

DALTON LOCAL
ELEMENTARY
SCHOOL



2018-2019
Student-Parent
Handbook

2018 – 2019

August

- 17 Prof. Development Day – No School
- 20 Convocation/Teachers' Meeting – No School
- 21 First Day for Students

September

- 3 Labor Day – No School
- 10 Fair Day – No School

October

- 10 P-T Conferences
- 15 P-T Conferences
- 19 Prof. Development Day- No School
- 26 End of 1st Nine Weeks (46 Days)

November

- 9 End of 1st Trimester (56 Days)
- 21 No School-(P-T Compensating Day)
- 22 Thanksgiving Day – No School
- 23 Thanksgiving Vacation- No School

December

- 21 School Closes at End of Day –
Christmas Vacation

January

- 3 School Reconvenes
- 11 End of 2nd Nine Weeks (45 Days)
End of 1st Semester (91 Days)
- 18 Prof. Development Day – No School
- 21 Martin Luther King Day – No School

February

- 6 P-T Conferences
- 11 P-T Conferences
- 15 No School-(P-T Compensating Day)
- 18 President's Day – No School
- 22 End of 2nd Trimester (62 Days)

March

- 15 End of the 3rd Nine Weeks (42 Days)

April

- 15 Spring Break – or Make-up Day # 1
- 16 Spring Break – or Make-up Day #2
- 17 Spring Break – or Make-up Day #3
- 18 Spring Break – or Make-up Day # 4
- 19 Good Friday – No School

May

- 25 Graduation
- 27 Memorial Day – No School
- 29 End of 3rd Trimester (62 Days)
End of 4th Nine Weeks (47 Days)
End of 2nd Semester (89 Days)
Last Day for Students
- 30 Teacher Work Day or Make Up Day

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**DALTON LOCAL SCHOOLS
SCHOOL BOARD MEMBERS**

Mr. Phillip Schlabach – President
Mrs. Lisa Gwin

Mr. Bryan Hutson - Vice President
Mrs. Tiffany Witmer

Mr. Jerry Amstutz

CENTRAL OFFICE (330) 828-2267

Mr. James Saxer
Mrs. Sheryl Shaw Stewart

Superintendent
Treasurer

Mrs. Kristi Nussbaum
Mrs. Louise Shoup

Administrative Assistant
Treasurer’s Assistant/Payroll

Mr. Craig McGinty

Maintenance Supervisor

Mr. Jason Byrnes

Transportation Supervisor

(330) 828-2410

BUILDING PRINCIPALS AND SECRETARIES

Miss Cherie Marthey
Mr. Steven Watkins
Mrs. Joyce Moyer
Mrs. Stephanie Troyer

Dalton Local Elementary School Principal
Dalton Local Middle School Principal
Administrative Assistant
Administrative Assistant

(330) 828-2405
(330) 828-2405

Mr. Chris Black
Mrs. Sharon Kuhlins
Mrs. Lisa Rozler

Dalton Local High Principal
Administrative Assistant
Administrative Assistant

(330) 828-2261

Mrs. Lisa Zona
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Director of Special Education
Director of Curriculum & Federal Services

(330) 828-2405

DALTON LOCAL ELEMENTARY SCHOOL FACULTY AND STAFF

Miss Allison	Hostetler	Kindergarten	Á Mrs. Becky	Baum	Bus Driver
Mrs. Krista	Miller	Kindergarten	Á Mrs. Jeanne	Blosser	Bus Driver
Mrs. Barb	Ressler	Kindergarten	Á Mrs. Toni	Forrer	Bus Driver
Mrs. Kelly	Wenger	1st Grade	Á Mr. Dan	Gault	Bus Driver
Mrs. Melissa	Williams	1st Grade	Á Mr. Marion	Hochstetler	Bus Driver
Mrs. Sarah	Wyckoff	1st Grade	Á Mrs. Pam	Musselman	Bus Driver
Mrs. Kathy	Detweiler	2nd Grade	Á Mrs. Jen	Reynolds	Bus Driver
Mrs. Lisa	Hoover	2nd Grade	Á Mrs. Jeanette	Shilling	Bus Driver
Mrs. Margie	Martin	2nd Grade	Á Mrs. Shekinah	Haver	Intervention Specialist
Mrs. Amanda	Thiel	2nd Grade	Á Mrs. Christine	Snyder	Intervention Specialist
Mrs. Holly	Moody	3rd Grade	Á Mrs. Tiffany	Hunter	Intervention Specialist
Mrs. Marilyn	Shelter	3rd Grade	Á Mrs. Sonia	Vacha	K-4 Art
Ms. Melinda	Wenger	3rd Grade	Á Mr. Paul	Jackson	K-8 ELL
Miss Rachel	Augsburger	4th Grade	Á Mrs. Bonnie	Winkler	K-4 Music
Mrs. Jackie	Clark	4th Grade	Á Mrs. Judy	Ables	Cafeteria Cashier
Mr. Darren	Gerber	4th Grade	Á		Cafeteria Director
Mrs. Kristen	Horst	Title Teacher	Á Mrs. Linda	Borton	Cafeteria Staff
Mrs. Allie	Bureau	Title Tutor	Á Mrs. Suzi	Byall	Custodian
Mrs. Melissa	Weaver	Title Tutor	Á Mr. Dave	Harder	Custodian
Mrs. Terri	Fogel	Paraprofessional	Á Mr. Brian	Johnston	Custodian
Mrs. Alyssa	Hutson	Paraprofessional	Á Mr. Craig	McGinty	Head Maintenance
Mrs. Suzanne	Roebuck	Paraprofessional	Á Mr. Scott	Wellin	Maintenance
Mrs. Dawn	Steiner	Paraprofessional	Á Mrs. Diann	King	Nurse
Mrs. Kaysie	Ramseyer	Paraprofessional	Á Mr. Seth	Sullivan	Technology
Mrs. Julie	Zaleski	Paraprofessional	Á Officer Ben	Kick	Resource Officer
Mr. Jason	Byrnes	Transportation Sup.	Á Officer Matt	Shilling	Resource Officer

