

BASCOM
ELEMENTARY
PARENT/STUDENT
HANDBOOK
2024-2025



LaBrae Local Schools
<https://labrae.school>
Bascom Elementary
1015 North Leavitt Road
Leavittsburg, Ohio 44430
330-898-3041

"The beginning is the most important part of the work."

-Plato

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LaBrae Local Schools 2024-25 Calendar

August 23-26 th	Teacher Professional Days
August 27 th	First Day of School for Students Grades 1-12
August 27-29 th	Bascom Kindergarten Testing/Orientation (By Appointment)
September 2 nd	No School -Labor Day
September 3 rd	First Day of School for Bascom Kindergarten Students
October 10 th	Parent-Teacher Conferences/Early Release
October 11 th	No School -NEOEa Day
November 1 st	End of the First Nine Week Grading Period/Early Release
November 5 th	No School -Teacher Professional Day
November 27-29 th	No School -Thanksgiving Break
December 2 nd	Classes Resume
December 23-January 3 rd	No School -Christmas Break
January 6 th	Classes Resume
January 20 th	No School -Martin Luther King Day
January 24 th	End of First Semester/Early Release
February 13 th	Parent Teacher Conferences/Early Release
February 14 th	No School -Compensation Day Parent Teacher Conferences
February 17 th	No School -Presidents' Day
March 14 th	No School -Teacher Professional Day
March 28 th	End of the Third Nine Week Grading Period/Early Release
April 18-April 21 st	No School -Easter Recess
April 22 nd	Classes Resume
May 23 rd	Senior Graduation (Packard Music Hall)
May 26 th	No School -Memorial Day Holiday
May 30 th	Last Day for Students-Early Release
June 2 nd	Teacher Professional Day

Grading Periods

Student Days

1 st : August 27 th - November 1 st (Early Release)	47
2 nd : November 4 th -January 24 th (Early Release)	45
3 rd : January 27 th -March 28 th (Early Release)	42
4 th : March 31 st -May 30 th (Early Release)	42

Calendar Approved: Feb. 12, 2024

Note: The contingency plan for making up hours of instruction due to school cancellations is for the District to implement the following: After 5 calamity days, LaBrae will conduct remote instruction for up to 3 days of the cancellation, beyond 5 or use April 21, 2025 as a potential makeup day or June 2-June 6, 2025 as potential in-person make up dates.

LaBrae Board of Education

Mr. Russell Sewell

Mrs. Karen Ancell

Mr. Tim Gibson

Mr. Bradley Gamlin

Mrs. Julia Shutt

Denotes District Title IX Coordinators*

LaBrae Administration

Mr. A.J. Calderone, Superintendent

Mr. Jeff Starkey, Principal, High School*

Mr. Todd Rowe, Principal, Middle School

Mr. Marty Kelly, Principal, Intermediate

Mrs. Maggie Kowach, Principal, Bascom *

Mrs. Amy Frederick, Pupil Services, Special Ed.

Mr. Bradley Panak, Treasurer

Bascom Elementary StaffMrs. Melanie Reese, **Secretary**Mrs. Liz Sutliff, **Nurse**Mr. Jason Diaz, **Counselor**Officer Dan Barb, **School Resource Officer**Sally Deeher, **Cafeteria Supervisor**Mrs. Buffone, Mrs. Fumerola, **Cooks**Mrs. Carole Misinay, **Transportation**Mr. Maurer, Mrs. Toot, Mr. Elston, **Custodians****Preschool****Kindergarten****First Grade****Second Grade**

Mrs. Cunningham

Mrs. Walton Rm. 3

Ms. Srock Rm. 11

Ms. Ingram Rm. 21

Mrs. Jones, aide

Mrs. Rowan Rm. 4

Mrs. Wilms Rm. 12

Mrs. Greaver Rm. 22

Ms. Wilson

Mrs. Johnson Rm. 5

Mrs. Morrison Rm. 14

Mrs. Geordan Rm. 23

Ms. Gee, aide

Mrs. Ferry Rm. 6

Mrs. Wittway Rm. 15

Mrs. Kish Rm. 24

Ms. D'Alesio, Ms. Hostettler, Mrs. Mackey, Intervention Specialists

Specials StaffMs. Toumazos, **Title I**Mrs. Rutherford, **Title Tutor**Mrs. Steele, **Title Tutor**Mrs. Simeone, **Gym**Mrs. Helmick, **Music**Mrs. Glatz, **Literacy Coach**Mrs. Biery, **Library**Mrs. Frederick, **Parapro**Mrs. Markowitz, **Speech**Mrs. Amy Pabst, **Speech**Mrs. Cindy Hoppert, **OT**Ms. Lindsey Barnhart, **PT**Mrs. Kurtz, **MD Teacher**Ms. Perry, **MD Aide**Mrs. Gollan, **MD Aide**

Mr. Nick Speziale, Mr. Mike Belcik, Miss Vanessa Perry Caydence Care

INTRODUCTION

WELCOME: The Bascom Elementary Staff is dedicated to promoting and maintaining the best possible learning environment where **all** of our students are physically and emotionally safe; are excited about learning; think critically, solve problems, and make choices; learn to communicate effectively; respect themselves and others; work cooperatively; take responsibility for their own actions; and reach their full potential.

