

**PROSPECT
SCHOOL**

**PARENT/STUDENT
HANDBOOK
2008-2009**

OBERLIN CITY SCHOOLS

Fall 2008

Dear parents and students,

On behalf of the entire staff, it is my pleasure to welcome you to Prospect Elementary School. Our staff is committed to providing valuable, rigorous, and rewarding learning experiences for your children enabling them to succeed in the 21st century global community. Our commitment to providing our students the tools needed to succeed in the global 21st century community is reflected in the International Baccalaureate Primary Years Program. Prospect Elementary is currently a candidate school for the Primary Years Program. When our candidacy is completed, we will be only the second elementary school in the state of Ohio to be an authorized International Baccalaureate PYP school. In addition, Oberlin City Schools strives to become the only school system in the State of Ohio to implement the International Baccalaureate Program from Pre-K through 12th grade.

We want every student who walks through the hallways of Prospect Elementary to model the PYP learner profile: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective. With these skills, our students will leave our school much better prepared for their future.

It's important to all of us at Prospect that we work closely with you throughout the school year. We know that when there's a strong link between home and school our children excel. We value your input and appreciate any insights you can share to help your child be successful at school. If you're interested in volunteering (at Prospect or from home), please let us know. A copy of the Prospect Elementary Family Newsletter (Prospect Prospective) will be sent home with your child at the beginning of each month. It will keep you informed about upcoming events and dates of importance.

If at any time you'd like to speak with me, please know that I have an open door policy. I will do my best to either talk to you right away or schedule a time when we can meet.

Again, welcome to Prospect Elementary! We are looking forward to an excellent school year.

Sincerely,

Jim Eibel
Prospect Elementary Principal

OBERLIN CITY SCHOOLS
Board of Education
153 North Main Street
774-1458

President	Mrs. Stephanie Jones
Vice-President	Mrs. Beth Weiss
Member	Ms. Marci Alegant
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Member	Mr. Ian Yarber
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OBERLIN CITY SCHOOLS

Eastwood School 775-3473
198 E. College Street
Principal: Mr. Brian Carter

Prospect School 774-4421
36 S. Prospect Street
Principal: Mr. Jim Eibel

Langston Middle School 775-7961
150 N. Pleasant Street
Principal: Mr. John Crecelius

Oberlin High School: 774-1295
281 N. Pleasant Street
Principal: Mr. William Baylis

The Oberlin Board of Education does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the admission or access to its programs or activities.

The Oberlin School District is an equal opportunity employer as required by Title IX of the Educational Amendments of 1972, and section 504 Rehabilitation Act of 1973. Inquiries concerning the application of Title IX and Section 504 may be directed to the Administrative Offices, 153 North Main Street, Oberlin, Ohio 44074, (440-774-1458) or for those needing hearing assistance, Ohio Relay Services 1-800-750-0750 for the name of the designated compliance officer for the 2008-2009 school year.

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PROSPECT ELEMENTARY SCHOOL STAFF ROSTER

Principal: Mr. Jim Eibel

Telephone: 774-4421, Ext. 4625

E-Mail: jeibel@oberlin.k12.oh.us

Fax: 775-2609

Secretary: Mrs. Penny Locke

Telephone: 774-4421, Ext. 4626

E-Mail: plocke@oberlin.k12.oh.us

774-4421

Grade Three Teachers

	<u>Room</u>	<u>Phone Ext.</u>	<u>E-Mail</u>
Ms. Brandi Hicks	115	3815	bhicks@oberlin.k12.oh.us
Mrs. Jan DeMarinis	103	3803	jdemarinis@oberlin.k12.oh.us
Mrs. Jean Ebosh	101	3801	jebosh@oberlin.k12.oh.us
Mrs. Christine Hohman	102	3802	chohman@oberlin.k12.oh.us

Grade Four Teachers

Mrs. Barbara Enos	115	3816	benos@oberlin.k12.oh.us
Mrs. Sheila Hicks	107	3814	shicks@oberlin.k12.oh.us
Mrs. Cathie Keeling	112	3812	ckeeling@oberlin.k12.oh.us
Mrs. Tamee Forthofer	111	3811	tforthofer@oberlin.k12.oh.us

Grade Five Teachers

Mrs. Terry Borroni	203	3903	tborroni@oberlin.k12.oh.us
Mrs. Lauri Brua	201	3901	lbrua@oberlin.k12.oh.us
Mrs. Robin Diedrick	202	3902	rdiedrick@oberlin.k12.oh.us
Mrs. Cindy Moroney	204	3904	cmoroney@oberlin.k12.oh.us

Intervention Specialists

Ms. Sharon Bittner	105	3806	sbittner@oberlin.k12.oh.us
Mr. Craig Enos	110	3810	cenos@oberlin.k12.oh.us
Mrs. Jan Thonen	104	3804	jthonen@oberlin.k12.oh.us

Talent Development

Mr. John Memmott	115	3824	jmemmott@oberlin.k12.oh.us
Mrs. Kim Koos	108	3808	kkoos@oberlin.k12.oh.us

Title I Reading/Math Teachers

Mrs. Elaine Clark	117	3817	eclark@oberlin.k12.oh.us
Mrs. Denise White	117	3819	dwhite@oberlin.k12.oh.us

Art

Mrs. Kathy Hilton	205	3905	khilton@oberlin.k12.oh.us
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Physical Education

Mrs. Jenny Mentzer	Gymnasium	3823	jmentzer@oberlin.k12.oh.us
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STAFF ROSTER – Continued

		774-4421	
<u>Vocal Music</u>	<u>Room</u>	<u>Phone +Ext.</u>	<u>E-Mail</u>
Ms. Gay Lynn Hays	114	3519	ghays@oberlin.k12.oh.us
<u>General Music/Orchestra</u>			
Mrs. Harriett Thomas	Music Room	3826	hthomas@oberlin.k12.oh.us
<u>General Music/Band</u>			
Mr. Len Gnizak	205 & Gym	3307	lgnizak@oberlin.k12.oh.us
<u>Third Grade General Music</u>			
Mrs. Barbara Sangiacomo	Music Room	3005	bsangiacomo@oberlin.k12.oh.us
<u>Permanent Substitute</u>			
Ms. Felicia Christian		4626	fchristian@oberlin.k12.oh.us
<u>Assistant to Librarian</u>			
Mrs. Susan Egan	Library	3825	segan@oberlin.k12.oh.us
<u>Curriculum Director</u>			
Mrs. Ann Glass		4553	
<u>Pupil Personnel Director</u>			
Mrs. Liz Monahan		4559	lmonahan@oberlin.k12.oh.us
<u>Guidance Counselor</u>			
Ben Eiskamp		4654	beiskamp@oberlin.k12.oh.us
<u>School Nurse</u>			
Mrs. Jami Krugman		4626	jkrugman@oberlin.k12.oh.us
<u>Speech</u>			
Ms. Kim Smola	200	3029	ksmola@oberlin.k12.oh.us
<u>Educational Aide</u>			
Mrs. Retta Russell	117	5030	
<u>Paraprofessional</u>			
Mrs. Christine Dunham	110	3810	
Ms. Courtney Browne		4626	
<u>Literacy Aide</u>			
<u>Monitors</u>			
Mrs. Annis Hawkins, Mrs. Amy Webber, Mrs. Dawna Wright			
<u>OhioReads Volunteer Coordinator</u>			
Mrs. Penny Locke	Office	4626	plocke@oberlin.k12.oh.us
<u>America Reads Coordinator</u>			
Mr. Andy Frantz		775-8055	andy.frantz@oberlin.edu
<u>Head Custodian</u>			
Mr. Dennis Graham		5021	
<u>Night Custodians</u>			
Mr. Joe Milas, Mr. Clyde Valentine		4626	
<u>Cafeteria Assistants</u>			
Mrs. Regina Johnson		3820	
Mrs. Kay Yasher		3820	

2008-2009 PROSPECT SCHOOL CALENDAR

AUGUST 2008

- 8/18 NEW TEACHER ORIENTATION**
- 8/21 5:-00-7:00, OBERLIN GOES BACK TO SCHOOL (LMS FOOTBALL FIELD)**
- 8/22 STAFF ORIENTATION DAY**
2:30-3:30 MEET YOUR PROSPECT TEACHER
- 8/25 FIRST DAY FOR STUDENTS**
- 8/27 2:30 FUNDRAISER KICKOFF IN GYM**

