, libelous, slanderous or defamatory, shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board or district policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threaten violence to property or persons in the judgment of school official, shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such material unless authorized as a school-sponsored activity.

STUDENT EXPRESSION OF RIGHTS

File: JICED

For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school. This restriction includes, but is not limited to expression which is: obscene, libelous, slanderous, defamatory, or otherwise unlawful under state law, profane or vulgar, false as to any person who is not a public figure or involved in a matter of public concern, creates a clear and present danger of the commission of unlawful acts, the violation of unlawful school regulations, or the material and substantial disruption of the orderly operation of the school, violates the rights of others to privacy, threatens violence to property or persons, attacks any person because of race, color, sex, age, religion, national origin, disability or handicap, tends to create hostility or otherwise disrupt the orderly operation of the educational process, advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol.

Violation of this policy shall result in disciplinary action against the student consistent with district student discipline policies.

SECRET SOCIETIES/GANG ACTIVITY

File: JICF

The school desires to keep district schools and students free from the threats or harmful influence of any group or gangs, which advocate drug use, violence or disruptive behavior.

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

TOBACCO FREE SCHOOLS:

File: ADC

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacher ages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Disciplinary measures for students who violate this policy will follow the discipline rubric for violation # 11. This is classified as a step #5 in our school. Please read the suspension procedures for first, second, and third offenses for step #5. In accordance with state law, no student will be expelled solely for tobacco use.

Policy ADC is on file in the elementary and district office.

DRUG AND ALCOHOL USE BY STUDENTS:

File: JICH-R

Akron School District R-1 shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not take in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The procedure for alcohol or drug-related misconduct is listed in the discipline rubric #23 and #24 and in district policy **JICH-R** available in the school or district office.

WEAPONS IN SCHOOL

File: JICI

Possession and/or use of a weapon by students are detrimental to the welfare and safety of the students and school personnel within the district.

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

Parents please read the section of the rubric numbered 21. It describes the word weapon and also explains the consequences.

STUDENT CONDUCT:

File: JIC

It is the intention that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns that will enable them to be responsible, contributing members of society. Every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

A. Implementation in Classroom

1. Each teacher will formulate classroom rules that will be discussed with classes and posted in the classroom. Each student will take home a copy of these rules to their parents. These classroom rules will discuss assertive discipline steps 1,2,3,4, and 5. A copy of the Step 1-4 document is included with the step 5 rubric.

B. Implementation in the Administrative Office

1. If a student earns a step 5 on a classroom set of rules the student will be sent to the office. The first visit as a step 5 will result in one, all day in-school suspension. The second step 5 will result in a one day out of school suspension. The third step 5 will result in a two day out of school suspension with a behavior plan implemented with the parents, student, teachers and principal.
2. Any student may be declared a step 5 if the behavior is a serious violation i.e....of any of the behaviors #10-#24 on the consequences chart.

STUDENT DISCIPLINE

File: JK

The District believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner that allows other students to learn in an atmosphere, which is safe, conducive to the learning process and free from unnecessary disruptions.

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Students who have been given three out-of-school suspensions for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events during the school year shall be declared habitually disruptive students. Expulsion is mandatory for habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student.

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan and policy JK-2*, Discipline of Students with Disabilities. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP or behavior intervention plan.

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, and behavioral intervention plan and this policy. **File: JK-2**

DISCIPLINARY REMOVAL FROM CLASSROOM:

File: JKBA*

Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detention, suspensions, or expulsions for the conduct or behavior for which the student was removed.

Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

SUSPENSION/EXPULSION OF STUDENTS

File: JKD/JKE

Suspension is a temporary dismissal from the privilege of school participation. It is a disciplinary action that may result from an infraction of the school's rules or regulations. A student under suspension may not be present on the school premises and may not participate in, or attend, any school function.

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

When a student serves an out of school suspension there is the opportunity to complete all missed assignments. The highest percentage a student in grades 5 and 6 may earn from the out of school suspension is 70%. In grades K-4 full credit earned is given.

If there is a need for expulsion the district will follow procedures in the policy manual JKD/JKE available on file.

OFFENSES AGAINST SCHOOL EMPLOYEES

File: GBGB

Instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, alleged criminal offense by a student directed towards a teacher or school employee, or damage by a student to the personal property of a teacher or school employee occurring on or off school district premises shall be attended to by the following steps:

1. The teacher or employee shall file a written complaint with the building principal, the Superintendent’s office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

COMMUNICATION OF DISCIPLINARY INFORMATION TO TEACHERS/COUNSELORS

File: GBGB

The Principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student.

BUS PROCEDURES:

Students riding the bus to events are to return on the bus. If parents want students to ride home with the family, it is REQUIRED for parents to contact the activity / event sponsor to sign the form stating the student will not ride the bus on the return trip.

The parent signature next to the student name on the form indicates that the parent has accepted responsibility for the transportation of their child from a school activity. If an adult is taking responsibility for the transportation of children other than their own, a note from the appropriate parent must be presented to the sponsor.

Parents requesting permission for their student(s) to ride a bus before or after school with another student are REQUIRED to send a note to the office prior to the transportation date or at the latest before school begins on the day of riding the bus. Parent's permission from both sending and receiving ends is REQUIRED.

Buses run on established routes and do not pick up or drop off students at residences that are not on these routes.

The transportation department will unload students in the bus loop, on the north side of the school on Elm Street. Students will unload from the bus and enter the building at the north door by the Administration Office ONLY. All bus students must use this door.

After school the bus students will exit the building at the north door by the Administration Office. They will proceed directly to the buses parked in the bus loop.

