

**LABRAE INTERMEDIATE SCHOOL**  
**STUDENT / PARENT HANDBOOK**  
**2020-2021**



**1001 NORTH LEAVITT ROAD**  
**LEAVITTSBURG, OHIO 44430**  
**330 -898-4569 ~ FAX 330-898-7808**

**[HTTPS://LABRAE.SCHOOL](https://labrae.school)**

***Success comes before work only in the dictionary.***  
***-Anonymous***

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## 2021-2022 LaBrae Local Schools Calendar

August 26 <sup>th</sup> -30 <sup>th</sup> (Thursday-Monday)	Teacher Professional Days
August 31 <sup>st</sup> (Tuesday)	First Day of School for Students
September 6 <sup>th</sup> (Monday)	<b>NO SCHOOL:</b> Labor Day
October 7 <sup>th</sup> (Thursday)	Parent-Teacher Conferences/Early Release
October 8 <sup>th</sup> (Friday)	<b>NO SCHOOL:</b> NEOEA Day
November 24 <sup>th</sup> -November 26 <sup>th</sup>	<b>NO SCHOOL:</b> Thanksgiving Break
November 29 <sup>th</sup> (Monday)	Classes Resume
December 22 <sup>nd</sup> -December 31, 2021	<b>NO SCHOOL:</b> Christmas Break
January 3 <sup>rd</sup> (Monday)	Classes Resume
January 17 <sup>th</sup> (Monday)	<b>NO SCHOOL:</b> Martin Luther King Day
January 21 <sup>st</sup> (Friday)	End of First Semester/Early Release
February 17 <sup>th</sup> (Thursday)	Parent-Teacher Conferences/Early Release
February 18 <sup>th</sup> (Friday)	<b>NO SCHOOL:</b> Compensation Day for Parent Conferences
February 21 <sup>st</sup> (Monday)	<b>NO SCHOOL:</b> Presidents' Day
April 15 <sup>th</sup> -April 18 <sup>th</sup> (Friday-Monday)	<b>NO SCHOOL:</b> Easter Recess
April 19 <sup>th</sup> (Tuesday)	Classes Resume
May 27 <sup>th</sup> (Friday)	Graduation {Packard Music Hall}
May 30 <sup>th</sup> (Monday)	<b>NO SCHOOL:</b> Memorial Day Holiday
May 31 <sup>st</sup> (Tuesday)	Last Day for Students
June 1 <sup>st</sup> (Wednesday)	Teacher Professional Day

### Grading Periods

August 31 <sup>st</sup> – October 29 <sup>th</sup> {Early Release}
November 1 <sup>st</sup> – January 21 <sup>st</sup> {Early Release}
January 24 <sup>th</sup> – March 25 <sup>th</sup> {Early Release}
March 28 <sup>th</sup> – May 31 <sup>st</sup> {Early Release}

1 <sup>st</sup> Grading Period
2 <sup>nd</sup> Grading Period
3 <sup>rd</sup> Grading Period
4 <sup>th</sup> Grading Period

### Progress Reports

September 29 <sup>th</sup>
December 8 <sup>th</sup>
February 23 <sup>rd</sup>
April 27 <sup>th</sup>

### Student Days

42
48
43
44

**Calendar Board Approved:** February 8, 2021  
**Revised:** N/A

*Note:*  
 The contingency plan for making up hours of instruction due to school cancellations, is for the District to potentially use the following dates for makeup:

1. April 18, 2022
2. June 1, 2022-June 3, 2022; as necessary

### LaBrae Board of Education

Mr. Russell Sewell  
 Mrs. Karen Ancell  
 Mr. Tim Gibson  
 Mrs. Diane Duncan  
 Mr. Gary Morton  
 Mr. Bradley Panak, Treasurer

### LaBrae Administration

Mr. A.J. Calderone, Superintendent  
 Mr. Jeff Starkey, Principal, High School  
 Mr. Todd Rowe, Asst. Prin. & Athletic Director  
 Mr. Martin Kelly, Principal, Middle School  
 Mrs. Kay Suzelis, Principal, Intermediate  
 Mrs. Maggie Kowach, Principal, Bascom

## LaBrae Intermediate Staff

Mrs. Guesman, **Secretary**      Mrs. Harper, **Nurse**      Mr. Jason Diaz, **Guidance**  
Mr. Cimmento, **Transportation Supervisor**      Sally Deehr, **Cafeteria Supervisor**  
Mrs. Glatz, **Literacy Coach**      Ben Meardith, **Social Worker**

### Third Grade

Mrs. DeCesare Rm. 301  
Mrs. Meeks Rm. 302  
Mrs. Rowe Rm. 303  
Mrs. Jones Rm. 304  
Mrs. Zigmont Rm. 305

### Fourth Grade

Mrs. Balzer Rm. 401  
Mrs. Mackey Rm. 403  
Mrs. Alflen Rm. 404  
Mrs. Cordner Rm. 405  
Mrs. DeProfio Rm. 406

### Fifth Grade

Mrs. Cimmento Rm. 501  
Mrs. Shanower Rm. 502  
Ms. Maddie Crish Rm. 503  
Mrs. Sabo Rm. 504  
Mrs. Huffman Rm. 506

### Specials Staff

Mrs. DeArmitt, **Title I**      Mrs. Simeone, **Gym**      Mr. Trimbur, **Art**  
Mrs. Helmick, **Music**      Mrs. Shanower, **Library**      Charlene Brandt, **Title Tutor**  
Mrs. Ford, **Title Tutor**      Mrs. Markowitz, **Speech**      Mr. Neff, **Psychologist**  
Mrs. Lori Cusimano-**Computer**

## **INTRODUCTION**

### **WELCOME TO LABRAE INTERMEDIATE SCHOOL**

This handbook is meant to serve as both an informative guide for parents and as a compilation of rules that govern many facets of the operation of the school. Please be sure to read it thoroughly as it is viewed as an agreement and binding document among staff, parents and students. Sharing this information with your child is very important as they need to be aware of rules, regulations and procedures that have a significant impact on their daily school experience.

Our goal is to provide a safe and nurturing learning environment for all students who attend LaBrae Intermediate School. It is your responsibility to be aware of these rules and regulations and to honor them throughout the school year.

All rules and regulations apply to all students participating in school activities (during/after school hours).

This document has been approved by the LaBrae Board of Education and is in compliance with all Ohio Revised Code of Conduct policies for public school use.

LaBrae Local Schools and the community will work together to create a learning environment that fosters pride, achievement, social responsibility and perseverance. At LaBrae Intermediate, we will provide a curriculum that strives to meet the academic needs of all our children.

## **DISCLAIMER**

Many of the laws, rules and policies are subject to change due to pending state and federal legislation. The LaBrae administration reserves the right to change and adjust the information in the handbook as needed.