SEPTEMBER

- 9/1 LABOR DAY: NO SCHOOL**
- 9/2 6:30-7:30 4TH GRADE PARENT INFORMATION NIGHT**
- 9/3 6:00-7:00 FIFTH GRADE PARENT INFORMATION NIGHT**
7:00-7:30 FIFTH GRADE BAND PARENT MEETING
- 9/4 6:00-7:00 3RD GRADE PARENT INFORMATION NIGHT**

OCTOBER

- 10/3 1st TRIMESTER MID POINT**
- 10/6 OHIO THIRD GRADE READING ACHIEVEMENT TEST**
- 10/8 SCHOOL PICTURES**
- 10/13 FIRST TRIMESTER INTERIMS GO HOME**
- 10/17 NEOEA DAY: NO SCHOOL**
- 10/23 PROSPECT OPEN HOUSE 6:30-8:00 PM**

NOVEMBER

- 11/4 ELECTION DAY: NO SCHOOL FOR STUDENTS/IB TRAINING FOR TEACHERS**
- 11/7 FIRST TIMESTER GRADING ENDS (TRIMESTER ENDS 11/7)**
- 11/13 PICTURE RETAKES**
- 11/20 PARENT CONFERENCES**
REPORT CARDS GO HOME WITH PARENT CONFERENCES
- 11/24 PARENT CONFERENCES**
- 11/26-28 THANKSGIVING RECESS: NO SCHOOL**

DECEMBER

- 12/16 7:00 P.M. PROS. & LMS Orchestra Concert, LMS**
- 12/22-1/2 WINTER BREAK**

JANUARY, 2009

- 1/5 CLASSES RESUME**
- 1/16 RECORDS DAY: NO SCHOOL**
- 1/19 MARTIN LUTHER KING, JR. DAY: NO SCHOOL**
- 1/26 SECOND TRIMESTER INTERIMS GO HOME**

FEBRUARY

- 2/12 8:15-9:00 FAMILY DOUGHNUT BREAKFAST (FIFTH GRADE TEACHERS ORGANIZE)**
- 2/16 PRESIDENTS' DAY: NO SCHOOL**
- 2/20 SECOND TRIMESTER MARKING FOR GRADES**
- 2/23-4/3 OTELA TESTING (OHIO TEST OF ENGLISH LANGUAGE ACQUISITION)**

MARCH

- 3/4 & 3/12 PARENT CONFERENCES
REPORT CARDS GO HOME WITH CONFERENCES**
- 3/13 2:00 EARLY RELEASE DAY (TUESDAY)**
- 3/19 INDEPENDENT STUDY FAIR**
- 3/23-3/27 SPRING RECESS**
- 3/30 CLASSES RESUME**

APRIL

- 4/2 SPRING PICTURES**
- 4/10 NO SCHOOL**
- 4/13 NO SCHOOL**
- 4/20-5/8 OHIO ACHIEVEMENT TESTING**
- 4/27 THIRD TRIMESTER INTERIMS GO HOME**

MAY

- 5/11 PROSPECT & LMS ORCHESTRA SPRING CONCERT 7:00 LMS GYM**
- 5/21 FINE ARTS NIGHT AND ICE CREAM SOCIAL**
- 5/25 MEMORIAL DAY WEEKEND**
- 5/27,5/28, 5/29 THIRD GRADES TO LITTLE RED SCHOOL HOUSE**
- 5/29 SAFETY PATROL PICNIC**
- 5/30 PROSPECT & LMS ORCHESTRA CEDAR POINT TRIP (8:30 a.m. to 8:30 p.m. DEPART FROM LMS PARKING LOT)**

JUNE

- 6/1 OOEBA BANQUET**
- 6/4 FIELD DAY**
- 6/5 LAST DAY OF SCHOOL FOR STUDENTS
THIRD TRIMESTER ENDS, REPORT CARDS GO HOME**
- 6/8 LAST DAY OF SCHOOL FOR TEACHERS**

PROSPECT SCHOOL BELIEFS

MISSION:

To provide a safe, educational environment that prepares students to be successful.

BELIEFS:

With the cooperative effort of the learning community (teachers, staff, parents, and community volunteers) we believe that given time and an environment appropriate to their learning styles all children can learn.

VISION (GOALS):

1. Teaching and Learning

- A. To initiate parent, school, and community partnerships that will affirm the value of education in the students' lives.
- B. To provide career education rich in technology.

2. Assessment

- A. Through the development of realistic expectations of self, to enable the student to produce quality work that is the result of optimum effort based on strong basic skills and critical thinking. The students' progress will be demonstrated through an improvement in attitude, attendance, discipline, and state and district test scores.

3. Governance

- A. A school wide site based team of teachers, parents, and students will research, plan, and assess improvement efforts that focus on student achievement.

4. Organization

- A. To provide an efficient/effective learner-centered environment that would extend quality teacher/learner time.

5. Professional Development

- A. To provide teacher training based on the needs of the students as shown through surveys, test data, attendance, and discipline records.

PROSPECT SCHOOL PHILOSOPHY

Our primary purpose is to facilitate the development of each student's full academic, social and emotional potential; and to provide a foundation for learning and an appreciation of education.

A. Responsibilities of Faculty and Staff

1. Be well prepared every day
2. Be polite, friendly, and show respect for others
3. Communicate with parents and guardians to educate children
4. Be as fair and patient as possible
5. Care
6. Provide an atmosphere that encourages student self-respect, self-improvement, and a desire to do one's best
7. Offer a multifaceted program in order to meet the needs of a diverse population

B. Responsibilities of Parents and Guardians

1. Teach respect for all people
2. Teach children good manners
3. Be sure children get enough sleep
4. Be sure children eat a good breakfast
5. Be sure children get plenty of affection
6. Show interest in your child's work
7. Attend conferences, contact teachers periodically
8. Communicate and work with your child's teacher

C. Responsibilities of Children

1. Always listen to parents, staff and faculty
2. Be polite, friendly and respectful to other people and their property
3. Always do your best and be proud of your accomplishments
4. Go to bed on time
5. Eat a good breakfast
6. Remember that your parents and teachers are working together to assist you to achieve your potential
7. Always do your homework
8. Give your parents and guardians lots of affection
9. Practice self-discipline

STUDENT DAY: SCHOOL HOURS: 9:10-3:40 p.m.

Many youngsters are transported to school on a school bus, while other students walk, ride a bike or are transported by a parent. Supervision of students begins at 8:30 with breakfast available from 8:50-9:10. Students go to their classrooms, check in, and get ready for the school day between 9:10 and 9:25. The school day for students officially begins at 9:25. Dismissal is at 3:40 p.m.

BREAKFAST

Breakfast is served from 8:50-9:15. The cost of a complete breakfast is \$1.00. Free and reduced rates apply. Reduced breakfast price is \$.30.

LUNCH AND RECESS

Grade 3 - 11:30-12:15	Complete lunch:	\$2.25 (Reduced price = \$.40)
Grade 4 - 12:15-1:00	Milk:	\$.35
Grade 5 - 12:15-1:00		

Students will have a 45 minute lunch period. During this time students will eat and have a recess period.

Lunchroom rules are few, very clear and enforced. They are posted in the cafeteria and reviewed with students. Inappropriate behavior may result in a youngster being removed to a separate area of the cafeteria, removed from the cafeteria or having to eat with his/her parent or guardian.

Every day that the weather is at least 20 degrees and it is not raining or snowing, the children go outdoors at recess time. Your child should dress appropriately for the weather. When your child is not well enough to participate in the entire school program, please have him/her remain at home.

The teachers have lunch at the same time as the children and there is no one to supervise children who are not well enough to go outdoors.

THE SCHOOL LIBRARY

Children visit the library with their classes once a week to check out books. At this time, the students may have stories read to them, see a film strip or video. Library cataloging skills are taught. This information enables students to use the public library as well.

The school library operates very much like the public library. Students are expected to be quiet as they browse for books and magazines. It is the same as a classroom and the library aide is given the same respect as the classroom teacher.