Foreword

This Student-Parent Handbook was developed to answer many of the commonly-asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

SECTION I – GENERAL INFORMATION

VISION OF THE SCHOOL

To collectively strive for excellence by inspiring and challenging each student to be their best

Equal Educational Opportunity (Policy 2260)

It is the policy of this district to provide an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

James R. Saxer, Superintendent
177 N. Mill St., PO Box 514
Dalton, Ohio 44618
(330) 828-2267
jsaxer@daltonlocal.org

Complaints placed in writing will be investigated and a response provided to the person filing the complaint in a timely manner. The Equal Opportunity Compliance and Harassment Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint. **Further Inquiry can be made at:**

U.S. Department of Education
Office for Civil Rights, Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970, Fax (216) 522-2573, TDD (216) 522-4944
E-mail: OCR.Cleveland@ed.gov Web: <http://www.ed.gov/ocr>

Student Responsibilities

The school's rules and procedures are designed to allow students to be educated in a safe, orderly, environment. Students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery to ensure contact. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Enrolling in the School (Policies 5111, 5112)

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document
- Certified court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- Transcript or recent grades

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from the sending school in order to have credits transferred. Dalton Local personnel will assist in obtaining the transcript, if not presented at the time of enrollment. **Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison**

Homeless Children with regard to enrollment procedures. Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent. In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal, or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

Scheduling and Assignment

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

Early Dismissal (Policy 5230)

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

Withdrawal/Transfer from School (Policies 5130, 5131)

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

If a student plans to transfer to another school, the parent must notify the principal. School records will be transferred within fourteen (14) days to the new school district.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. **Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.**

Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Head Injuries

Many precautions have been taken to prevent this type of injury. Unfortunately, children will run into each other, trip and fall and have head injuries. Most are minor, some only appear minor, and symptoms of more serious problems may not show up for several hours. Because these symptoms are vague, may not appear for several hours and the child will have already returned home, we have adopted the following procedure. If your child should have a head injury, and it is determined that a serious injury has not occurred, first aid will be provided (ice, students will lie on the cot if they want, etc.). Attempts will be made to notify a parent that this injury has occurred. This is not to alarm you, but to make you aware so that you can observe your child when s/he returns home. Please remember, if you should receive such a call or letter, there is no cause to be alarmed, but if your child should exhibit any of symptoms of a concussion, please contact your doctor immediately.

Immunizations (Policy 5320)

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or

after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. The Board further requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320). This policy pertains to both students who currently attend school in the District and those eligible to attend.

Emergency Medical Authorization (Policy 5341)

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the form (5341 F1) available to every parent at the time of enrollment and the beginning of each school year. **State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, on file in the school office.**

Use of Medications (Policy 5330)

In those circumstances where a student must take **prescribed medication** during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Student Medication Request Form (5330 F1) must be filed in the respective school office before the student will be allowed to begin taking any medication during school hours.
3. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
4. All medications must be registered with the School Office.
5. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to the school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
6. Any unused medication unclaimed by the parent will be destroyed by school personnel, when a prescription is no longer to be administered or at the end of a school year.
7. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
8. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
9. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

Non-prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents may authorize the school to administer a non-prescribed medication using form (5330F1) which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the Student Code of Conduct/Student Discipline Code and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event or program sponsored by or in which the student's school is a participant if the Authorization For The Possession and Use of Asthma Inhalers form (5330 F2) is filled out and on file in the school office.