## **MISSION STATEMENT**

To dedicate our energies and resources to providing students the best education within a nurturing and safe school environment

## **STATEMENT OF NON-DISCRIMINATION**

The LaBrae Local School District has dedicated itself to providing equal admission opportunities, equal extra-curricular activity opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or handicap, in compliance with Title IX-Educational Amendments of 1972, Title VI-Civil Rights Act of 1964 & section 504 of Rehabilitation Act of 1973 (Policy 2260). The LaBrae Local School District follows the guidelines of the Family Educational Rights & Privacy Act (FERPA) regarding all student records (Policy 8330), maintains an education and work environment that is free from all forms of unlawful harassment (Policy 5517), and is committed to the district-wide use of Positive Behavior Intervention and Supports (PBIS) with students to limit the need for the use of restraint and/or seclusion (Policy 5630.01). These policies are available on the district website.

## **ADMISSION REQUIREMENTS**

In order to be admitted, the child's parents/guardian must produce the immunization record, birth certificate, custody papers, if applicable, all legal or medical records, and proof of residency to secure the well-being of the child.

## **WITHDRAWAL FROM SCHOOL DISTRICT PROCEDURE**

When a student plans to withdraw, his/her parent /guardian shall:

1. Notify the office as soon as possible.
2. Pick up and complete the withdrawal form on the last day of attendance & return it to the office.
3. Make sure all textbooks and library books are turned in.
4. The student's desk should be cleaned out.
5. No record of grades will be released if any fines and/or fees are not paid or books not returned.

## **VISITORS**

During regular school hours **all** visitors must use the front entrance by the office (all other doors are locked for safety) and sign in at the office. A visitor's pass must be obtained and worn by anyone proceeding to any part of the building other than the main office. Only students enrolled at LaBrae may attend classes. NO student guests will be permitted.

## **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff and professional staff for the conduct of those programs and activities. Volunteers are expected to follow Board policy and school rules, regard confidentiality of staff and students and exercise reason, respect and responsibility in the conduct of the volunteer duties. Volunteers will submit to a background check when asked. The Board of Education and LaBrae Local Schools personnel are grateful for the time and effort of volunteers in assisting the operation of schools.

## **LABRAE ELEMENTARY BOOSTERS**

LaBrae Intermediate School shares a Parent-Teacher Organization with Bascom Elementary School. We urge all parents to become active participants in this group, as the group's success is dependent on an active and large membership. Our parent group has made many valuable contributions to the LaBrae Local Schools. Their support provides our students with many special events, activities and equipment.

## **CUSTODY CONCERNS**

State law requires that a child's parents or legal guardians reside within the school district unless other arrangements for tuition have been made. The school must have a copy of the custody agreements provided in divorce settlements. Non-custodial parents, unless prohibited by a court ordered custody agreement, are permitted to obtain copies of student report cards and interim reports, and to have a conference with their child's teacher(s). Only the custodial parent may make or approve educational decisions for the child. Stepparents have no rights to records, reports or conferences unless the custodial parent confers these rights

## **GENERAL PROCEDURES AND TIMES**

### **OFFICE HOURS:**

8:15 A.M. through 3:40 P.M. (Generally, the busiest times are 8:15-9:10 and 3:10 – 3:40).  
Appointments may be needed for business of 5 minutes or more.

### **TIME SCHEDULE:**

#### **Arrival: 8:15 A.M. Doors are opened.**

Under no circumstances are students permitted in the building before **8:20** A.M. as staff will not yet be on duty to monitor activity and behavior.

**Students not riding the bus** to school are to be dropped off at the main entrance located in the front of the Intermediate Building by the office. For the safety of all, students are to **exit the vehicle on the passenger side/curb** and to do so only when you have pulled up to the

entrance walk-way. (Buses **only** will be permitted in the bus drop off area along the covered walkway.)

**Breakfast: 8:15 AM – 8:45 AM.** All students who wish to eat breakfast are to report to their home room to check in and then go directly to the cafeteria **only**.

**Students not eating breakfast** are to report directly to their homeroom.

### SCHOOL DAY BY GRADE LEVEL

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<u>Third Grade</u>	<u>Fourth Grade</u>	<u>Fifth Grade</u>
8:15 Home Room/Breakfast	8:15 Home Room/Breakfast	8:15 Home Room/Breakfast
8:50 Rotation #1	8:50 Rotation #1	8:50 Specials
9:40 Specials	10:25 Specials	9:35 Rotation #1
10:20 Rotation #1	11:05 Rotation # 1	
11:55 Rotation #2	11:55 Rotation #2	11:55 Rotation #2
12:10 Recess	12:40 Lunch	12:45 Lunch
12:35 Lunch	1:10 Recess	1:15 Rotation # 2
1:05 Rotation #2	1:30 Rotation # 2	2:40 Recess
3:20 End of Day	3:20 End of Day	3:20 End of Day

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**TITLE I SERVICES:** LIS is a Title School building which means specially trained teachers, tutors, and paraprofessionals are available to provide additional support in Reading and Math through individualized, small group, and whole class instruction to all students when needed throughout the instructional schedule.. Parents have the right to know about the teaching qualifications of their child’s classroom teacher in a school receiving Title I funds. Please see the district website or visit this link:

<https://labrae.school/sites/default/files/documents/Title%20I%20Parents%20Right%20to%20Know.pdf>

**Departure: The official school day ends at 3:25 p.m.**

- Parents picking children up on a regular basis (2 days or more a week) must fill out a Permanent Pick-Up Form on a Google Form. They will be given a car tag to display in their car window. Pick up will be outside the LIS/HS office area.
- Phone call requests will not be accommodated.
- Last minute changes will not be accommodated.
- Building principal must approve all emergency requests.
- Parents picking up children at the end of the day, **less than two times a week, are asked to report to the office between 3:10 p.m. and 3:20 p.m. to sign their child out** ,
- To ensure the safety of our students, persons picking up students will not be permitted to go beyond the office without signing in and obtaining a visitor badge and may also be asked for identification.

## SCHOOL/HOME COMMUNICATION

Parents/Guardians will receive the following communications throughout the year:

- **All students will be given a plastic red folder with multiple page inserts to organize their classwork and nightly practice. This folder should be brought to school and sent home everyday.**
- **Monthly Newsletters** will be available on the school website during the last week of the previous month, which will include a general activity calendar. A monthly lunch menu will also be available on the school website. Screencastify videos may accompany the monthly newsletter to provide parents with a summary of the newsletter contents.
- **PAM (Parent Assist Module)** is a service offered to parents through our grading program at NEOMIN. It allows parents to go online to check their child's progress in every class by tracking assignments and grades that the teacher has recorded in their grade book. Each parent will have an account set up when your child enters the district that will follow them through high school.
- **Viking Nation Messages**
- **Remind**-Many teachers use Remind to communicate digitally and directly with parents. Sign-up Information is sent home at the beginning of the year. This app allows communication while maintaining the privacy of individual contact information.

We welcome the opportunity to work with parents in helping children succeed. Communication is vital to ensuring that we provide the opportunity for success. **The first line to follow when dealing with questions or concerns is to contact the teacher involved by calling 330-898-4569.** Each teacher has a conference period during the day. If the problem cannot be resolved, then the principal should be contacted. The next step would be to call the superintendent and finally to appear before the Board of Education. We appreciate the opportunity to solve potential problems before they become major issues.