Books may be returned each morning between 9:10-9:25 a.m. Parents/guardians will be notified of any expenses for lost and damaged books and materials.

Book Fairs are held twice a year. The proceeds are used to help purchase new materials and books for the library.

PROSPECT GUIDELINES FOR HOMEWORK ASSIGNMENTS

- 1. WHY IS HOMEWORK VALUABLE?** Homework is a valuable aid in helping students make the most of their school experience. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of students' work.
- 2. WHAT IS HOMEWORK?** Homework is an independent activity, to be accomplished outside of the school day and without teacher to reinforce concepts learned in class. Some homework may require parental help.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

- 3. HOW MUCH HOMEWORK IS APPROPRIATE?** Teachers shall assign homework based on the maturity and ability level of the students in a given class. We follow the National PTA and National Education Association Guidelines for Grades 3-5 of 30 to 60 minutes each school night. This 30 to 60 minute guideline should not be considered a strict minimum or maximum since individual assignments may vary. Teachers and parents may use this guide to monitor student time devoted to homework.
- 4. WHAT ARE STUDENTS' RESPONSIBILITIES?** Students are responsible for noting and understanding the homework assignment, completing it, and returning it to school on the required day. Students should be aware that teachers may use homework assignments to help determine their grades.
- 5. WHAT ARE PARENTS' RESPONSIBILITIES?** Parents are responsible for setting a specific time and place for the student to do homework and for checking to be sure the student completes homework assignments. Parents should help with directions and check the work, but shouldn't do their child's homework. If at any time parents have a concern about Prospect's homework policy, their child's difficulties with homework, or the need for enriched assignments, they should contact their child's teacher.
- 6. WHAT ARE TEACHERS' RESPONSIBILITIES?** Teachers are responsible for assigning homework to students and for providing the explanation and direction required to ensure that students can accomplish the work with reasonable success. Teachers are also responsible for checking students' homework and notifying parents if students are having problems with homework assignments.

Each teacher should set specific homework guidelines for each class depending on the students' needs and abilities. The guidelines may differ from class to class. Teachers may assign advanced homework assignments for certain students, as an opportunity for enrichment, if needed. Teachers will share their homework guidelines with parents at our parent information nights which are held during the first two weeks of school.

DISTRICT INTERNET AND E-MAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

SCHOOL SUPPLIES

Please provide your child with the materials needed to do his/her work. Buy materials sparingly and send them to school as your child needs them. Just as a suggestion, students required to bring pencils and paper should have only two pencils and one package of paper at a time. A rule of thumb: when no request is made by the teacher for a certain item: your child doesn't need it at school.

STUDENT ACTIVITIES

Prospect School offers several special activities in which students may participate. Some of these activities occur within the school day, while others may take place before or after the school day. If your child is not in attendance during the day, he/she may not participate in after school or evening events (i.e., chorus, band, sports, etc.)

FIELD TRIPS

Field trips are co-curricular activities and are subject to board policy and administrative rules and regulations. The building principal has the authority to control which group, which class and even which students attend field trips. It is not uncommon for all students in a particular group or class not to attend a field trip. There are a variety of reasons why students sometimes do not attend field trips, including but not limited to conduct and behavior, medical considerations, religious considerations, lack of interest and violation of classroom rules and regulations. The principal and the teacher have the final determination of who will and who will not attend various trips.

STUDENT ATTENDANCE

Regular attendance is essential if your child is to receive the maximum benefit from school. Similarly, punctuality is another important factor in school success. Our attendance policy is aimed at fostering habits that serve a child now and into adult life.

We are concerned when your child is not in school. Please call the school office (774-4421) whenever your child will be late or absent from school. We would appreciate receiving your call before 9:00 a.m. if possible. We have provided voice mail for your convenience. When your child returns to school a note from you is necessary explaining the reason for your child's absence.

When a student is late (tardy) s/he must report to the school office upon arrival. Please bring your child to the office or send a note with him/her explaining why s/he is late.

The State of Ohio requires a child to regularly attend school all unnecessary instances of absence or tardiness will require further parental input.

Chronic tardiness and/or absenteeism will be dealt with in accordance with the District's Code of Conduct.

Absence during the school day for professional appointments:

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. The student shall have a statement to that effect from his/her parents;
2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc., to the effect that s/he reported promptly for the appointment;
3. The student shall report back to school immediately after his/her appointment if school is still in session.

TRUANCY

A student shall be considered truant each day s/he is inexcusably absent from class.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:

- A. No credit will be recorded for work missed as result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

Occasionally it is necessary for a family to travel out of town when school is in session. Should this happen we would ask that you complete a "Vacation Form" with the office at least three (3) work days prior to your planned departure. This will give your child's teacher time to prepare lesson plans for your child to take along on the trip. In an emergency, please call the office and we will make every effort to prepare lessons for your child.

Each student is responsible for any and all assignments missed when absent. Be sure to have your child talk with his/her teacher(s) to get any missed assignments. If you would like to pick up homework for your child, please call the school office before 9:00 a.m.

Oberlin School Procedure Regarding Truancy

1. If a student accumulates more than 9 days of absence from school, no further absences will be excused unless a physician's statement is submitted to justify the need for absence. The principal or his/her designee may waive this requirement as authorized by approval of the superintendent or his/her designee. A review of this requirement must be submitted in writing to the parent/guardian by the principal or his/her designee.
2. It is extremely important that students and parents realize and understand that the 9 days of absence built into this attendance policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used only when needed.
3. Absences which are the result of illness, truancy, vacation, or family emergency will be counted in this tally regardless whether the absences are excused or unexcused. External suspensions will not count in the 9 day limit. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspensions, and mentorship programs will not count in this tally.
4. Following 5 days of absence from school, parents will receive a warning letter from the school district. This letter will indicate that after 9 days medical verification is necessary. A notification letter will be sent from the school attendance officer to the parent/guardian warning them of irregular attendance, possible failure, and future referral to the attendance officer for Lorain County Juvenile Court. This letter will clearly define the district attendance policy.

5. A conference with the Lorain County attendance officer, the building attendance officer, and the parent shall be scheduled if excessive absence continues.
6. Further excessive absences shall result in a meeting with the superintendent. The parent/guardian, student, Lorain County attendance officer and the building designee may be present at the meeting.
7. Continued irregular attendance at this step may result in other actions as determined by the superintendent (i.e., revocation of driver license and work permit, parent education classes, intervention strategies, or other actions as determined by the Student Code of Conduct).
8. A court referral will be the final step for action to be determined by the Department of Lorain County Juvenile Court.

ILLNESS OR ACCIDENT AT SCHOOL

Parents will be advised of a student's illness or injury, if at all possible. You, or someone designated by you, shall be contacted by telephone and asked to come for the child and provide medical care.
PLEASE KEEP THIS INFORMATION CURRENT.

SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

YES, if s/he has:

- * **Diarrhea**
- * **Severe cough**
- * **Severe cold**
- * **Undetermined rash**
- * **Temperature of 100 degrees or higher**
- * **Sore throat - difficulty swallowing**
- * **Red, watery, burning, itching eyes**
- * **Vomiting during past 24 hours**
- * **Nits in hair**

The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many of the other children in your child's classroom. Also, your child may be too sick to learn in school that day. In fairness to ALL children, please keep your child home until you can determine what else may be developing. Please contact the school nurse if you have any questions.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either: 1) a written request signed by the parent or a person whose signature is on file in the school office, or 2) the parent coming to the school office to request the release.

No student will be released to a person other than a custodial parent without a permission note signed by the custodial parent or other legal authorization.

Please note that we **do not** have any early release days this year for teacher inservice.

CLASSROOM PARTIES

From time to time throughout the school year your child's teacher may schedule a classroom party or special treat to celebrate a special event or achievement, such as end-of-the year or class parties. If for some reason you would not want your child to participate in such parties, please inform his/her teacher. Since these parties are often held at the end of the school day you may want to take your child home early on a "party day."

Sometimes parent/guardians will want to bring a treat for their child's class to celebrate a special event or accomplishment (such as their child's birthday). Before doing this, please check with your child's teacher. Please know that treats are not limited to food. Stickers and pencils make a healthy, welcome alternative to sugary treats.