Control of Casual-Contact Communicable Diseases and Pests (Policy 8450)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Head Lice

In situations where there is close contact between persons and personal belongings there is always the possibility of head lice infestation. This had not been a major problem in the Dalton District in the past. We appreciate your help and effort in controlling this. We will check classes or entire schools, as we feel necessary. If a case is found to be present in the school, the following will occur.

1. Affected students will be sent home as soon as possible.
2. Given a concern for possible lice infestation, the school nurse will notify parents in the class/school.
3. **The student will be permitted to return to school after it is confirmed that the child is free of any live lice or nits**
4. When the students do return to school they are to report to the office prior to going to their classroom. There they will be examined to determine if nits are present.
5. Students will be monitored for 4 weeks.

If head lice are found at home you should report this to the school. Your child's classroom will be checked to ensure your child will not be re-infested on their return to school. Please remember that head lice are not a sign of being dirty or a poor housekeeper, but it is a small pesky bug that travels from head to head. People can pick it up anywhere; the trick is to keep it under control.

Control of Noncasual-Contact Communicable Diseases (Policy 8453)

In the case of non-casual-contact, communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her students reviewed by a panel of resource people, including the Wayne County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Ohio State Board of Health.

Control of Blood-Borne Pathogens (Policy 8453.01)

The Dalton Local School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the building principal.

Individuals with Disabilities (Policy 2260.01)

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Mrs. Lisa Zona at (330) 828-2405.

Student Records (Policy 8330)

Many student records are kept by the teachers, counselors, and administrative staff. Student Records include – directory information and confidential records.

Directory information can be given to any person or organization for non profit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents and adult students what information will be considered directory information with instructions on how to prohibit its release. Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent. Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released

to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Superintendent's office, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Student Fees and Fines (Policy 6152.01)

Dalton Local Schools charges specific fees for certain activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades, credits and access to Progress Book.

Student Fund-Raising (Policy 5830)

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's teacher.

No house-to-house canvassing is allowed by any student for any fund-raising activity without adult supervision.

No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

Fund-raisers also include giving away food items or beverages but suggesting donations.

No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

Student Valuables

Students are **encouraged not** to bring items of value to school. Items such as jewelry, expensive clothing, toys, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables.

Meal Service (Policies 8500, 8531)

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Lunches should be purchased at the beginning of the week however payment will be accepted any morning of the week. All checks for any such purchases should be made out to Dalton Local Schools. A maximum of 5 charges is permitted at any one time. Each charge is due within five days. If any charges are overdue, please do not ask to charge any further lunches or milk.

Applications for the school's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the school office.

Fire, Tornado and Safety Drills (Policy 8420)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires. School Safety Drills will be conducted each school year in accordance with State law.

Visitors (Policy 9150)

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to check in. Any visitor found in the building without checking in shall be reported

to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students **may not** bring visitors to school without first obtaining written permission from the principal.

Use of School Equipment and Facilities (Policies 7510, 7530)

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

Lost and Found

The lost and found items are kept in the office or on the lost and found table in the commons area. Students who have lost items should check there and may retrieve their items if proper description is given. Unclaimed items will be given to charity at the close of each grading period.

Use of Telephone

Office and classroom telephones are not to be used by students unless given permission and supervised by school personnel. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Use of Personal Communication Devices (PCD) (Policy 5136)

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may possess PCDs in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities when directed by the administrator or sponsor, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. The requirement that PCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

The student is using the PCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the PCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices. Students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated. The use of PCDs in locker rooms, classrooms, or bathrooms is prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any PCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. PCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Advertising Outside Activities (Policy 9700 & 9700.01)

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the posting or announcements.

Video Surveillance Notice (Policy 7440.01)

Areas of Dalton Local Elementary & Middle School and Dalton Local High School are under video surveillance. Images may be collected that allow an individual to be identified. The use of video surveillance is solely for the purposes of controlling theft, ensuring the safety of the students and staff, and facilitating the identification of individuals who behave in a disruptive manner, cause damage to school property or are otherwise in violation of the school's Student Code of Conduct. If you have any questions about the video surveillance please contact Mr. Black at (330) 828-2261, Miss Marthey at (330) 828-2405 or Mr. Saxer at (330) 828-2267.

SECTION II- ACADEMICS - Dalton Elementary School

Grades

Dalton Local Elementary has converted to standards-based report cards. Standards-based report cards list the most important skills students should learn in each subject at a particular grade level. Instead of letter grades, students receive marks that show how well they have mastered those skills. Standard-based report cards should provide more consistency between teachers than traditional report cards, because all students are evaluated on the same grade-appropriate skills. Parents will be able to see exactly which skills and knowledge their children have learned. In classes where letter grades are utilized, the following conversion will apply:

3 = A/B 2 = B/C 1 = D/F

Grading Periods

Students shall receive a report card at the end of each twelve-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Report cards are sent home with the students at the close of each trimester.