### **WORKBOOK FEES /CAFETERIA FEES/ACCOUNTS DUE**

Because these materials are consumable and cannot be used again, parents are required to provide these materials for their children. Workbooks will be distributed in the fall, and parents should send payment during the first semester of school. **Report cards will be held until workbook fees are paid in full.**

### **TELEPHONES**

Telephones are not available for students' use except in unusual circumstances. Permission will be granted only in cases of qualified need. It should not be necessary to use the telephone on a regular basis.

### **LOST AND FOUND**

There is a lost and found in the principal's office. Articles and textbooks found should be placed in the lost and found bin. Valuable articles, which are found (such as wallets, watches, or jewelry) should be reported immediately and given to the building secretary. (Unclaimed items will be donated to charity.) Having another's belongings without his/her knowledge/permission constitutes theft.

### **FUNDRAISING**

Students are not permitted to sell fundraising items of any kind to other students, teachers or staff on school property.

# SAFETY - HEALTH - MEDICAL

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation/accident, he/she must notify any staff person immediately.

## SAFETY PROCEDURES

To keep our building safe we ask that:

- All doors remain closed
- Students should not admit anyone in the building. Visitors attempting to use another entrance should be instructed to go to the front door by the office.
- Students report strangers to a staff member.
- Students report seeing harmful items (knives, guns, and drugs) to the office/staff.
- Students, who hear threats concerning the safety of a student, staff member, or the school, report that information immediately to the principal or a teacher.

For the safety of all students under school jurisdiction, students are expected to conduct themselves in a responsible manner. Running, pushing, or "horseplay" will not be tolerated. Students are expected to be in assigned areas at all times.

## FIRE / EMERGENCY EVACUATION DRILLS

In case of emergency, it may be necessary to empty the building quickly. Fire and tornado/emergency evacuation drills are planned and practiced to ensure the movement of all personnel to a safe area during an emergency. Students must treat evacuation drills as though they were a real emergency.

- Each room is assigned a specific course and method of proceeding to safety. Exit maps are posted in all rooms designating the proper evacuation route. Listen to your teacher's directions of where to go.
- Students should move away from the building quickly with **no running or talking**. Do not stand in the blacktop areas in front of the building.
- Remember, in an emergency your life may depend upon how quickly everyone can clear the building. **Keep calm.**
- If your exit is blocked by any chance, move along the nearest hallway to exits that are open. Keep close and keep moving until everyone is out of the building.
- Wait for directions before returning to your class.

## TORNADO DRILLS

- When the signal is given, exit into the hallways and take a position facing an inside wall. **NO TALKING**. Be quiet and avoid confusion so that you can be given further instructions.
- If a tornado comes suddenly without warning, seek out spaces protected by interior walls. Avoid windows and glass. If necessary, get under the desk - if there is time, cover your head with a coat or jacket. Protect yourself; lie face down, draw your knees up under you and cover the back of your head with your hands.

## **EMERGENCY CLOSING**

Should weather or emergency conditions be such as to necessitate the closing of school, information will be announced on local radio and television stations and our automatic telephone notification system will contact the number you have provided for us. **Parents are encouraged to make emergency plans with their children in the event school is cancelled after the day has begun.** Keys to get into the house, a neighbor or relative to call, what to do when arriving at home are all issues that should be pre-planned.

## **HEALTH SERVICES**

The school system has a full-time nurse. The school nurse gives first aid and provides care for the sick or injured student while he/she is in the school building. Students who become ill after arriving at school should request permission from the teacher to report to the office. Serious emergencies will result in calling 911.

## **FINAL FORMS ~ EMERGENCY MEDICAL FORMS**

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the office. It is important for parents to provide enough phone numbers on the emergency medical authorization form so that a sick child may go home. ***The school may only contact people listed on the form if a parent/guardian cannot be reached.*** This form is required on the **2nd day of school** and may be updated at any time.

1. All emergency forms must list a **minimum of 3 working** phone numbers.
2. All emergency forms must list work, cell phone and home phone numbers that are available to the residential family.
3. All emergency forms must provide a current residency for students and parents/guardians.
4. Local officials may be contacted if we are unable to reach a parent/guardian in a reasonable amount of time.
5. Emergency medical forms must list all persons who have authority to pick up the student.

**Prescription Medication:** Students taking medication at school must have a completed Med 1 Form signed by the doctor and parent on file. The medication must be brought to school by a parent/guardian in the original container in which it was dispensed. No medications are to be carried on the bus.

**Non-prescription medicines** require a note from the parent/guardian giving permission for the student to take the medicine during school hours. Any necessary medications must be provided by the parent/guardian.

## **Cough Drops**

Parental permission must be given, in writing, for a child to have cough drops or throat lozenges in his/her desk. Cough drops will not be dispensed **via the office**.

## **In an effort to keep our school healthy, we request that you keep your child home if:**

1. He/She has a fever above 100 degrees
2. Vomited/had diarrhea during the night before school
3. Awakened during the night complaining of an earache, headache, sore throat or other pain.
4. Has a rash of an unknown cause.
5. Red itchy watery eyes with or without drainage not contributed to allergies

### **HEAD LICE**

Parents are encouraged to routinely check for head lice and report any findings to the school.

### **UPDATING RECORDS**

Parents should immediately notify the school and go onto *Final Forms* to make the changes, when there are any changes in a student's address (new proof of residency must be turned into the building secretary), phone number, or any other information, which is included on the **Emergency Medical Form**. If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother/father, proof of custody/guardianship must be provided to the school office

## **ACADEMICS**

### **HOMEWORK POLICY-NIGHTLY PRACTICE**

Nightly practice will be assigned as an extension of instruction in the classroom. It will build responsibility, support life-long learning habits and help students meet the district's academic standards. Practice assignments should not be excessive and they may be differentiated based upon the student's individual needs. Teachers will always provide guidance and instruction in the classroom prior to the homework being sent home. As a result of these practices, it will be the student's responsibility to do most homework assignments independently.

**Practice Expectations:** Students are expected to complete daily or weekly assignments by the date on which it is due. Projects or long range assignments will be broken down into components. Teachers will establish a timeline and rubric for students to follow to aid them in planning and organizing their work.

- **4th and 5th grade** - 3 missed assignments will result in detention.
- **3<sup>rd</sup> grade** - Beginning the 2nd 9 weeks detention will be issued for students who have 3 incidents of uncompleted homework.

**How Nightly Practice/Homework Relates to Student's Grades:** Homework will be a contributing factor in a student's overall grading. The amount of weight given to homework assignments will vary from teacher to teacher. Class work and assignments will carry the most weight when determining a final grade.

## **Nightly Practice/ Homework Rules and Responsibilities:**

### **Students:**

- 1) Utilize the daily LIS red folders and have parents check every night.
- 2) Understand what the assignments are and when they are due.
- 3) Ask questions when instructions, assignments, or deadlines aren't clear.
- 4) Organize time and other resources in order to complete the assignments on time
- 5) Give practice your best effort before asking parents for help.