EMERGENCY CLOSING

In the event that the schools are closed because of hazardous weather conditions, or for any other emergency reasons, announcements will be made on the following local radio stations: WEOL Radio 93, WOBL Radio 1320, WZLE Stereo 104.9, WGAR Radio 1220, WLRO Radio 1380; and television stations (Channels 3, 5 and 8).

During inclement weather or an emergency, it may become necessary to close school earlier than the usual dismissal time. Although this early closing is announced on the radio, many parents are unaware of the closing and there may be no one at home for your child.

We are sincerely concerned with the health and safety of each child, particularly in the event of an early dismissal. Keep your emergency closing card in the office updated. Work out an emergency plan with your child, telling your child what to do, where to go, etc.

RED ALERT

Since the events of September 11, 2001, our district has conducted a thorough revision of our safety procedures and ensured the coordination of our efforts with county officials. We must now be prepared if the level of homeland security is raised to RED ALERT. While we do not wish to create anxiety or panic, the safety of our children is a top priority. It is for that reason that we wish to share an outline of our plans in the event of a RED ALERT.

RED ALERT WITH NO LOCAL THREAT

- 1) If there is no immediate danger, schools will be in session.
- 2) Building access and activities will be restricted until clearance is given by the Lorain County Emergency Management Agency.
- 3) All field trips and extracurricular sporting events will be cancelled (i.e. Washington D.C. trip).
- 4) Only parents and individuals identified on the emergency contact card will be allowed to check students out of school. Identification may be required.

RED ALERT WITH LOCAL THREAT

- 1) If schools are not in session, it is likely school will be cancelled. Tune in to local media for notification.
- 2) If schools are in session, we will go into immediate lock-down and access will be restricted.
- 3) If we are notified of any threat of contamination (air, water, etc.) we will enact the federal guidelines for a “shelter in place”.
 - a. All doors will be secured. No entrance or exit will be permitted until clearance is authorized by the Lorain County Emergency Management Agency.
 - b. Ventilation systems will be shut down.
 - c. A 24-hour supply of water, food and first-aid materials will be stocked in each school.
 - d. If your child takes medication that the school is not aware of, please contact our school nurse at your child’s school to make arrangements for administering medication in the event of a “shelter in place”.
 - e. Your help is needed in the unlikely event of a RED ALERT “shelter in place”. You can help by:
 - 1) Ensure your own safety. Developing a family plan in advance will help.

- 2) **Do not come to school. A contamination threat could be dangerous to you and your child. Students will not be released.**
 - 3) Do not call the school; this will tie up emergency lines. The Superintendent's office will be the district communication center. You can call 776-4551, tune in to radio and television or check cable channel 20 and/or website www.oberlin.k12.oh.us. You will receive information regarding the time and place to be reunited with your child.
- f. In the case of a declared emergency, school officials will work closely with law enforcement officials and the Emergency Management Agency. The protective measures for a RED ALERT are not intended to be sustained for substantial periods of time.

Many agencies at the federal, state and local level have worked to prepare guidelines to assure the safety of our children in the event of a RED ALERT. It is our sincerest hope that we are never called to enact the plans outlined in this letter. However, we are compelled by current events to be prepared to do everything possible to ensure the safety of our children. Ultimately, the best preparation is a well-informed community and a coordinated agency response. We appreciate your cooperation and understanding as we work together to assure the safety of our children and community.

RED ALERT: TUTORS, VOLUNTEERS AND VISITORS

We sincerely appreciate the countless hours our tutors, volunteers, and visitors invest in the Oberlin Schools and in our children. Everyone has been most cooperative and respectful of our safety and "sign-in" procedures.

In the event that Homeland Security declares a RED ALERT, our schools will restrict activities and access. No tutors, volunteers or visitors will be permitted during a RED ALERT. The protective measures of RED ALERT are not intended to be sustained for substantial periods of time. Please tune in to your local media to find out when the RED ALERT level is lifted or reduced. Please do not call the school during a RED ALERT. You can find information through radio, television, Cable Channel 20 and our school district website www.oberlin.k12.oh.us.

We appreciate your cooperation in the unlikely event that we must respond to a RED ALERT.

VISITORS

Parents and guardians are encouraged to visit the building and observe classes. From time to time, however, it may be inappropriate for you to visit. The students may be involved with testing, participating in a group guidance lesson, etc. On such occasions we would ask that you reschedule your visit. In order to avoid a disappointment we ask that you contact the school office and teacher at least one (1) day in advance to arrange your visit. When you arrive at school for your visit we ask that you first stop in the office to say hello, sign in, and receive a Visitor's Badge.

Students not enrolled in the Oberlin Schools will not be permitted to attend classes.

PARENT - TEACHER ORGANIZATION **(P.T.O.)**

Parents/guardians are encouraged to become active members of the PTO. In doing so parents/guardians and teachers may truly become partners in the education of children. Meetings will be announced through a bulletin.

VOLUNTEERS

During the year the school staff or PTO may ask for adult volunteers from the community to help in the schools for one reason or another. In doing so, the school and community are truly partners in guiding our youth's education. We also encourage anyone who would like to volunteer their time in our building (i.e., the library, office, classroom) to contact the principal or a classroom teacher. We ask that smaller siblings remain at home when you volunteer to help. All volunteers are asked to complete a VOLUNTEER REGISTRATION form before working with students. Regular classroom volunteers are required to have a TB test. In addition to a TB test, mentors will need a finger print search.

PUPIL PERSONNEL SERVICES

Our school has specialized personnel who may give assistance when a child is having educational difficulties. These services include:

SCHOOL PSYCHOLOGIST who has the responsibility for administering individualized tests, observing children in classrooms, etc., upon referral by classroom teachers and with written consent of the parent.

SPEECH PATHOLOGIST screens children for speech and language problems and provides individual and small group therapy in speech and language remediation.

SCHOOL NURSE who coordinates vision screening and maintains accurate and complete records of health information.

Oberlin City Schools maintain an on-going system for the identification of children who may be in need of special education programming. Requests for evaluation of children who seem to need special education services may come from the teacher and/or parents/guardians and are then referred to the principal. Special education services are available from pre-school through grade twelve.

DIRECTORY INFORMATION

Directory information shall by law be released to groups, organizations and persons for non-profit making activities and plans. This information includes the student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, school of attendance, student's photograph, awards received, class designation, and course of study.

From time to time your child may be part of a group or individual picture or video recognizing or promoting a school event or activity. If you do not want your child to appear in such a picture please notify the school in writing.

PROGRESS REPORTS

Prospect School believes that parents/guardians should be fully aware of their child's progress in school and his/her ability to meet the minimal benchmarks established at each grade level to insure success. We have a trimester report card system with interim reports going home in the middle of each trimester. That means that families receive an interim report or a report card every six weeks of the school year. This year's schedule of interims and report cards is as follows:

TRIMESTER & INTERIM SCHEDULE FOR 2008-2009

1 st T Interims go home	October 13, 2008
1 st T Grading Period Ends	November 7, 2008
1 st T Report Cards	Parent Conf.: 11/20 and 11/24, 2008
2 nd T Interims go home	January 26, 2009
2 nd T Grading Period Ends	February 20, 2009
2 nd T Report Cards	Parent Conf.: 3/4 and 3/12, 2009
3 rd T Interims go home	April 27, 2009
3 rd T Report Cards go home	June 5, 2009

Although special time has been set aside for parent/teacher conferences in November and March, discussion regarding your child's progress is welcome and encouraged at any time. Please call the school office (774-4421) to arrange a time to speak with your child's teacher.

RIGHTS OF ACCESS - PERMANENT RECORDS

It is the intent of the Oberlin Schools to protect the student's and parent's right to confidentiality as stipulated in the Family Education Rights and Privacy Act (PL 93-380) and Sects. 3317.031, 3319.32, 3319.321 and 3321.12 of the Ohio Revised Code. Federal Statute provides parents and legal guardians the right to inspect and review the educational records of their children. Parents should make such a request in writing or call for an appointment with the principal.