Interim Reports

Dalton Local School District Policy and Ohio Law require that parents of students not making satisfactory progress receive interim reports of student progress. These reports are sent to the parent(s) as soon after the midpoint of each nine-week period for students in grades 5 through 8 as is possible and soon after the midpoint of each trimester period for students in grades K through 4.

Promotion, Retention and Placement in a Grade (Policy 5410)

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade. Even if they fall in the preceding category, a student may be promoted if the principal and the teachers of the classes that the student failed agree that the student is academically prepared.

Student Recognition (Policy 5451)

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Homework (Policy 2330)

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for achievement tests and graduation.

Field Trip Policy (Policy 2340)

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The Student Code of Conduct/Student Discipline Code applies to all field trips. The trip leader is to provide each chaperone, prior to the trip, a copy of Form 2340 F8 describing the applicable policies and procedures with which the chaperone will comply. Each chaperone must sign the Volunteer Release [Form 3120.09 F1](#) or Form 4120.09 F1 prior to the trip in which s/he agrees to abide by all applicable District policies and administrative guidelines (see Form 2340 F8). The form should be submitted to the principal's office. Parent chaperones will not be permitted to take other guests on field trips.

Attendance rules apply to all field trips

While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.

Students who violate school rules may lose the privilege to go on field trips.

Technology (Policy 7540)

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Students' use of District Technology Resources (see definitions in Bylaw 0100) is a privilege, not a right. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form annually. (See also, Policy 7540.03)

The Superintendent shall develop and implement a written District Technology Plan (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of District Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 540.03 – Student Education Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 – Staff Education Technology Acceptable Use and Safety.

The Superintendent, in conjunction with the Technology Coordinator, shall review the DTP and report any changes, amendments, or revisions to the Board annually. This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." (Quote from Ron Jones of Search Engine Watch) Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Staff may use social media for business-related purposes. Authorized staff may use District Technology Resources to access and use social media to increase

awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Ohio's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records, AG 8310A – Public Records, and AG 8310E – Records Retention and Disposal.

Instructional staff and their students may use District Technology Resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.

Students must comply with Policy 7540.03 and Policy 5136 when using District Technology Resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.

Student Assessment (Policy 2623)

Each student must take the appropriate Ohio Assessments. Make-up dates are scheduled, but unnecessary absences should be avoided during testing periods. Additional diagnostic tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered assessments, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. The Dalton Local School District will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III – STUDENT ACTIVITIES

Equal Access for Non-District Sponsored Clubs and Activities (Policy 5730)

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet in the school building during non-instructional hours. The application for permission to use a school facility can be obtained from the Principal. The application must verify students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Non-district-sponsored organizations may not use the name of the school or school mascot on any materials or information.

Student Attendance at School Events (Policy 5855)

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safeguarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events.

SECTION IV – STUDENT CONDUCT

Attendance (Policy 5200)

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent may require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- H. Any classroom assignment missed due to the absence shall be completed by the student.
- I. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- J. such good cause as may be acceptable to the Superintendent
- K. medically necessary leave for a pregnant student in accordance with Policy 5751
- L. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

When a student is absent, it is his/her responsibility to make up the work promptly. Upon returning to school students should make arrangements with each teacher to make up work. As a general rule, students have the same number of days to make up work that they were absent. (Two days absence allows two days to make up work.)

Truancy/Unexcused Absence

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Students Leaving School During School Day

No staff member shall permit any student to leave school prior to the regular dismissal time, except with the knowledge and approval of the principal, as well as the knowledge and approval of the student's parent(s) in the case of a student who has not yet reached eighteen years of age. No student will be released to any government agency without proper warrant, court action, or in the case of the child who has not yet turned eighteen, parental permission.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. In order that the educational process continues during a suspension, students will be expected to complete any work missed during the suspension.

Vacations during the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should fill out a **Vacation Policy Form**, which is available in the school's office. This needs to be completed prior to students leaving on vacation. The law requires that the absence be unexcused; however, the penalty for the unexcused absence is reduced. All student assignments missed during the vacation period must be made up within the same period of time missed. The vacation cannot be more than 10 school days.

STUDENT CODE OF CONDUCT/STUDENT DISCIPLINE CODE (5500AG)

CODE OF CONDUCT

A major component of the educational program at Dalton Local Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the rights of others
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and in school.