IF YOU PICK UP YOUR STUDENT(S) AFTER SCHOOL, PLEASE GO TO THE SCHOOL OFFICE. THE OFFICE WILL CONTACT THE BUS DRIVER AND YOUR STUDENT(S) WILL RETURN TO THE BUILDING THRU THE NORTH DOOR BY THE ADMINISTRATION OFFICE.

STUDENT CONDUCT ON BUSES:

File: JICC

The right of students to ride a bus is contingent upon their good behavior and their observance of established regulations. The driver of a school bus shall be responsible for the safety of students on his/her bus both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duties to notify the supervisor or transportation and the principal of the school involved if any student persists in violating the established rule of conduct.

First offense – Notification of Parent and Principal

1. Pupil is given a misconduct report (citation No. 1)
2. If the citation is issued in the AM, the pupil will be transported to school and home at night.
3. If the citation is issued in the PM the pupil will taken to his usual destination. The pupil must have parental signatures on both copies of the citation in order to ride in the AM.
4. The pupil will then obtain the parental and transportation supervisor signatures on the copies of the citation. The transportation supervisor will file one copy. The pupil will return one copy with parental and transportation supervisor signatures to the driver for his file. If, for any reason, the student does not return the proper form, the driver will accept an alternate pass with permission from the transportation supervisor to ride the bus.
5. In short, the pupil must obtain parental and transportation supervisor signatures in the shortest time possible and present such copies to the driver and transportation supervisor.
6. The first offense shall normally warrant only a warning; however, exceptionally serious cases may result in suspension from the bus by the transportation director.

Second Offense – Parent/Transportation Supervisor Conference

Pupil shall be transported home after receiving second citation, but will not be picked up the following day.

A personal conference will be held in the transportation supervisor's office with the pupil and parent(s). The bus driver may be called in for consultation by the transportation supervisor. A satisfactory conference will result in the readmission of the pupil to the school bus. Up to five days' riding suspension can result at second offense, at the prerogative of the transportation supervisor.

Third Offense – Suspension

1. Pupil will be transported home but will not be allowed to ride any school bus for five days.
2. The school transportation supervisor will contact the parent(s) either by phone or mail. Pupil will also take a copy of his citation to his/her parent(s) and school transportation supervisor.

3. Transportation supervisor may require a conference of all the parties involved.

Fourth Offense – Suspension

Parent(s) must receive personal permission from either the superintendent of schools or the transportation supervisor prior to readmission to any school bus.

Permanent exclusion from all buses requires action by the superintendent of schools.

Parent(s) and pupil may appeal the decision to the school board.

Any student under suspension of bus riding privilege is not allowed to ride another bus. If he/she is caught doing so, he/she loses bus-riding privileges in accordance with the fourth offense procedure.

*An offense is some violation of Bus Rules and Regulations

Students should be at the bus stop 5 minutes prior to pickup time!

WHEN WAITING FOR THE BUS

When waiting for the school bus students must:

- Wait for the bus in a safe place.
- Be sure and watch for traffic.
- Stay away from strangers.
- Report at the designated loading area at the appropriate times and remain there.
- Conduct themselves in an orderly manner.
- Stand far enough from the street, road or curb to be out of danger from passing vehicles.
- Refrain from fighting, shoving or disruptive behavior.
- Help keep the bus boarding area free from litter.

WHEN BOARDING THE BUS

When boarding a school bus students must:

- Wait until the bus comes to a complete stop, the entrance doors have opened, and the driver signals you to approach the bus.
- Walk at least 10 feet in front of the bus when crossing a roadway so that the driver can observe the student.
- Go promptly to a seat and sit down.
- **DO NOT** reserve seats for students who will board at a later stop.
- The bus will not proceed until everyone is sitting in their seat.
- The bus driver may require you to change seats or sit in a particular seat. The driver is in complete charge of the bus, and the passengers **MUST** obey his/her instructions.
- Talk in a normal tone of voice and cause no loud unnecessary noises.
- Stay in his/her seat at all times, feet on the floor facing forward, while the bus is in motion.
- Keep head, arms and hands inside the bus.
- Keep the aisle clear of books, lunches, feet, etc.
- Put paper and other debris in the wastebasket when the bus is not in motion.
- Stay in your seat until the bus comes to a complete stop, and then get off promptly.

WHEN RIDING THE BUS

*When riding a school bus students **will not**:*

- Open emergency doors unless specifically directed to do so by the driver.
- Make offensive remarks or gestures to pedestrians or motorists. Courtesy and good manners are always required.
- Throw anything out the windows.
- Eat, drink, or smoke on buses (eating and drinking will be at the discretion of the driver).
- Display inappropriate intimate behavior.
- Jeopardize the safety of other students as a result of their unacceptable or inappropriate conduct.
- Use vulgar, profane, inappropriate or unacceptable language.

WHEN LEAVING THE BUS

Upon leaving a school bus students will:

- Face forward and have one hand free in order to grasp the handrail.
- When crossing the road or highway, wait until the bus driver signals you to cross. Then, double check for traffic both ways yourself before continuing to cross.
- Walk at least 10 steps ahead of the bus along the edge of the road.
- Make sure you are at least 10 feet from the bus and you can see the bus driver's face.
- Never walk behind the bus or close to the wheels or sides.
- Let the bus driver know if you drop anything around the bus.
- Never reach under or in front of the bus. This is the ***DANGER ZONE***; the bus driver may not see you, which may result in a serious or fatal injury.
- Permission to leave the bus other than the usual point is to be cleared with parents and the main office and written permission must be given to the driver.
- The office should notify the bus driver that a particular student will not be on a particular trip. It is therefore possible that the driver can save some time and miles.

No one other than the regular passengers is to ride the bus to school or home without written permission from parents and the main office.