2. No drug prescribed by a physician for a student can be administered pursuant to such a regulation or pursuant to the Education for All Handicapped Act unless the following occur:

- a. the Board, or a person designated by the Board, received a written request, signed by a parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
- b. the Board, or a person designated by the Board, received a statement, signed by the physician who prescribed the drug that includes all of the following information:
 - 1). the name and address of the student
 - 2). the name of the drug and the dosage to be administered
 - 3). the times or intervals at which each dosage is to be administered
 - 4). the date the administration of the drug is to begin
 - 5). the date the administration of the drug is to cease
 - 6). any severe adverse reactions that should be reported to the physician or one or more phone numbers at which the physician can be reached in an emergency
 - 7). special instructions for administration of the drug, including sterile conditions and storage.
- c. The parent/guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the physician who prescribed the drug to the Board, or a person designated by the Board, if any of the information provided by the physician as described above changes.
- d. The person authorized by the Board to administer the drug receives a copy of the statement described above.
- e. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.
- f. Any other procedures required by the Board of Education are followed.

3. If a drug prescribed by a physician is administered to a student, the Board of Education shall acquire and retain copies of the parental request and physician's statement and shall ensure that by the next school day following the receipt of any such statement, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. The Board, or a person designated by the Board, shall establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

4. No person who has been authorized by the Board of Education to administer a drug and has a copy of the most recent physician's statement which has been given to him prior to administering the drug, will be liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.

5. Whenever a Board of Education is required to designate a person or persons to perform any function or functions in connection with a drug regulation the Board may designate such persons either by name or by position, training, qualification or similar distinguishing factors.

6. A person employed by a Board of Education shall not be required to administer a drug to a student unless Board regulation establishes a requirement. Furthermore, a Board shall not require an employee to administer a drug to a student if the employee objects.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school 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 evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperon when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperon.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

STUDENT BEHAVIOR EXPECTATIONS

As parents and educators we must work together to develop the social and emotional aspects of each child. The proper environment must be established in order that the child may grow and learn in a productive manner.

We want to maintain a climate which will allow children to be happy and feel good about themselves and others. We want them to be involved in meaningful learning experiences and to be proud of themselves, their accomplishments, and their school.

To provide such a climate, consistent, high expectations need to be established. **We expect each student to follow our Prospect High Five Rules.**

PROSPECT'S HIGH FIVE RULES

∞ BE THERE, BE READY

∞ BE RESPECTFUL

∞ BE RESPONSIBLE

∞ FOLLOW DIRECTIONS

∞ KEEP HANDS AND FEET TO SELF

RESPONSIBLE CITIZEN PROGRAM

A Responsible Citizen:

1. **Knows and obeys classroom, school and bus rules**
2. **Follows safety rules and obeys the safety patrol**
3. **Demonstrates self-respect**
4. **Is kind and courteous to others**
5. **Always tries to do his/her best**
6. **Takes responsibility for his/her own behavior**
7. **Practices self control**
8. **Demonstrates respect for school property and the property of others**

The Responsible Citizen Program works on a four (4) category point system that allows students to earn their way onto our Responsible Citizens list for each month:

1. **SCHOOL WORK** - completes assigned tasks on time
2. **HOMEBASE BEHAVIOR** - includes verbal and physical actions toward students and adults in homebase rooms
3. **BEHAVIOR IN ALL OTHER SCHOOL PLACES** - includes verbal and physical actions toward students and adults during all school related activities; including specials, lunch, playground time, and on the bus
4. **HELPS OTHERS LEARN - DOES HIS/HER GROUP JOB**
Applies to team and individual activities, focusing on not yelling out, not distracting others, not refusing to work, is a cooperative group member, etc.

Students can earn up to 4 points per week (1 point per category). Students who earn at least 14 points per 4 week month are recognized as Responsible Citizens of Prospect School.

Fighting, blatant insubordination, and other suspendable offenses (including bus suspension), would result in automatic ineligibility from the Responsible Citizens list.

This plan eliminates the need for voting and other judgmental actions by peers. Students would still be able to write/voice weekly compliments and concerns in a manner prescribed by his/her classroom teacher.

PEER MEDIATION

The Peer Mediation program has been at Prospect School since 1992. The goal of the program is to help students find positive ways to manage conflicts. We do not determine winners or losers, but look for the children involved to arrive at an agreement where each is satisfied. Disputes are settled by students with the help of student mediators. The program is currently available to 3rd, 4th and 5th grade students.

A number of 4th and 5th grade students act as mediators. These students received intensive training during the summer in active listening, problem solving, etc. A staff member coordinates the mediation activities.

STUDENT DRESS

At Prospect School we recognize that parents have the primary responsibility for selecting their child's dress. However, the school has a responsibility to establish a safe environment and an atmosphere that is conducive to learning. Clothing needs to be clean, neat and modest.

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, muscle man shirts, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Undergarments must not be visible.

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. Chains are not allowed.

Students shall not wear hats/head gear in the building except for a medical or religious purpose.

Shoes need to be safe for the playground and school activities. Examples of inappropriate footwear will include, but is not limited to, bedroom/household slippers and flip-flops.

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

STUDENT EVACUATION PLAN

DO'S AND DON'TS FOR STUDENT EVACUATION:

DO:

1. FOLLOW THE INSTRUCTIONS OF THE PRINCIPAL OR ADMINISTRATOR DESIGNEE.
2. CLOSE THE DOOR OF YOUR ROOM AS YOU LEAVE.
3. FORM A SINGLE-FILE EVACUATION LINE.
4. USE THE STAIRWELL TO THE NEAREST EXIT.
5. STAY QUIET AND ALERT.
6. PREPARE TO MERGE WITH OTHER PEOPLE EVACUATING THE BUILDING.
7. REMAIN ALERT FOR EMERGENCY VEHICLES.
8. DISABLED PERSONS NEED AN ASSIGNED HELPER FOR EVACUATION PURPOSES.
9. REPORT TO THE PRE-DETERMINED MEETING PLACE.

DON'T:

1. DO NOT RETURN TO YOUR WORK AREA OR LOCKERS FOR ANY REASON.
2. DO NOT RUN OR PANIC.
3. DO NOT RETURN TO THE BUILDING UNTIL THE "ALL CLEAR" IS SOUNDED BY THE ADMINISTRATOR IN CHARGE.
4. DO NOT USE THE ELEVATOR.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

DISCIPLINE

Discipline is the learning of self-control and self-direction toward acceptable behavior by each individual. State law provides that the teacher stand in place of the parent while a child is in school.

School personnel are authorized to use such reasonable disciplinary measures as are necessary to insure a properly functioning school program. NO child is permitted to behave in a manner that is detrimental to the well-being or education of other children. Children are expected to behave in a respectful manner to adults and other children. Threats, either verbal or physical, are not permitted. Discipline shall be in keeping with good guidance practices and shall be both preventative and corrective in nature.

After school detentions may be assigned; a parent will receive one (1) day prior notice to the detention. Transportation home becomes the parents' responsibility.

In-School Discipline

Assigned students will attend continually during the school day at which time they will be permitted one 10 minute break at 10:30 a.m. and 1:30 p.m. Each student shall arrive with sufficient educational materials to be busy during this time.

A student missing any portion of his/her assigned time in In-School Restriction may be given additional time in In-School Restriction. Failure to timely serve In-School Restriction may lead to suspension from school for a period not to exceed 1-3 days. Any such suspension shall be in accordance with District guideline on suspension and expulsion.

The following rules shall apply to In-School Restriction.

- a. Students are required to have class assignments with them.
- b. Students are not to communicate with each other unless given special permission to do so.
- c. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- d. Students shall not be allowed to put their heads down or sleep.
- e. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- f. Lunch shall be eaten in the In-School Restriction room.
- g. Students on In-School Restriction will not participate in after school programs.

Please review the attached district Student Code of Conduct and bus rules.

BUS GUIDELINES

In order to balance our school district budget, additional cuts were made which effect our operations during the 2007-08 School Year. Our buses will be full this year and we will not be able to provide some of the courtesies we have been able to extend in the past.