### **Teachers:**

- 1) Assign practice that either practices what is being learned in the classroom or serves as an extension to classroom activities.
- 2) Provide clear instructions as to when and what is expected of the student.
- 3) Evaluate and return practice work in a timely manner with the appropriate feedback.
- 4) Recognize and reward students who consistently and correctly complete practice work and seek to improve the study habits of those that don't complete assignments.

### **Parents:**

- 1) Plan a home practice schedule with your child. Allow for free time when assignments are completed.
- 2) Provide a suitable study area that is conducive to uninterrupted study time as well as the necessary tools to complete the practice assignments.(dictionary...)
- 3) Limit after-school activities to allow time for both practice and family activities.
- 4) Check/Review completed assignments and sign assignment sheet/folder every night.

## **STANDARDS FOR WRITTEN WORK**

**Originality:** All student work must be original. Copying materials from other sources is plagiarism, a form of stealing. Turning in materials written by others – friends, family members, or anyone else – is a form of cheating.

**Seeking Help from Parents:** Students are encouraged to seek help from parents. Assistance should take the form of comments and suggestions so that the final product is that of the student and reflects the student's own vocabulary and skill level in writing.

**Citations:** Quoting other material is acceptable if credit is given to the source. Such material should add to a piece of writing, not make up a large portion of it.

### **Use of Information from the Internet**

The use of the Internet and electronic encyclopedias must be handled carefully to avoid plagiarism. It is easy to transfer information from these sources to a word processing program and print it out. This is not acceptable. It is also unacceptable to take such information and revise it on a word processing program and turn it in. This is still not original work. The correct way to use material from electronic sources is for learning about a topic and taking notes. Writing submitted to a teacher should be constructed word by word by the student, not composed by altering someone else's words. The final product should be at a level of sophistication that the student could reproduce without the resource material. The student should be able to comprehend vocabulary and explain concepts contained in the piece of work.

## **TEXT BOOKS**

The Board of Education will furnish all textbooks for the pupils in our school district. All such books owned by the LaBrae Board of Education will bear the official seal of the Board, an accession number on the title page, together with the date that the book was first issued. The names of all books with their accession numbers will be recorded on a list in the office. Students are responsible for settling their obligation for books or other material lost or damaged by him/her to receive report cards. Our books represent an investment of thousands of dollars. Pupils should use every means possible to see that they are given proper care. All lost books should be turned into the office. Pupils who have lost books should check for them there. Students may identify the books that they have lost by the number imprinted in the title page.

## **GRADING**

The following scale will be used to determine grades at LaBrae Intermediate School.

<b>93%-100%</b>	= <b>A</b> <u><i>SUPERIOR</i></u>
<b>83%-92%</b>	= <b>B</b> <u><i>ABOVE AVERAGE</i></u>
<b>73%-82%</b>	= <b>C</b> <u><i>AVERAGE</i></u>
<b>63% -72%</b>	= <b>D</b> <u><i>PASSING</i></u>
<b>62% &amp; below</b>	= <b>F</b> <u><i>FAILING</i></u>

## **INTERIM REPORTS**

Interim or progress reports are sent home at the halfway point of each grading period. Information is provided concerning any difficulties the students may be experiencing. Parents are to sign the reports and students are to return them within two days of receipt.

## **REPORT CARD**

Report cards are issued on the **Friday** following the end of each grading period. Parents are to sign the envelope and students are to return them to their homeroom teacher by **Tuesday** of the following week.

## **HONOR ROLL**

An honor roll is computed at the end of each nine-week period and published at the time report cards are distributed at the end of each grading period. Students who have a "B" average are included, and their names are posted in the building and released to local newspapers. All subjects are used in calculating Honor Roll (Reading, Math, Language Arts, Social Studies, Science, Art, Music, P.E. and Technology) a grade of D or F in any subject automatically eliminates a student for that grading period.

## **PARENT TEACHER CONFERENCE**

Scheduled conferences will be held in the evenings twice a year in **October and again in February**. The main purpose of a conference is to help your child. Teachers realize that parental help is needed to give children the best education possible. The school and home need each other to accomplish goals of mutual interest in the lives of the children. A note or a phone call can arrange other conferences at any time, by either the teacher or parent if needed. If you choose to conference with a

teacher, at a time other than the regularly scheduled conference times, call or write a note indicating that desire and a mutual meeting time can be arranged.

### **GUIDANCE**

A guidance counselor is provided two half days per week. The guidance counselor provides education, career and social information to students in group guidance or individual counseling. A student wishing to go to the guidance office must first get a pass from his/her teacher. Parents may make an appointment to see the guidance counselor by calling the office.

### **SCHEDULE CHANGES**

Schedules will only be changed at the request of a staff member. Concerns should be discussed with the teacher assigned to the class.

### **STATE ACHIEVEMENT TESTS**

Students will be tested in reading (3<sup>rd</sup> - 5<sup>th</sup>), math (3<sup>rd</sup> - 5<sup>th</sup>), science (5<sup>th</sup>). In compliance with the 3<sup>rd</sup> Grade Guarantee, 3<sup>rd</sup> Grade students not passing the Reading Tests will be retained in 3<sup>rd</sup> grade.

### **PROMOTION-RETENTION**

We believe that the primary consideration in decisions regarding promotions and retention of students should be the ultimate welfare of the student. We believe that the ultimate welfare of the child in turn depends upon his/her grasp of fundamental skills and knowledge and his/her social and emotional development. No conditional promotions are permitted. Promotions will be determined by the agreement between the principal and the teachers. Board policy will be followed concerning promotions, retention and placement.

### **FIELD TRIPS**

During the school year, educational field trips may be taken as part of instruction. The teacher will notify parents, in writing. A signed permission and emergency medical information on Final Forms are required before the child is permitted to go on any trip. Teachers will notify parents of costs, dates, times, etc.

#### **Students may be prohibited from participating in a field trip if:**

- (1) He/She is suspended during the nine-week period that the trip occurs;
- (2) The student has outstanding monies owed to the school;
- (3) His/Her ongoing misbehavior is considered to be a safety factor for others and self on the trip; and
- (4) The student has not completed assigned work.

# ATTENDANCE

Punctual and regular attendance at school is extremely important. Parents should keep in mind that there is a direct relationship between attendance and progress in school. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. Schools have the responsibility to provide those experiences; they cannot teach students who are not present.

Parents/Guardians, by Ohio law, are responsible for ensuring that their children are in regular attendance at school. House Bill 410 and the Ohio Revised Code Section 3321.191(C)(1) moves from defining truancy in terms of days missed to hours missed. **Habitual truancy** is defined as a child of compulsory school age who is absent **without a legitimate excuse** from school for **thirty (30) or more consecutive hours (5 or more school days), forty-two (42) or more hours in one school month (7 or more school days), or seventy-two (72) or more hours in one school year (12 or more days)**.