Dress and Grooming (Policy 5511)

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students who are representing Dalton Local Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Care of Property (Policy 5513)

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as electronic devices, jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Zero Tolerance (Policy 5600)

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

Harassment, Intimidation and Bullying (Policy 5517.01)

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is

sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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 other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory

privacy rights of the perpetrator of such harassment, intimidation, and/or bullying. If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints - Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality - The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Immunity - A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification - Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training - In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

Student Discipline Code

Each of the behaviors and/or types of misconduct described (following) are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/use of drugs and/or alcohol - Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use un-refuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of tobacco - Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or possession of a firearm - Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

4. Use and/or possession of a weapon - A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon - Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry.

6. Knowledge of dangerous weapons or threats of violence - Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Arson - Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically assaulting a staff member/student/person associated with the District - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury,

will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District - Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs - The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds - Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion - Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Gambling - Gambling (i.e., playing a game of chance of stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of school work, identification, forgery - Falsifying signature or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports (Policy 5772) - Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

16. Terroristic Threat - Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing - Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

19. Theft, or knowingly receiving or possessing stolen property - Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

20. Insubordination - Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff member.

21. Damaging property (Vandalism) - Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

22. Persistent absence or tardiness - Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property - Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

24. Refusing to accept discipline - Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules - Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of electronic equipment - The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Examples of prohibited devices include but are not limited to radios, "boomboxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of individual school/classroom rules - Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

29. Violation of bus rules (see Section V-Transportation)

30. Interference, disruption or obstruction of the educational process - Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

31. Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying) - The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment may include but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other

school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to the following:

- A. **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person’s race, color, national origin, religious beliefs, or disability.
- C. **Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person’s race, color, national origin, religious beliefs or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behavior as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District’s Anti-Harassment Complaint Coordinator(s):

Cherie Marthey
Administrator
330-828-2405
250 N. Church St.
P.O. Box 514
Dalton, Ohio 44618
cmarthey@daltonlocal.org

Chris Black
Administrator
330-828-2261
177 N. Mill St.
P.O. Box 514
Dalton, Ohio 44618
cblack@daltonlocal.org

The complaint Coordinators are available during regular school hours to discuss a student’s concerns related to harassment and/or bullying/cyber bullying, to assist a student who seeks support or advice when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyber bullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyber bully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyber bullying allegations or its recurrence.

Given the nature of harassing and/or bullying/cyber bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of student (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

32. Hazing - Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by an individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

33. Violent Conduct - Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. Improper Dress - Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving - Driving on school property in such a manner as to endanger persons or property.

36. Burglary - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

37. Fighting - Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Lighting Incendiary Devices - Unauthorized igniting of matches, lighters and other devices that produce flames.

39. Possession of Pornography - Possessing sexually explicit material.

40. Unauthorized use of vehicles - Occupying or using vehicles during school hours without parental permission and/or school authorization.

Student Discipline (Policy 5600)

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Due Process Rights (Policy 5611)

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

Suspension From School (Policy 5610)

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within twenty-four (24) hours, of the reason for and the length of the suspension. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to Treasurer or Superintendent. **The request for an appeal must be in writing.** If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Expulsion From School (Policy 5610)

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board directly or through the Superintendent's office. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Discipline of Students With Disabilities (Policy 2465 and 5610)

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Search and Seizures (Policy 5771)

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common area, hallways, cafeterias, classrooms, and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

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 s/he (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.

Student Rights of Expression (Policy 5722)

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes.

Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION V – TRANSPORTATION

Bus Transportation -To School (Policy 8600)

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting the Transportation Center at 330-828-2410. An orderly, controlled environment on school buses, free of unnecessary driver distractions, is of utmost importance in preserving the health and safety of students using school transportation. Each student bears a responsibility for maintaining a safe environment on and around school buses by obeying the driver's instructions and refraining from inappropriate behavior as described in this section. Students who are unable to conform their conduct to the requirements of this section will be subject to the suspension of bus riding privileges as set forth in Board Policy 5610.04. The bus driver shall have primary responsibility for safe operation of the bus and maintaining order on the bus. The driver (Policy 5600) shall have the authority to require appropriate behavior and the assistance of students in emergencies. All bus drivers are also authorized to use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student, or for the purpose of self-defense, or for the protection of persons or property.

Bus Transportation – Student Pick Up and Drop-Off (8600)

In the interest of safety and responsible planning, the following procedures have been implemented.