The home and school must work cooperatively in establishing that environment. Parents' and /or Guardians' awareness and support of rules, policies, procedures, and expectations should enhance that cooperative effort, especially **making sure your student has regular attendance**.

It is hoped that the information contained in this booklet will answer any questions which arise during the school year. Please read this handbook carefully and discuss important information with your child. Please note the handbook rules and guidelines apply to the typical setting as well a virtual learning setting. If your questions have not been answered, or if you have any concerns, please contact us. Calls (330-898-3041) and visits to your child's school are very welcome.

Sincerely,
Maggie Kowach, Bascom Principal

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 information in the handbook as needed. The principal may, at his/her discretion, exercise the right to alter the policies in the student handbook as conditions warrant.

MISSION STATEMENT: The mission of Bascom Elementary, in cooperation with family and community, is to prepare our students for their future. We are dedicated to providing a curriculum of academic foundational skills in a positive learning environment to enhance student growth and to help them become critical thinkers. Students will learn to be proud, independent, responsible, and respectful PAX Viking leaders.

STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE: 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.

VOLUNTEERS: The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers. 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 BOE and LaBrae Local Schools personnel are grateful for the time and effort of volunteers in assisting the operation of schools. School Parent Volunteer/Involvement Policy is located on the District Website under Title I.

LABRAE ELEMENTARY PTO: Bascom Elementary shares a Parent-Teacher Organization with LaBrae Intermediate School. We urge all parents to become active participants. 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.

GENERAL PROCEDURES AND TIMES

OFFICE HOURS: 8:15 A.M. through 3:45 P.M. (Generally, the busiest times are 8:20-9:10, 11:30-12:30, and 3:10-3:40). Bascom's secretary is Mrs. Melanie Reese. Appointments may be needed for business of 5 minutes or more.

VISITORS: Visitors are welcome. They must hit the buzzer, state name and reason for the visit, and then be let in to the lobby. Visitors are asked to sign in and out if planning to spend time in the building during the regular school day. **AT NO TIME SHOULD A VISITOR TO THE BUILDING GO DIRECTLY TO THE CLASSROOM.**

CONTACTING TEACHERS: Parents may call the school @ (330-898-3041) to request a call or conference with a teacher during his/her planning time. Teachers are willing to discuss student/parent concerns, but are instructed not to leave or be distracted from a room full of students to do so.

TIME SCHEDULE:

8:15 A.M Building open for students to enter

8:20-8:35 Breakfast served (Students must be in the cafeteria by **8:30** to have breakfast)

8:40 A.M Student day starts/TARDY BELL rings

8:43 A.M. Morning announcements

8:45 A.M Classes begin

11:00 A.M. Lunches begin

12:40 P.M. Lunches end

3:20 p.m. Permanent pick-up

3:25 p.m. Temporary pick-up

3:25 p.m. Bus students begin loading

3:45 Office closes

SUPERVISION TO AND FROM SCHOOL: The school is responsible for supervision of students only while they are on school property. Building supervision for students begins at 8:15. The district is not responsible for students (except those who are on the buses) before 8:15 A.M. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school.

EARLY ARRIVAL: Gym doors will be opened at 8:15. **Students are not to come to** school before that time, proper supervision is not available until then.

BREAKFAST: Breakfast is served from 8:15-8:30. Students who plan to eat breakfast must be in the cafeteria by 8:30 at the latest, to ensure time to eat without being tardy to class. **8:40** is the tardy bell to class, not to be dropped off or enter the building.

STUDENT DROP OFF: Drivers are to use the "ENTRANCE ONLY" driveway (closest to Parkman Road). Drop off is at the two front entrances under the canopy. Children are to remain in the vehicle until a staff member is there to help them out of the vehicle. Students will then proceed on the sidewalk, immediately to the gymnasium entrance. Drivers will then exit by the "EXIT ONLY" driveway (middle drive). Parents that park and walk their child(ren) up to the gym entrance should use the "Entrance/Exit" driveway, park in the lot, and walk with their child(ren) in the crosswalk up to the gymnasium doors.