Students must ride the bus they are regularly scheduled to ride. They will not be allowed to switch buses to go home with friends or for other activities. In the past we have attempted to accommodate these written requests of parents and we will no longer have the space to make these accommodations. **Students must ride to and from school on their regularly scheduled routes. If a change in transportation is needed, you will be responsible for providing the transportation.**

Students who routinely ride different buses for childcare may continue to do so as long as their schedule is consistent. For example, if a child rides home on Monday, Wednesday and Friday on one bus, AND needs to take a different bus on Tuesday and Thursday to go to another childcare provider. We can permit this change as long as it is consistent throughout the school year. WE CANNOT HAVE WEEKLY CHANGES FOR A STUDENT'S TRANSPORTATION NEEDS.

We appreciate your understanding and cooperation. Our goal has been to provide transportation according to our Board policy even with the decrease in resources. Thank you for working with us to provide a safe and efficient transportation system for our students.

BUS RULES, RESPONSIBILITIES, AND PROCEDURES FOR STUDENTS RIDING OBERLIN SCHOOL BUSES

PARENT RESPONSIBILITIES

1. Students must be ready and on time to meet the bus. Drivers are not required to wait at a designated stop if they are on or behind schedule.
2. Know where the student is to be picked up each morning and dropped off each afternoon.
3. In the event the child does not plan to ride the bus to school on a given day, the parent should wave the bus on.
4. Parents/Guardians/Custodians are responsible for completing the blue or white Bus Enrollment Card furnished by the bus driver.
5. Parents/Guardians/Custodians are responsible for reviewing the above rules with your children.

STUDENT RULES FOR RIDING THE BUS

1. Students must listen for directions or instructions and obey the driver promptly and respectfully.
2. Students are to ride only the regularly assigned bus and are to load and unload from the bus at its designated stop in an orderly manner. In order for a student to ride a bus other than the one they are assigned, written permission from the parent, principal and bus coordinator is required.
3. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
4. No student shall prohibit another student from sitting in any available seat.
5. Students must remain seated keeping aisles and exits clear.
6. Students must not throw or pass objects on, from or into the bus. Students must not hang any part of their body or other objects out of the bus.
7. Littering will not be permitted on the bus.
8. Drinking and eating will not be permitted on the bus, unless the bus is parked.
9. Students are not permitted to transport animals, arms, ammunition, explosives, or other dangerous materials or objects.
10. Students getting off of the bus should come to the front of the bus when students are getting off at the stop before them.
11. Students are to cross the street or highway at least ten feet in front of the bus and upon the signal of the driver. This rule applies to all students, no matter what age the student is—obey rules.
12. No smoking or lighting matches or lighters.
13. Absolute quiet must be maintained at all railroad crossings and other spots designated by the driver.
14. Pushing, shoving, and fighting are absolutely not permitted. Any student misbehaving shall be written up and disciplined accordingly.
15. NO PROFANITY.
16. Students must not use tobacco of any form on the bus.
17. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
18. Behavior at school bus stops must not threaten life, limb, or property of any individual.

MISBEHAVIOR PROCEDURE

1. Any student who misbehaves on the school bus shall be reported to the Principal of the school which the student attends. A Misbehavior Report shall be sent via the child to the parent/guardian for signature to acknowledge receipt of such. After signature, the form is to be returned to the driver the next morning.
2. A second incident reported by the driver will result in a suspension of bus privileges for three (3) days.
3. A third incident reported by the driver will result in a suspension of bus privileges for ten (ten) days.
4. A fourth incident reported by the driver will result in a suspension of bus privileges for the remainder of the current semester. Should four incidents be accumulated during the first semester, the next incident occurring in the second semester will result in a ten day suspension. Another incident will result in a suspension of privileges for the remainder of the second semester.
5. The Principal may suspend privileges upon the first incident when s/he deems it as a serious offense.

STUDENT CODE OF CONDUCT

DISCIPLINARY RULES

Students are afforded constitutional rights guaranteed by the United States Constitution and Bill of Rights. Their rights will not knowingly be denied or abridged by this Student Code of Conduct or actions taken there under.

Students are subject to all provisions of the Student Code of Conduct whenever on school property, including buses, at all times both during, before and after school hours, and at extracurricular activities involving Oberlin students for the protection of all school staff members and their property.

Consequences for violation of this Student Code of Conduct may include detention, emergency removal, suspension, expulsion, and/or other forms of disciplinary action to help modify behavior. Consequences are administered at the building level in accordance with administrative procedures.

The Board of Education, in the interest of providing procedural due process within the framework of the Ohio Revised Code, hereby directs that no student shall be suspended, expelled, or removed from school except in accordance with the following guidelines as adopted by the Oberlin Board of Education.

DEFINITIONS

DETENTION is defined as a period of time when the student's presence is required by a teacher or administrator for reason(s) of discipline. The following procedure must be followed:

- ∞ Parent notification and confirmation is required for all detentions.
- ∞ The detention must be scheduled no sooner than the next school day to provide the student ample time to arrange transportation.
- ∞ Detentions should be a consistent, reasonable length of time not to exceed one hour.
- ∞ A referral to the Principal for failure to serve detention may only be made upon completion of the guidelines cited above.

DISCIPLINARY REMOVAL

Disciplinary removal is defined as the denial to a student of permission to attend a particular class in which he/she is enrolled, or to participate in a particular extracurricular activity. A student's re-entry into a class or an extracurricular activity is contingent upon meeting with the building principal.

EMERGENCY REMOVAL

Emergency removal is defined as the immediate denial to a student to attend school or to participate in extracurricular activities when his/her presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The period of removal may not exceed seventy-two (72) hours. (The 72 hour period includes weekends and vacation days.) Policy 5610.03 "Emergency Removal"

EXPULSION

Section 3313.66 of the Ohio Revised Code States:

The Superintendent may expel a student for a period of up to one (1) year.

During expulsion a student is denied permission to attend school or take part in any school function including extracurricular activities.

OUT OF SCHOOL SUSPENSION

Section 3313.66 of the Ohio Revised Code states: The Superintendent of Schools of city, exempted village, or a local school district, or the principal of a public school may suspend a pupil **for not more than ten school days at any one time**. During the out of school suspension a student is denied permission to attend school or to take part in any school function including extracurricular activities.

DISCIPLINARY PROCEDURES

ABSENCE PROCEDURES

During this time, the student and the parents, guardian or custodian is responsible for the conduct of the individual. While suspended, expelled, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is removed only from a particular class or activity, he/she may not attend the class or participate in the activity for the duration of the removal.

EMERGENCY REMOVAL PROCEDURE

When circumstances are such that a student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere on the school premises or at school sponsored or related activities or events, the Superintendent or Principal may remove a student from curricular or extracurricular activities or from the school premises, without complying with the notice and hearing requirements outlined above.

If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of a hearing to be held regarding the removal shall be given to the student and his/her parent, guardian, or custodian as soon as practicable prior to the hearing.

The hearing must be held within seventy-two (72) hours from the time the initial removal is ordered.

The hearing shall be held in accordance with Suspension Procedures unless it is probable that the pupil may be subject to expulsion, in which case a hearing in accordance with Expulsion Procedures will be held, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The person who requested the removal shall be present at the hearing.

A student removed under the emergency removal provision can be kept from class or extracurricular activity until the matter of his/her misconduct is disposed of either by reinstatement, suspension, expulsion, or other disciplinary means, so long as the hearing is held within seventy-two (72) hours of the initial removal.

This entire procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours in is not subject to suspension or expulsion.

EXPULSION PROCEDURES

The Superintendent or his/her designee shall give the student and his/her parent, guardian, or custodian, written notice of the possibility of expulsion and the reason(s) for such action and shall provide the student and his/her parent, guardian, or custodian with an opportunity, as is their right, to appear in person before the Superintendent or his/her designees and challenge the reason(s) for the possible expulsion or otherwise explain the student's actions.

This written notice shall include notification of the time and place to appear if an appeal is desired. If, after such hearing, the decision is made to proceed with the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education and a description of procedures if such an appeal is desired.

DISCIPLINE OF HANDICAPPED STUDENTS

A handicapped student for whom an individualized education program (IEP) has been developed is subject to different disciplinary procedures (if the IEP so stipulates) when suspension or expulsion is considered. The procedures to be followed in disciplining handicapped students are outlined in 20 U.S.C. Section 1415, Ohio Revised Code Section 3323.05 and Ohio Administrative Code Section 3301-51-16.