1. **Choosing Pick Up/Drop Off Points:** *Pq'rcvgt 'yj cp'y q'y ggmurrtkqt 'q'vj g'dgi kppkpi 'qhl'j g'uej qqn' gct*, a parent/guardian (hereinafter referred to as parent) may choose a pick up point and/or a drop off point for the children other than the regular stop for their residence; however, this/these alternate stop(s) MUST be in the same school attendance area as their residence. In addition, this/these alternate stop(s) MUST be consistent from week-to-week throughout the school year.
2. **Bus Routes:** The Transportation Supervisor will develop the bus routing and traffic patterns based upon the attendance/residence pattern as well as upon the approved alternate stops resulting from the above.
3. **Different Stops:** The morning stop may be different from the afternoon stop.
4. **Non-Routine Stops:** On a space-available basis, students may board a bus at a non-routine stop ONLY WITH A WRITTEN NOTE from the student's parent, or the legal-age student himself/herself. Students will be permitted to disembark from a bus at a non-routine bus stop ONLY WITH A WRITTEN NOTE from the student's parent, or the legal-age student himself/herself. These non-routine stops, however, MUST BE ON AN EXISTING BUS ROUTE FOR THE STUDENT'S SCHOOL OF ATTENDANCE.
5. **Drop Off of Kindergarten Students:** A parent or parent designee MUST be clearly visible to the bus driver in order for the driver to release the child from the bus. If a parent or parent designee is not clearly visible, the child will be returned to the school. Attempts will be made to contact the parent by phone, and the parent may pick up the child at the school.
6. **Student Pick Up at Designated Stops:** Students are to be at their designated bus stops prior to their scheduled pick up time. The bus will not wait on or return to pick up late students.

7. Intermittent or Infrequent Riders: Unless the infrequent-riding student is at the designated bus stop before the scheduled pick up time, the bus will not stop.
8. Additional Riders/Guests: On a space-available basis, students are permitted to have two (2) additional riders (who do not normally ride that particular bus) to accompany them to their designated stop, provided that they have written permission for such per #4 above.
9. Requests for Changes: All permanent route change requests must be *mdo kwg 'kp'y tklpi* and *dg'i tcvpgf "crrtqxcn* from the Transportation Supervisor AT LEAST one week prior to the date of the requested change. Non-permanent bus change requests may be submitted to the Transportation Supervisor in writing, in person, or by telephone. All requests for changes and all transportation questions should be directed to: Mr. Jsaon Byrnes, Trahnspotation Supervisor, Phone: (330)828-2410

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Each student shall:

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. Be on time at the bus stop in order to permit the bus to follow the time schedule;
3. Sit in assigned seats – bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expect in a classroom;
4. Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
6. Keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food, or drinks on the bus at any time;
7. Refrain from loud talking or laughing;
8. Keep head, arms, and hands inside the bus at all times;
9. Be courteous to fellow students and to the bus driver;
10. Be liable for any damage inflicted on the school bus;
11. Remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus.
12. Behavior at school bus stop must not threaten life, limb, or property of any individual.
13. Students must not use vulgar, obscene, or profane language.
14. Students must not use tobacco on the bus.
15. Students must not throw or pass objects on, from or into the bus.

Bus Discipline

When discipline problems with individual students arise, use the following guidelines:

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the Transportation Supervisor and Principal. The Principal of the school imposes any discipline.

Problems, which cannot be resolved by measures specified above will likely result in suspension.

Suspension of Bus Riding/Transportation Privileges (Policy 5610.04)

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal or his/her designee will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

Immediate Removal

Immediate removal of a student from a school bus is authorized whenever the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Notice shall be given to the student and his parent(s)/guardian as soon as it is practicable to do so. The student will thereafter have the same right to appear, and shall otherwise be subject to the same procedures set forth in this section relating to suspensions.

SECTION VI - Dalton Elementary School Building Specific Information

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio stations: WKVX/960 AM, WQKT/104.5 FM, as well as posting information on the school website, Twitter and alert system. Parents and students are responsible for knowing about emergency closings and delays.

Dalton Schools Text/Email Alert System

Dalton Local Schools is initiating a text and email alert system for the school district for weather alerts, delays, cancellations, event updates or any information parents, students or staff should know about in a timely fashion. We will still utilize the web site crawl and Twitter for additional information. This will give Dalton Local Schools another outlet to get important information out to parents, students, staff and the community. To sign up go to the district website to sign up.

Dalton Elementary School Day (Policy 8220)

Building opens for students	8:10 a.m.
Classes begin	8:25 a.m.
Dismissal	3:20 p.m.

Parent(s) are to notify the school office, (330) 828-2405, by 8:35a.m. for grades K-4, if their child will be absent from school or class. If the school is not contacted, office personnel will attempt to reach the parent(s) by telephone. It is suggested that any student absent from school have a written note explaining the absence when they return to school. If the student's absence is for a medical appointment, it is suggested that a medical excuse signed by the doctor be returned to the school.

A child who has a fever of 100 degrees or more should not come to or return to school until 24 hours fever free without Tylenol or Advil. If a child is vomiting or has diarrhea s/he should be kept out of school for 24 hours. Any undiagnosed rash should be checked by a physician prior to attending school.