House Bill 410 and the Ohio Revised Code Section 3321.191(C)(1) moves from defining truancy in terms of days missed to hours missed. **Excessive absences** is defined as a child who is absent **with or without a legitimate** excuse from school for **thirty-eight (38) or more hours in one school month (6 or more school days), or sixty-five (65) or more hours in one school year (10 or more days)**. Ohio law and Board policy require a letter of information be sent to parents of children whose absences meet this definition.

In addition, any student with **unexcused** absences that reach 30 or more consecutive hours (5 or more school days), 42 hours in one month (7 or more school days), or 72 hours in one school year (12 or more days) is considered habitually truant. If this happens, parents and students are referred to the LaBrae Intermediate Absence Intervention Team (AIT Team) and an absence intervention plan will be implemented as per requirements of House Bill 410. If absences do not improve under the plan, the district will file a complaint in the juvenile court. ***As per LaBrae's Attendance policy, any student who acquires 18 unexcused absences in one year could be subject to retention.***

**Parent(s)/Guardian(s) should notify the LaBrae Intermediate office at 330-898-4569 and give necessary information by 8:30 AM the morning of the first day of absence.** A written note from the parent/guardian must be received within 24 hours of return from the absence and any doctor's office excuses must be submitted within five days of return.

## **IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN MAKE-UP WORK FOLLOWING AN ABSENCE:**

1. On the day the student returns to school any missed work will be provided.
2. Students have an equal number of days to make up work as the number of days that they were absent.
3. Arrangements for make-up work due to extended illness will be made through the student's teacher or principal.
4. Practice work can be requested after the student has missed 2 consecutive days.

**TARDY:** The tardy bell rings at 8:45 AM. Students arriving after that time need to report to the office with an adult. Students arriving after 10:30 AM will be marked ½ day absence. Students leaving before 2:00 will be marked ½ day absence and students leaving before 3:25 PM will be marked as a leave early. If a student arrives after 8:45 AM and before 2:00pm without an excuse, the student will be considered AM absent, and will have a reduction of 2% from the final grade of those periods for the nine weeks.

### **EARLY DISMISSAL**

If a child needs to leave for a medical appointment or other excusable reason, the parent should send a note in the morning to the secretary, requesting the dismissal of his/her child and stating the time, the date, and the reason.

- The student will be called to the office to be signed out by their parent/guardian when they arrive.
- Upon returning to school, the student must provide documentation of the appointment.
- If a child is needed in an emergency, the parent/guardian may call or stop in the office, and the student will be called from class.

### **VACATION POLICY**

The Board does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for vacations or trips are not given permission to do so by the school. The responsibility for such absences resides with the parent/guardian and they must not expect any work missed by their child to be re-taught by the teacher. If the School is notified a week in advance of such a trip, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent and will be considered an excused absence. If the school is not notified, the absence will be considered unexcused.

## **STUDENT DRESS CODE**

The administration works to create a school environment that is conducive to learning. Anything worn by a student, be it clothing, jewelry or cosmetics that draws undue attention will not be permitted. If questions of dress occur, the building principal will make the final determination as to appropriateness. Students will adhere to the following:

- Students are expected to be clean, well-groomed and to wear clean clothing that fits properly
- Students are to have their abdomen, waist and hips completely covered while in school.
- Beach and athletic wear, pants above mid-thigh, halters, mesh wear, Pajama tops /bottoms, unbuttoned shirts/blouses, midriff shirts/blouses, low-cut shirt/blouses, sweat shorts, spandex/biker pants, sleeveless t-shirts, thongs, turf shoes, aqua shoes, and sunglasses are not to be worn.
- Saggy or Baggy pants, low necklines, midriff shirts, or spikes are not to be worn.
- Skin-tight material which is not covered by some loose fitting clothing is not to be worn. The covered clothing must come at least mid-thigh. Attire such as skirts, pants, shirts, and blouses that expose excessive amounts of skin or private areas of the body are not permitted. Skirts, dresses, and shorts must be no shorter than mid-thigh, in good taste, appropriate for school,

and would be acceptable in a business environment.

- Students may wear appropriate shorts until October 30th at the beginning of each school year. Wearing shorts may resume on April 1<sup>st</sup> of the same school year.
- Skirts and shorts must be approaching the knee and extend beyond the student's fingertips and are to be worn at the natural waist.
- See-through clothing or shirts/dresses with spaghetti straps are not to be worn unless a t-shirt is worn underneath them.
- Clothing and accessories labeled with objectionable logos, including references to drugs, alcohol, tobacco, cigarettes, sex, race, discrimination, derogatory comments, and/or pictures, gang identifiers and cult identifiers are not permitted.
- Coats, hats, bandanas, scarves, hoods, head apparel, and other outdoor apparel are not permitted on students during the day while in the building.
- Book bags, purses, hats and coats must be stored in cubbies and not carried during the school day.
- Students should not dress in a manner that would present a danger to their health and safety (e.g. Going barefoot, wearing high heels). Roller skating shoes, sandals, flip-flops and open toe shoes are not permitted.
- Jewelry will be age appropriate.
- Unnaturally colored hair, hairstyles, or contacts that are distracting to the educational process are not permitted. Examples of unnatural hair colors could include, but are not limited to: blue, green, pink, purple, orange, etc. Mohawks are not permitted.
- Makeup, perfume, or aftershave is not allowed.

Any type of dress or grooming that distracts from the educational process or causes concern for health, safety, or general well-being of the student will be considered improper.

Dress code violators will be sent home to change, or the parent/guardian or caregiver will be called to bring a change of clothes.

### **Items Not Permitted In School, in Book Bags or on Buses**

The items below are not permitted in school and will be confiscated and kept by the teacher until the last day of school:

1. Novelty collectables, including trading cards and virtual pets, any type of toys.
2. Electronic devices, cell phones
3. Any item which could be considered a weapon or weapon look alike
4. Any items too large to put in a book bag.

### **Birthday and Party Invitations**

To avoid hurt feelings, we do not permit students to issue invitations to personal birthday parties unless the invitation is extended to the class as a whole or to all the boys, or all the girls. For the privacy of all students, addresses and phone numbers cannot be given out to anyone. Due to the increasing number of students who experience food allergies and other health concerns, **birthday treats may only be a non-food item.**

# CITIZENSHIP

## DISCIPLINE

The primary purpose of a school is to provide educational opportunities that result in learning. To accomplish this, an environment must exist that is conducive to educational needs, yet does not infringe upon other students' rights to learn or teachers' rights to teach; to this end we must seek to instill responsible behavior.

LaBrae Intermediate School Students are expected to follow the rules and procedures listed in this section. This code of conduct, adopted by the LaBrae Board of Education, is in effect on school property, as well as while students are attending or participating in any event in which a LaBrae team, squad, group or individual is participating, regardless of location.