DISCIPLINARY REMOVAL PROCEDURE

A student may be removed from a class or other curricular activity when the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or when the student violates the rules or regulations which govern participation in the extracurricular activity.

Before a student can be removed from a curricular or extracurricular activity for more than twenty-four (24) hours, the student shall be given notice of the intention to remove and the reason(s) for the intended disciplinary removal. The student will be given an opportunity to appear at an informal hearing before the Superintendent's designee, or Principal to otherwise explain his/her actions.

MAJOR MISCONDUCT CODE RULES

DISCIPLINARY ACTION

A violation of any rule may result in disciplinary action including: assigned work, loss of privileges, written notice to/or conference with parents, compensatory payment of damages, out-of-school suspension, in-school parent monitoring, expulsion, emergency removal, or referral to juvenile court.

The consequences listed for each rule are meant to be examples of what might happen if a student violates the rule. Please understand that they reflect the minimum response, and in reality a more severe punishment may be imposed.

RULE 1: NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, DRUG PARAPHERNALIA, COUNTERFEIT CONTROLLED SUBSTANCES, OR MOOD ALTERING CHEMICALS OF ANY KIND.

Possession, use, or being under the influence of illegal drugs, paraphernalia, counterfeit controlled substances, or other controlled substances is prohibited.

Sale/intention to sell illegal drugs or other controlled substances, when such sale/intention to sell is prohibited by law or by policies or regulations of the Board, will result in the following disciplinary actions.

FIRST OFFENSE

The student shall be suspended from school for ten (10) days. If the student enters a treatment program and the agency verifies, in writing, the student's involvement, the suspension will be reduced to five (5) days, provided that the full ten (10) day suspension may be reimposed if the treatment program is not completed. A complete assessment report should be sent to the Principal from the treatment facility and the assessment recommendations followed.

SECOND OFFENSE

The building administrator will recommend to the Superintendent that the student be expelled. If the student enters a treatment program and the agency verifies, in writing, the student's involvement, the expulsion may be reduced to a minimum of ten (10) days suspension.

THIRD OFFENSE

The building administrator will recommend to the Superintendent that the student be expelled.

IMMEDIATE EXPULSION

Any student found supplying, selling, or distributing a controlled chemical or "look alike" drug as defined in Section 2925.01 (P) of O.R.C. will be recommended for immediate expulsion and possible permanent expulsion.

RE-ENTRY AND SUPPORT SERVICES

The student who is re-entering the school environment will be involved in taking one day at a time in his/her adjustment to a social and academic life that does not involve the use of chemicals. The school, in its awareness of this difficult recovery period, needs to help the student plan an academic program which can provide situations in which a sense of accomplishment can be experienced.

Students re-entering the school environment will be assigned to a guidance counselor. The guidance counselor, an administrator, the student, and the student's parents/guardians will develop a plan for re-entry, which will assist the student during this transitional period.

RULE 2: ASSAULT

A student shall not knowingly act or behave in such a way as to cause, attempt or threaten physical injury to any person.

ASSAULT AGAINST A STUDENT

Consequences:

1. Administrative discretion (minor incident)
2. 1-3 day suspension
3. 3-5 day suspension
4. 5-10 day suspension
5. 10 day suspension and/or recommendation for expulsion

ASSAULT AGAINST A SCHOOL EMPLOYEE

Consequences:

1. 3-5 day suspension
2. 10 day suspension and/or recommendation for expulsion and possible prosecution

RULE 3: FIGHTING

A student shall not retaliate to assault.

Consequences:

1. Administrative discretion (minor incident)
2. 1-3 day suspension
3. 3-5 day suspension
4. 5-10 day suspension
5. 10 day suspension and/or recommendation for expulsion

RULE 4: UNAUTHORIZED USE OF FIRE

A student shall not purposely set fire or attempt to set fire to anything in, on, or around the school and the School Board buildings or property, including buses. Lighting any flame is prohibited.

Consequences:

- ∞ Emergency removal and/or suspension
- ∞ Recommendation for expulsion
- ∞ Possible prosecution
- ∞ Restitution (pay for expenses incurred)

RULE 5: FALSE ALARMS

A student shall not intentionally set off or call in a false alarm or bomb threat or any other false warning which requires evacuation of a building.

Consequences:

- ∞ Emergency removal and/or suspension
- ∞ Recommendation for expulsion
- ∞ Possible prosecution
- ∞ Restitution (pay for expenses incurred)

RULE 6: BREAKING AND ENTERING

It is unlawful to enter any building or vehicle belonging to or leased by the Board of Education with the intent to destroy, steal, or vandalize property or contents. The police will be notified and the student held responsible for making complete restitution to the school district.

Consequences:

FIRST OFFENSE

- 5 day suspension
- Possible prosecution
- Restitution (pay for expenses incurred)

SECOND OFFENSE

- 10 day suspension with recommendation for expulsion
- Possible prosecution
- Restitution (pay for expenses incurred)

RULE 7: DAMAGE, DESTRUCTION OF PROPERTY—PERSONAL OR PUBLIC

A student shall not intentionally or willfully cause or attempt to cause damage, destroy, or remove property (private or public) during school or at school functions on or off school grounds. Any student who commits vandalism to school property will make complete restitution to the parties involved.

Consequences:

FIRST OFFENSE

Administrative discretion

Restitution (pay for expenses incurred)

Possible prosecution

SECOND OFFENSE

10 day suspension

Restitution (pay for expenses incurred)

Possible prosecution

RULE 8: THEFT OR POSSESSING STOLEN PROPERTY

Students shall respect the personal ownership rights of others. Principals may exercise their prerogative to report thefts, attempted thefts, or possession of stolen property to local police.

Consequences:

FIRST OFFENSE:

Administrative discretion (minor incident)

10 day suspension (major incident)

Restitution (pay for expenses incurred)

Possible prosecution

SECOND OFFENSE

10 day suspension

Restitution (pay for expenses incurred)

Possible prosecution

THIRD OFFENSE

10 day suspension with recommendation for expulsion

Restitution (pay for expenses incurred)

Possible prosecution

RULE 9: EXTORTION

A student shall not extort anything from any person. Extortion is defined as the use of violence or threats of violence to persuade another person to give up a possession. (Examples: money/lunch money, personal items, food, school supplies) Students are encouraged to report incidences of extortion.

Consequences:

FIRST OFFENSE

Administrative discretion (minor incident)

10 day suspension (major incident)

Restitution (pay for expenses incurred)

Possible prosecution

SECOND OFFENSE

10 day suspension
Restitution (pay for expenses incurred)
Possible prosecution

THIRD OFFENSE

10 day suspension with recommendation for expulsion
Restitution (pay for expenses incurred)
Possible prosecution

RULE 10: FIRECRACKERS, CHERRY BOMBS, SMOKE BOMBS, OR OTHER EXPLOSIVE

Possession of and/or igniting firecrackers, cherry bombs, smoke bombs, or other explosive incendiary devices is against the law.

Consequences:

Emergency removal
10 day suspension and/or recommendation for expulsion
Restitution (pay for expenses incurred)
Possible prosecution

RULE 11: DISRUPTION OF SCHOOL

A student shall not in any way instigate other students to commit violence or to disrupt the orderly atmosphere of the school. Please refer to R.C. 3313.20

Consequences:

Administrative discretion
10 day suspension and/or recommendation for expulsion

RULE 12: FIREARMS, WEAPONS, DANGEROUS INSTRUMENTS, AND COUNTERFEITS

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument while on school grounds, at school sponsored or related activities, functions, or events on or off school grounds or at any time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm. Likewise, a student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument while on school grounds, at school sponsored or related activities, functions or events on or off school grounds, or at any time the student is subject to the authority of the school. Counterfeit weapons and counterfeit dangerous instruments are those which are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, toy knives, etc.

OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS ALSO PUNISHABLE AS A FELONY.

POSSESSION AND/OR USE OF FIREARMS, WEAPONS, AND DANGEROUS INSTRUMENTS

Consequences:

10 day suspension with recommendation for expulsion/permanent expulsion
Possible prosecution

RULE 13: CHEATING AND PLAGIARISM

A student shall not copy or attempt to copy another person's work without permission from his/her teacher. No student shall conspire to cheat on an assignment or test by handing in another student's work, using cheat notes, or looking on another student's paper. The student will receive a Zero for all copied work. If a student is cheating, the teacher will take possession of all material evidence, discuss the matter with the student after class, inform the parent/guardian, and report the offense to the principal.