Attendance Guidelines

Students are considered tardy to school from 8:25a.m. – 9:45a.m. After 9:45a.m. it becomes a ½ day absence until 11:55a.m. Arrivals after 11:55a.m. will be considered a whole day's absence. Students absent from school for more than ½ day are not permitted to participate in extracurricular activities, including band/choir concerts, plays/musicals, etc.; on the day of the absence. (3 ½ hours constitutes ½ day). Students are to be in their classroom by 8:25 a.m.

Excessive Absence Policy

If a student accumulates more than **38 hours** of absences, excused and/or unexcused (days missed for suspension are not included) in one month, that student/parent/guardian will receive a letter of the child's absences, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed within policy 5200 may be taken. All absences over **38 hours** will need to be for medical reasons and an excuse from a doctor's office will be needed to be considered an excused absence.

Birthday Treats

We enjoy many traditions which go along with acknowledging birthdays or half birthdays (if students have a summer birthday). We also respect families who do not want us making a big deal out of their child's birthday. We announce the birthday child's name on the morning announcements, classes sing the "Happy Birthday" song, and families have always had the option of bringing in treats for his or her classmates. Please know that you do not have to send treats or gifts with your child on his or her birthday. Teachers take great pride in making your child feel special on their birthday. If you do feel the need to send something for your child to enjoy with her or his classmates, please follow the birthday guidelines below.

Food in Classrooms (for parties and treats)

The distribution of food or treats outside the school lunch program shall be limited to foods which are individually, commercially wrapped. Foods made at home may not be distributed within the school. If your child wants to bring a birthday treat, encourage them to bring in a healthy snack or even better; bring an item for the classroom such as a classroom book (signed and dated by your child) or other classroom supplies such as pencils, erasers, etc. The reason for this strict adherence to this policy is because of the growing number students who struggle with food allergies, diabetes, and childhood obesity. Individually packaged items which would be considered healthy snacks include: pretzels, baked crackers, and granola bars. **Please do not send cupcakes, doughnuts, or sheet cakes for your child's birthday treats. These items are not individually wrapped and do not meet the guidelines of our district policy. Cupcakes, cakes, doughnuts will be sent back home.** According to new procedures, any time food is brought into school by a teacher or student, a "food request" form needs to be turned into the Nurse's / Principal's Office. Teachers need to account for all allergies prior to distributing food in their classroom. Please plan ahead if you want to send food items (for the whole class) into the classroom. This policy is expressly concerned with foods involved in classroom parties or treats for students and is not meant to limit

the preparation of foods directly related to the school curriculum and approved by the building Principal. We are strongly encouraging families to send non-food items on birthdays. Instead of a food item, please consider sending something for the class to enjoy such as:

- A game for the classroom
- A classroom book (A nice touch would be having your child pick it out, sign it, and date it.)
- A classroom set of items for each child to keep such as pencils, pens, erasers, markers, etc.

The items listed above will still make your child feel special and they will last a lot longer than a food item.

Student Dress Code

Student dress should not threaten the health, welfare, or safety of the members of the student body but should enhance a positive image of the students and the Dalton Local School District. Any form of dress or grooming, which attracts undue attention, prompts a disruption of the learning environment or violates the previous statement, is unacceptable.

Requirements include the following:

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, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not to disrupt the teaching/learning process.
 - a. **Clothing or jewelry with any questionable implication or image is not to be worn.**
 - b. **Bare midriffs and backs will not be permitted.**
 - c. **Tops should not be excessively low cut. Spaghetti straps and tank tops are not permitted. Sleeveless tops must be hemmed and not cut.**
 - d. **Shorts and skirts will be in good taste and mid-thigh length or longer. NO holes are allowed in shorts or jeans above the knee.**
 - e. **Yoga pants, spandex leggings or skintight items are permitted only if worn under a skirt or shirt that is at least mid-thigh length on all four sides.**
 - f. **No pajama pants are to be worn to school.**
 - g. **Appropriate undergarments are to be worn and covered appropriately.**
 - h. **Sunglasses are not permitted unless required for medical reasons as ordered by a physician.**
 - i. **Neatly trimmed facial hair is permitted; however, questionable facial hair is up to the discretion of the principal. Neither a full beard nor neck hair is permitted.**
 - j. **Hair coloring (unnatural colors) that is considered excessive or that draws undue attention is not permitted.**
 - k. **Body piercings (other than the ears) and tattoos are to be covered. No GAUGES are allowed in the ears as well.**
 - l. **Flip/Flops are NOT Permitted. Sandals MUST have a back strap**
 - m. **GUM is NOT PERMITTED in the building**
4. Staff members will be responsible for enforcing the district dress code. On any questionable item related to the dress code the Principal will make the final decision and proper disciplinary action will be taken.