## CODE OF CONDUCT

The following shall be sufficient grounds for the administration and/ or the LaBrae Local Board of Education to initiate disciplinary action against any student or students found to be in violation of any item or terms in this policy. Disciplinary action will be taken on an individual basis by the administration in accordance with Sections 3313.66 and 3319.41 of the Ohio Revised Code. The disciplinary action may result in suspension, expulsion or referral to juvenile authorities. Violations shall include, but are not limited to:

1. **Failure to Follow** Regulations of the School, which have been adopted by the LaBrae Local Board of Education and/or enacted by the school administration under the authority delegated to it by the statutes of the Ohio Revised Code.
2. **Conduct** that shall violate federal, state, or local laws. Such violations shall be cause for disciplinary action when committed under the jurisdiction of the LaBrae Local Board of Education, or in such a manner that the violation involves, or is directed toward any student or employee of the LaBrae Local School District or any member of the Board of Education.
3. **Failure to Follow the request** of those employees of the school district who shall have responsibility for instruction, supervision, or administration of any school sponsored course, program event or activity. Further, this includes those people who provide services which shall affect the health, safety, or welfare of the school population, i.e. bus drivers, custodians, secretaries, clerk-typists, aides/when in performance of their duties.
4. **Behavior** which shall cause or contribute to the disruption of any class, study hall, activity, function or service which is provided or sponsored by the LaBrae Board of Education.
5. **Inciting or participating** in any unauthorized assembly or activity, which by design or result disrupts the normal operation or atmosphere of the school and its program.
6. **Truancy** which shall include one or more of the following: unauthorized absence from school; activity which shall occur during the established school hours; unauthorized departure from the school building or premises during the established school hours. "Truancy" means absence without excuse.
7. **Tardiness**, which shall include: unauthorized or unexcused late arrival to school, unauthorized or unexcused late arrival to any assigned class or activity.

8. **Threatening or assaulting** any other student, teacher, employee, or any other person while on the property regulated by the LaBrae Local Board of Education. Further, this shall include such threat(s) or assault(s), which occur while attending or participating in any event, regardless of location, in which a LaBrae team, squad, group, or individual is participating as a representative of the LaBrae Local Schools. A student shall not **physically touch, threaten or assault** another student, teacher or employee, or visitor. **NO TOUCHING!** Keep your hands, feet, and body to yourself. **Horseplay** will not be permitted. No punching, kicking, tripping, pulling hair, choking, slapping, and/or intentionally running into/deliberately knocking a student's books out of his/her hands.
9. **Possession**, sale, or distribution of weapons, or any object which may be considered an instrument of violence, to include Counterfeit weapons, i.e. plastic guns, etc. Hand held razor type pencil sharpeners are prohibited in the Intermediate Building.
10. **Vandalism** of public or private property, which shall occur on property regulated by the LaBrae Board of Education.
11. **Fighting** / deliberately provoking others while on the property regulated by the LaBrae Local Board of Education. Two people who hit each other are fighting no matter who started it.
12. **Removal without permission** of public or private property from any property regulated by the LaBrae Local Board of Education.
13. **Possession, Use, Distribution, or Sale** of alcoholic beverage and/or prescribed/nonprescription drugs, tobacco or counterfeit substances while on the property regulated by the LaBrae Local Board of Education.
14. **Failure to meet financial obligations** which have resulted from one or more of the following: fees, fines, levied for failure to return library books on time, fines or charges levied to pay for damage to the building and/or contents of the buildings regulated by the LaBrae Local Board of Education.
15. **Failure to show reasonable care** in the use of textbooks, equipment, supplies, and facilities provided by the public through the LaBrae Local Board of Education.

**Behavior in Restrooms**

Use facilities properly

Stand only on the floor

Put paper towels in the wastebasket

**Behavior in Hallways**

Walk quietly at all times

Keep to the right

Enter and leave through assigned doors.

**Failure to meet or attempt to meet the standards** or requirements of the specific classes. Students are expected to **actively participate** in each class.

16. **A student shall not cheat** or plagiarize (copy without permission or notation) the work of another. Seeking or giving information on a test and copying another's work are not acceptable. Cheating will result in a grade of zero.
17. **Book bags and Long coats** shall not be carried or worn to class.
18. **Dress Code** as adopted by the LaBrae Board of Education shall be followed.

19. **Language of profane, abusive or suggestive nature**, which shall have been directed to or used in reference to any person while on property regulated by the LaBrae Board of Education or while attending or participating in any activity, event, or function sponsored by the LaBrae Local Board of Education.
20. **Electronic devices, cell phones**, game devices, MP3's, CD players, and cameras are prohibited. These items will be confiscated, turned in to the Principal's Office and returned to a parent/guardian only. Headphones are permitted for use by individuals on school computers for instruction and assessment only.
21. **Bullying/Intimidation/Harassment** is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once, and the behavior both 1) causes mental or physical harm to the other student, 2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Cyber bullying is an abusive behavior including, but not limited to repeatedly taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones, internet websites, and or any other electronic device.
22. Students may not have **games, cards, toys or valuable possessions** at school. **Spinners and other "fidgets" are considered toys** unless students have approval from the Special Education Department or a doctor's written recommendation. It is also recommended that they not carry large amounts of cash.
23. **Misconduct** by a student that occurs off of district property but is connected to activities or incidents that have occurred on district property, and misconduct by a student that, regardless of where it occurs, it is directed at a district official or employee on the property of a district official or employee or the property of a district official or employee.
24. **Computer Network and Internet** Acceptable use Policy and Agreement. Students shall not violate any provisions of the agreement. School Computers are for School Use ONLY.
25. A student may not ask another to engage in any sexual activity. Sexual comments or gestures, which the offender knows (or should know) are offensive to the listener or observer, are not permitted. Reports of **sexual harassment** should be made to school personnel. The administration will then investigate all reports.

School officials may search students, their belongings, or their lockers if there is a reason to believe that a student is in possession of stolen, dangerous, illegal items or things not permitted in the code of conduct. Police officers may be called for assistance with searches. Teachers have the right to confiscate items in violation of the code of conduct or items that are causing a distraction.

Confiscated items will be sent to the office where they will be put in an envelope and locked up. The items will only be returned to a parent/guardian, who will be told that if the item is confiscated again, the child will be written up for insubordination. Items that are dangerous / illegal will be turned over to the proper law enforcement agency.

#### **ANTI-HARASSMENT POLICY 927.10**

The LaBrae Board of Education actively endorses equality in employment and in education without regard to sex, color, race, national origin, religion, age or disability in accordance with applicable federal, state and local laws. This Board of Education believes that all students are entitled to study in an environment that is free from harassment including any form of hazing.

The Board prohibits harassment based upon sex, color, race, national origin, religion, age or disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's academic performance, or participation in school-related activity.
2. Submission to or rejection of such conduct is used as the basis for evaluating a student's academic performance or participating in school-related activity.

Such conduct has the purpose or effect of unreasonably interfering with a student's academic or school-related performance, or creating an intimidating, hostile or offensive school environment.

- a. A student who makes a false claim, submits a false informal or formal complaint, or submits false information during the investigation of a harassment, bullying, or discrimination (Title IX) claim is subject to school discipline for such acts.