Consequences:

Administrative discretion

RULE 14: LIBEL OR SLANDER

A student shall not commit libel or slander. Libel is defined as defamation expressed in print, writing, pictures, or signs. Slander is defamation by speech.

Consequences:

Administrative discretion

RULE 15: FELONY, MISDEMEANOR, AND VIOLATION OF ORDINANCES

A student shall not commit any act not specifically listed as a violation of the Serious Misconduct Code that constitutes a felony, misdemeanor or violation of an ordinance.

Consequences:

Administrative discretion

RULE 16: MANIFEST DISRESPECT

A student shall not demonstrate/manifest disrespect to any other individual. Actions may include verbal or non-verbal disrespect and psychological and/or material abuse.

MANIFEST DISRESPECT TOWARD ANOTHER STUDENT

Consequences:

1. Administrative discretion
2. 1-3 day suspension
3. 3-5 day suspension
4. 5-10 day suspension
5. 10 day suspension and/or recommendation for expulsion

MANIFEST DISRESPECT TOWARD ANY SCHOOL EMPLOYEE

Consequences:

1. Administrative discretion
2. 3-5 day suspension
3. 5-10 day suspension and/or recommendation for expulsion

RULE 17: HAZING/SEXUAL HARASSMENT

Initiating, hazing or sexual harassment is strictly prohibited. Any student who initiates, hazes, or sexually harasses another student faces an immediate suspension or possible expulsion. Students are encouraged to report to the principal any acts of initiation, hazing, or sexual harassment. Students are also advised that Ohio law makes hazing a crime, and that Ohio law also allows the victim to sue any participants. The fact that a student may have been frightened into saying “yes” will not be a defense against school imposed discipline or lawsuits.

Incidents involving initiations, hazing, intimidations, and/or related activities of such gang affiliations which cause harm to students and staff are also strictly prohibited.

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf or any action which threatens the safety or welfare of others.

Consequences:

Administrative discretion

RULE 18: REPEATED OR FLAGRANT VIOLATIONS OF THE MINOR MISCONDUCT CODE

A student shall not repeatedly nor flagrantly violate the Minor Misconduct Code. Such violations shall be dealt with in accordance with the Major Misconduct Code.

Consequences:

Administrative discretion

RULE 19: INCITING TO VIOLATE THE STUDENT CODE OF CONDUCT

Assisting or instigating students to violate the Student Code of Conduct constitutes a violation of the Code.

Consequences:

Administrative discretion

RULE 20- BULLYING, INTIMIDATION AND OR HARRASSMENT

Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

- *Causes mental or physical harm to the other student; and
- *Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- *Causes mental or physical harm to the other student/school personnel; and
- *Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- ∞ Physical violence and/or attacks;
- ∞ Threats, taunts and intimidation through words and/or gestures;
- ∞ Extortion, damage or stealing of money and/or possessions;
- ∞ Exclusion from the peer group or spreading rumors; and,
- ∞ Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - ∞ Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - ∞ Sending abusive or threatening instant messages;
 - ∞ Using camera phones to take embarrassing photographs of students and posting them online; and, using Web sites to circulate gossip and rumors to other students;

Consequences:

- 1 - Administrative discretion
- 2 - 3 day suspension
- 3 - 5 day suspension

MINOR MISCONDUCT CODE RULES

Repeated or flagrant violation of the Minor Misconduct Code Rules shall be dealt with in accordance with Rule 18 of the Major Misconduct Code.

RULE 1: INSUBORDINATION

Insubordination is defined as a failure to accept and follow the directions, requests, or orders of teachers, school officials, school employees, teacher aides or other authorized school personnel. Insubordination includes conduct which tends to interfere with the teacher’s conducting of a class or tends to endanger the health and safety of the students or others.

Possible Consequences:

- 1 day suspension
- 3 day suspension
- 5 day suspension

Due to the broad range of behaviors that fall into this category, administrative discretion will be applied.

RULE 2: USE AND POSSESSION OF TOBACCO

Possession, use, or transmission of tobacco on school grounds is prohibited. This violation includes holding or passing a cigarette, cigar, pipe or chewing tobacco in or on any vehicle or on school grounds. Smoking material does not have to be lit for a student to be in violation of this rule.

A student shall not possess, use, transmit, or sell cigarettes or tobacco on school grounds during, before or after school hours, or at any other time when the school is being used by a group, or off school grounds at a school activity, function or event, or on a school bus.

Possible Consequences:

Administrative Discretion

1. 3 day suspension
2. 5 day suspension

RULE 3: TRESPASS

The Principal's permission is required for students to be in the buildings or on the grounds of any school building other than the school which they attend. A suspended or expelled student may not enter on the grounds or premises of any Oberlin School Property.

Possible Consequences:

Administrative Discretion

2. 1 day suspension
3. 3 day suspension
4. 5 day suspension

RULE 4: UNEXCUSED OR EXCESSIVE TARDINESS

Students who are tardy must report to the office as soon as they arrive at school. It is the student's responsibility to bring a note from his/her parent explaining his/her tardiness on the next day of school. An example of excused tardiness includes appointments that cannot be scheduled before or after school. Examples of unexcused tardiness include but are not limited to: oversleeping, missing the bus, and waiting for a friend. Oberlin has adopted a Zero Tolerance regarding school tardies.

Possible Consequences:

Administrative Discretion

RULE 5: UNEXCUSED ABSENCE

Notes from parent/guardians must specify reasons for an absence. Unless the reasons fall into an excused area, the absence will be unexcused and may result in disciplinary action under this Code of Conduct. Examples of unexcused absence include shopping and truancy.

Possible Consequences:

Administrative Discretion

RULE 6: LEAVING THE SCHOOL BUILDING, CLASSROOM AND GROUNDS (TRUANCY)

Any student leaving the school, school grounds, or classroom without permission from a school official will be considered truant and subject to this Code of Conduct. Repeated occurrences will result in a possible referral to the Juvenile Court.

Possible Consequences:

1. 1 day suspension
2. 3 day suspension
3. 5 day suspension

RULE 7: FALSIFICATION OF INFORMATION AND FORGERY

A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

Possible Consequences:

1. 1 day suspension
2. 3 day suspension
3. 5 day suspension

RULE 8: USE OF OBSCENE LANGUAGE AND GESTURES

A student shall not use obscene or vulgar language, gestures, or signs.

Possible Consequences:

Administrative Discretion

RULE 9: GAMBLING

Students shall not gamble with each other for money or valuables. Gambling is strictly prohibited. Fundraising by organizations / clubs which involves games of chance must have prior approval of the Superintendent.

RULE 10: POSSESSION OF ELECTRONIC EQUIPMENT

Students shall not bring to school radios, “boom-boxes”, portable televisions, electronic games, pagers, cellular telephones, beepers or other paging devices, other communication devices and laser pointers without the permission of the principal. The property may be confiscated and disciplinary action taken.

Possible Consequences:

Administrative Discretion

RULE 11: PUBLIC DISPLAY OF AFFECTION

Students shall not show physical affection to one another. This includes kissing, fondling, intimate hugging and hand holding, etc. at all times.

Possible Consequences:

Administrative discretion

1 day suspension

3 day suspension

RULE 12: GENERAL MISCONDUCT

The Minor Misconduct Code Rules shall additionally apply to conduct, including general disrespect, not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic, or educational process taking place in the school, or which substantially and materially is or poses a threat to the safety of persons or property.

Possible Consequences:

Administrative Discretion

RULE 13: OUT OF PLACE

Any student that is not in the correct domain as designated by his/her academic schedule or a Prospect Staff Member will be considered Out of Place. Out of Place will include, but is not limited to the following: A student's physical whereabouts and his/her locality while working on computers and the internet.

Possible Consequences:

Administrative Discretion

RULE 14: PREPARATION FOR SCHOOL

To get the most out of school, students must be prepared to work. Students are EXPECTED to bring textbooks, paper, pencils, and pens when they come to class.

Possible Consequences:

Administrative Discretion