Library Policy

All books checked out of the library must be returned within one week. If a student keeps a library book for two weeks s/he will receive an overdue notice and will not be permitted to borrow additional books until the overdue book is returned. If the book is lost, you will be charged for the value of the book to be replaced. Damage to books (outside normal wear and tear) will result in monetary fines.

Box Tops For Education

For several years the school has been collecting Box Tops to help purchase school supplies and equipment. The school will continue to collect these until further notice. Box Tops may be brought to the school anytime.

PTO Information

The PTO maintains open communication between the community and school, thus promoting better relationships between parents, teachers, and students. Their mission is to support and encourage students, parents, teachers and the community to strive for and attain excellence in academics, character, and community involvement. It provides needed equipment to further the educational and physical development of our children that would otherwise not be available. Volunteers are always needed to assist with PTO activities. If you are interested in assisting with PTO, please contact the office for more information.

Playground Rules

The responsibility lies with the parents to have their children dressed appropriately for all weather conditions. The principal or his/her designee will decide whether students will play outside or be inside for recess. The decision will be based in part on the temperature and wind chill. **Required dress for playing in the snow is snow pants or two separate pairs of pants and over the ankle boots. Winter hats, gloves, and coats are required for cold weather conditions.** If in doubt, send the proper dress.

The guidelines below will be followed:

Students are to apply all safety precautions when playing on the playground equipment.

All equipment should be used for the purpose of its construction.

No fighting or any other dangerous activity will be permitted.

Toys brought from home are not permitted. The school is not responsible for items brought from home.

All balls must be soft or Nerf Style with the exception of football & basketballs for the field areas. They are to be used appropriately or their use will be suspended.

No super balls.

Parents are not permitted to be on the playground during recess

FOOD ON PLAYGROUND IS PROHIBITED.

Bulldog Pride Shown Building Wide










Dalton Local Elementary
School
Behavior Matrix



Bulldog Pride Shown Building Wide



Expectations	Be Safe	Be Respectful	Be Responsible
<p>Classroom</p> 	<p>Walk in classroom Ask teacher for permission to leave Keep items off the floor Wait to be dismissed Push in chairs before exiting</p>	<p>Follow directions quickly Raise hand Respect others right to learn Respect school/student property Use appropriate language/volume</p>	<p>Be on time Be prepared Follow classroom rules Complete and turn in assignments on time Make up missed assignments Accept responsibility for your actions</p>
 <p>Hallways, Stairs, Drinking Fountains</p>	<p>Keep hands, feet and objects to yourself Walk on the right side of the hallway or stairs facing forward Use every step on the stairs Keep mouth off the drinking fountain</p>	<p>Walk quietly Use appropriate language/volume Wait patiently and quietly Take care of school property Keep hands off walls, bulletin boards, etc.</p>	<p>Be in class before bell rings Follow directions quickly Keep hallway neat & tidy Pick up trash Report problems to adults</p>
 <p>Cafeteria</p>	<p>Wait patiently Follow instructions Stay seated until dismissed Walk at all times</p>	<p>Say “please” and “thank you” Eat/touch your food only Use appropriate language/volume Raise hand for questions or help Clean up after yourself Dispose of trash appropriately</p>	<p>Bring lunch money Keep hands, feet, objects to yourself Keep feet under the tables Report problems to adults</p>
 <p>Restrooms</p>	<p>Wait your turn Wash hands</p>	<p>Use appropriate language/volume Respect others privacy Use restroom quickly & appropriately</p>	<p>Keep hands, feet, objects to yourself Dispose of towels/trash appropriately Report problems to adults</p>
 <p>Assemblies</p>	<p>Enter and exit quickly Keep hands, feet, objects to yourself</p>	<p>Be attentive Remain seated correctly Be quiet during presentation Applaud/interact appropriately</p>	<p>Stay with class Remain seated until dismissed Follow directions</p>
 <p>Outdoors, Playground</p>	<p>Follow instructions Stay in line when on sidewalks Keep hands, feet, objects to yourself Use equipment appropriately</p>	<p>Follow directions the first time Take turns Use appropriate language/volume Treat others the way you would like to be treated</p>	<p>Be sure all items are cleared from the playground Return equipment to its place Report problems to adults immediately</p>
 <p>Bus</p>	<p>Be seated and stay seated Keep aisles clear</p>	<p>Follow adult directions. Use a calm soft voice Keep hands, feet and objects to yourself Use appropriate language.</p>	<p>Keep bus clean. Be responsible for your personal belongings.</p>

Dalton Elementary School Behavior Flow Chart