### **DANGEROUS WEAPONS IN THE SCHOOLS ORC 3313.66, 3313.661**

The LaBrae Board of Education is committed to providing the students with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons in the schools. The definition of a firearm shall include any weapon (including a starter gun), which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver or any such weapon, any firearm muffler or firearm silencer, or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosives, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student possesses a firearm or knife on school property, in a school vehicle or to any school-sponsored activity, he/she shall be expelled from school for a period of one calendar year. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, shall be subject to expulsion.

### **ALCOHOL / DRUG-FREE ENVIRONMENT PROCEDURE**

A student shall not possess, use, sell, transmit, or show evidence of being under the influence of any narcotic drug, counterfeit controlled substance, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, or intoxicant of any kinds as follows:

1. On the school grounds and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school activity, function or event.
4. Other than use of a drug authorized for the student by a medical prescription from a registered physician.

**All registered and medical prescription drugs for students must be left in the office.**

Evidence of students involved in the distribution or sale of alcoholic beverages and/or drugs and/or narcotics and/or look alike or counterfeit drugs may result in the following:

1. Immediate ten (10) day suspension and complete professional assessment with a school-approved cooperating agency; conference with parent, principal (or designee), and a Core Team member, must follow the recommendations of the agency.
2. Failure to comply with step one may result in recommendation for expulsion. During the above actions, frequent references shall be made to the student handbook, the code of conduct and proper behavior, the Community Caring Card as well as other helpful references.

## **CAFETERIA RULES AND POLICIES**

Students are to eat in the cafeteria whether they buy lunch or carry one from home. Complete lunches as well as an ala carte menu are offered daily. The price of daily lunches will be announced at the beginning of the school year. Students must observe the following:

1. Students will be assigned tables.
2. Students are expected to keep the lunchroom and their table clean. Accidents happen. If a mess occurs, clean it up.
3. Proper table manners & **talking in a normal tone of voice** are expected.
4. Students must have a supervisor's permission to leave the cafeteria.
5. Students should have money unfolded and ready to give to the cashier.
6. Trays are to be returned to the scullery window.
7. Garbage must be placed in the proper containers and all students are expected to clean up the area surrounding them.
8. All food is to be eaten and kept in the cafeteria.
9. Cutting in line will not be permitted.
10. Students are not allowed to sell, trade or give away their lunch.
11. Students are not permitted to share food or drinks.
12. All students are expected to eat lunch.

Students unable to follow the above procedures will be written up for the code of conduct violation(s) that apply.

**Free and Reduced Price Lunches** are available for those who qualify. Forms, required by the State of Ohio, must be completed in order for the cafeteria manager to approve participation.

If you qualify for Free Lunch and **have checked the appropriate box** to share that information, then instructional fees for the school year may be waived. Breakfast is also available for all students.

### **Breakfast**

- K-12: \$1.10, Reduced price: \$ .30

### **Lunch**

- K-5: \$2.10, Reduced \$.40

**Milk: \$.50**

## **PLAYGROUND RULES**

All 3<sup>rd</sup> and 4<sup>th</sup> grade students will play outside each day except when it rains or the temperature, including the wind chill factor, is below 25 degrees.

In case of a health problem, a note from the parent should be sent to the teacher when it is necessary for a child to miss outdoor play for a day. If a child is unable to participate in outdoor play for an extended period of time, a note from the doctor is needed. If just physical activity needs to be restricted, the child may be seated outside at a table or walk with a teacher. Parental or doctor note is required.

1. Recess is not a right but a privilege.
2. Recess time may be used as a study hall to instruct or re-teach lessons due to absences or a need for intervention.
3. Children are expected to go out for recess, unless they have a note from a doctor giving the reason for requesting the child to stay indoors.
4. Use common sense and safety procedures when using all equipment. Only use equipment for the purpose for which it is designed.
5. Stones, dirt, and snow are to remain on the ground.
6. Students are to report to the adult on duty when a problem occurs.
7. Candy and/or gum on the playground are not allowed.
8. One person seated on a swing. Standing on swings is not permitted.
9. Do not jump onto/off of moving swings, stand in the way of or push anyone on a swing.
10. Do not hang upside down on the monkey bars.
11. Leave the playground area only with teacher approval and in an orderly fashion.
12. The school is not responsible for the unauthorized use of the playground or the equipment. This includes all times school is not in session.

## **TRANSPORTATION POLICY**

At the beginning of each school year, children ride the bus to and from their home address. If circumstances change and you need alternative busing, a "REQUEST FOR ALTERNATE BUSING" form needs to be completed and filed in the Transportation Office. There will be only one Alternative Busing Request allowed per school year. **Please allow 48 hours to process your request.**

**Bus Stop:** Students should be waiting at the bus stop before the bus arrives. They should be instructed to stand at a safe distance from the highway. The school is not responsible for conduct before students board the bus or after they depart from the bus. Students must maintain behavior at the bus stop that will not threaten the safety of people or property. Use assigned bus stops at all times unless prior administrative permission has been granted.

**All code of conduct rules remain in effect when students are on a school bus** including rides for field trips or extracurricular activities. The safety and well-being of all students are of major importance while being transported.

1. Students must ride the buses to which they are assigned and must be discharged at the same stop where they are picked up in the morning.
2. Pupils are expected to enter the school building immediately and not to leave the school grounds after their arrival.
3. Students must cross the street 10 ft. in front of the bus upon the signal of the driver.
4. Pupils who refuse to cooperate will be denied the privilege of bus transportation.

### **Unsatisfactory conduct on a school bus is explained below:**

- Refusing to obey the instructions of the driver promptly or talking back.
- Not remaining seated, facing forward or changing seats while in motion.

- Loud talk and boisterous conduct; whistling or calling to people outside the bus; talking at the intersections and at railroad crossings.
- Not keeping all parts of the body inside the bus and feet on the floor.
- Eating on the bus.
- Profanity.
- Throwing things in or at the bus, or out the window, or using water guns.
- Smoking or lighting matches or lighting cigarette lighters (any one of the above draws an automatic suspension from riding the bus).
- Fighting or scuffling.

A violation of any bus rule or school rule broken while on a bus may result in disciplinary action including a verbal warning, a written warning, a phone call or note to a parent, a written assignment, detention, out of school suspension, denial of participation, emergency removal or expulsion. Bus drivers and the transportation supervisor are available by calling 330-898-4620.

## **CORRECTIVE ACTIONS DEFINED**

### **DETENTION**

A student may be required to serve time before school in detention for infractions of the rules. Teachers or administrators will allow twenty-four hour notice so parents, who have the responsibility of providing transportation, may make the necessary arrangements. Detention will be held from **7:30 a.m. – 8:30 a.m.** Students must bring acceptable work to do; and they must remain seated, quiet and awake. **Detention slips must be signed by a parent** and returned the next day to the teacher who issued the detention. Detentions do inconvenience parents whose responsibility it is to insist that their children follow school rules. **Excuses to miss detention** will be granted only for prior medical appointments or special situations approved (in advance) by the principal. A student will be granted only **one** excused miss from detention. Not having a ride will be accepted **only once**. Students who cannot be dropped off for detention should alter their behavior so they do not get detentions. At the end of the school year detentions not served may result in an Out of School suspension that may be carried into the next school year.

- Detention will start promptly at 7:30 a.m. and end at 8:15 a.m.
- If a student skips detention, further disciplinary action will be taken.
- Students will be on time. There will be no talking, sleeping, or distractions.
- Students will be permitted school-related books and assignments only.
- Failure to serve a morning detention will result in a one Saturday School Detention.
- In School Suspensions may be scheduled as needed when indicated by serious behavior infractions and subject to the availability of staffing and calendar restrictions.

### **SATURDAY SCHOOL DETENTION**

Saturday school is an alternative to 'out of school suspension.' Students continue to attend classes while being held accountable for their actions when violating school conduct regulations. Classes for Saturday school will be at LaBrae High School on designated Saturdays. Class time shall be from 8:00 a.m. until 11:30 a.m. Transportation to and from Saturday school detention is the responsibility of the parent /guardian. Assigned students must attend the entire three and one-half (3-1/2) hour session to receive credit for attendance. Students shall arrive on time with sufficient educational materials including paper, writing utensils and related text for classroom work to maintain a busy work environment for the entire time period. Arriving late, leaving early or failing to attend will result in disciplinary action.

While in Saturday detention students are not permitted to talk, drink beverages, eat, read magazines, have any electronic devices, have visitors, sleep and break any other rules issued in the student handbook. All student conduct rules adopted by the LaBrae Board of Education shall be in effect and enforced.

**Any violation of the aforementioned rules will be subject to disciplinary action by the administration the next school day.**

**Students will be excused from Saturday school for the following reasons:**

Medical or dental excuse (note from the doctor's office must be brought to the attendance office the following day with date and time of visit), death in the immediate family, and subpoena to court. If the absence is due to reasons other than cited above, the student will be suspended for one day of school in the week following the scheduled Saturday detention.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, assistant principal, or personnel employed to direct, supervise, or coach a student activity program may remove the student from the premises.

### **DUE PROCESS RIGHTS PROCEDURE FOR SUSPENSION OF STUDENTS**

Before a student may be suspended, expelled or permanently excluded from school, there are specific procedures that must be followed.

1. Confronted by the building principal or assistant principal and notified that the student will be suspended from school: the reason(s) and opportunity for the pupil to comment on the reason(s) given.
2. Letter is sent within 24 hours to the parent or guardian, explaining the number of days and reason(s) for the suspension.
3. Parents or guardians are given the opportunity to schedule a conference with the building principal or assistant principal relating to the suspension for the purpose of returning the student to the classroom.
4. Parents or guardians can request a hearing regarding the suspension before an executive meeting of the LaBrae Board of Education. The Board of Education, after an investigation has been made concerning the suspension of the student, will render a decision of returning the student to the classroom or sustaining the suspension as handed down by the administration. **These procedures will apply to all suspensions.** Twenty (20) or more days of suspension may result in expulsion.

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel and/or person of his/her choice. Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. If the expulsion is upheld, the next step is the appeal process to the Court of Common Pleas. All opportunity to earn grades or credit ends when a student is expelled.

## ACTIVITIES AND ORGANIZATIONS

**SPONSORS:** All organizations connected with the school have sponsors who serve as advisors to the organizations. These sponsors, appointed by the administration, must approve of and shall provide for the guidance, safety, and well-being for any project or activity carried out by the organization, chaperone any after-school activities, and serve as liaison for the organization and the administration.

**STUDENT COUNCIL:** The purpose of the council is to act as a student forum for ideas on how to improve our school and to perform services for the school as they are called upon to do so. Only 5th grade students may hold an officer's position (president, vice-president, secretary or treasurer). Grade Level representatives will be selected by the homeroom teachers.

**CHALLENGE 24 and PREP BOWL TEAMS:** Both teams are determined by tryouts conducted through the advisor and will compete in the county tournaments. Tryouts will be posted in newsletters and announced on morning announcements.

### DISTANCE LEARNING GUIDELINES:

During the 2019-2020 and 2020-21 school year, our school district faced unprecedented changes in lesson delivery due to the world-wide pandemic, which required the closure of our school buildings and then hybrid learning. It was a sudden move to distance learning that required immediate and unforeseen decisions by our staff that included many considerations including the determination of the best way to move students forward considering many new and unanticipated obstacles, including the accessibility of technology, the skill level of both staff and students, age-appropriate engagement for students and the availability of resources and platforms to engage students. It was, and continues to be, a learning curve for staff, students and parents. In the future, distance learning will continue to be utilized as needed, and be continually adaptive to state and district guidelines and requirements. The following family expectations & student guidelines for Google Classroom will be followed under the digital learning platform. The following family expectations & student guidelines for Google Classroom will be followed under the digital learning platform.

#### Family Expectations:

1. Families must understand that distance learning is a continuation of the learning experience that transpires daily in the physical classroom when school is normally in session. While that experience must be adapted when transitioning to learning at home, there are certain **expectations** and **requirements** that must be continued, and are extensions of the traditional normal classroom procedures and policies, as well as the established code of conduct.
2. Classroom expectations that have been clearly defined while in the classroom must be considered inclusive and relative to the distance learning experience.
  - a. Distance learning is **not optional**, and while challenging it may be required as mandatory education for students during critical times, such as our recent worldwide pandemic, and as clearly ordered by the Governor of the State of Ohio.
  - b. It is imperative that a partnership is developed between school and home to facilitate the best learning environment and experience for our students.

- c. Parents must ensure that students should have a daily schedule, preferably during the regular school hours for lesson delivery and completing work. **Online** work must be submitted daily as assigned so that students stay on track and do not fall behind. Paper and pencil work must also meet due date deadlines.
- d. Due dates and acceptance of work must be consistent with the classroom teacher's regular guidelines and practices.
- e. Communication between school and home is ongoing and productive, but respective to different schedules. Teachers must have clearly defined office hours to answer questions and provide support to students and parents. It is important that families utilize those published opportunities only during scheduled times.

**Student Guidelines for Google Classroom:**

- 1. Check Google Classroom Assignments Daily
- 2. Check school email daily for individual messages from your teacher.
- 3. Check Google Stream for updates and class announcements.
- 4. Use any and all available resources that your teacher provides.
- 5. Work in a quiet and uninterrupted environment and set a daily time schedule.
- 6. Communicate frequently with your instructor using such tools as Remind, Google Messages, email, etc.
- 7. Participate in Google Meet opportunities and Check In Sessions.
- 8. Reach out when you need help.
- 9. Develop self-discipline to stay current with assignments and participate in class discussions and activities.
- 10. Always stay connected and engaged with your digital classroom.
- 11. Communication between students via email, Google Chats, Remind, and document comments must be limited to educational feedback and discussion.