Students arriving after 8:40 A.M. must be accompanied to the office and signed in.

STUDENT PICK UP:

PERMANENT P.M. PICK-UP: For Parents picking up children on a daily basis. Dismissal will begin at **3:20** p.m. Please be on time.

- Parents are to STAY IN CARS IN SINGLE FILE LINES IN FRONT OF THE SCHOOL.
- Parents will fill out an online Google Form and be given 2 signs with your child's name. This sign will be placed on the passenger side dash. Signs are not to be duplicated. Your children will be dismissed from the gym/sidewalk by staff members who will open the door to help them in on the passenger side. Staff does not buckle in the students.
- If you forget your sign, do not get in the car line, you must go to the temporary pick up parking lot (gym side) and wait to be let in school at 3:20 p.m. You may be asked to show identification (no exceptions) when you come to the office to sign out your child before he/she can be released.
- Parents are to leave through the middle driveway. The 2 lanes of traffic will enable you to exit from the right lane to go right and the left lane to go left.
- Cars are to line up by the main entrance by the gym.
- If your child is not ready, please pull up to the waiting spot (rope going across gym parking lot) and your child will be brought to you in the car.
- When the car line is filled in the parking lot, please make two lines starting in the driveway so cars do not have to wait on to the road. Cars should then move forward by alternating turns between the line on the left and the line on the right side of the driveway.
- Parents: Thank you for your patience and help in making our school safer for our children. Please do not come to the gym doors to pick up your children. You will have to sign your children out if you do.

TEMPORARY P.M. PICK-UP: For Bus Riders That Need an Occasional Pick Up For Appointments Only. This is NOT a substitute for waiting in the Permanent Pick-Up line.

- Park cars in the gym parking lot.
- Parents will be permitted into the building at 3:20 P.M.
- Parents will go directly to the lobby and sign out their child.
- If the secretary does not you, you will be asked for identification (No Exceptions).
- Please make sure that anyone picking up your child is on the permission form for authorization to pick up, and is on time.
- Parents are not to travel anywhere in the building during dismissal with/without your child.

You must send in a note or call in the morning to let the office know you will be picking up your child. This process will enable the office to prepare your child ahead of time and speed-up

departure once you arrive. If the office is not notified your child will be sent to the bus to go home. The notification is to help eliminate confusion for the children.

Parents please remain in your cars until 3:20. Please do not stand in front of the entrance door. If you have notified the office, your child will be waiting for you when you sign in. Thank you for your patience and help in making our school safer for our children.

BUS RIDERS/WALKERS/BICYCLES: Eligible students will be bused to and from school. Bus drivers and the transportation supervisor, Carole Misinay can be reached at 330-898-4620. Buses only are permitted in the bus drop off area/loading area behind Bascom along the covered walkway. Due to parking lot traffic, Bascom students are not permitted to walk or ride bicycles to or from school.

CHANGE OF BUS STOP:

At the beginning of the year, students are bused to and from their HOME address. If you need an alternate pick up or drop off site, a "REQUEST FOR ALTERNATE BUSING" form will be emailed and must be submitted 48 hours in advance. There will be only one alternate busing request allowed per year and the request is permanent Monday-Friday. In an event of an emergency, bus passes will be issued if a call is made to the Bascom office.

CHANGE IN NORMAL DISMISSAL FOR BUS RIDERS: Bus students not riding the bus must have a note and/or phone call (by 12:30 p.m.) notifying the office and teacher. Parents should follow the Temporary PM Pick-Up procedures. **All bus students who are not riding the bus that day MUST BE PICKED UP BY 3:25. Our young children tend to get upset if they are not picked up when they are expecting you. Please keep pick up procedures as consistent and routine as possible for students' safety.**

EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS: Should weather or emergency conditions be such to necessitate the closing of school, information will be announced on local radio and television stations as well as on social media. Our automatic telephone notification system will contact the number you have provided for us. Please make sure that number is updated with the office if it should change throughout the year. Parents are reminded to set up contingency plans ahead of time for snow days.

ATTENDANCE: 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, by Ohio Law, are responsible for making sure their children are in regular attendance and on time for school.

Absences:

In accordance with the Missing Child Act, parents must call the school office by 8:30 AM on the first day of each absence at 330-898-3366. When reporting your child off, state his/her name, grade, teacher, the name of the person calling, the reason for the absence and the expected return date. Doctor excuses must be presented to the office no later than 10 days after the date of absence.

Notice of Excessive Absences:

The school attendance officer will notify parents, guardians, or custodians if the child is absent with or without legitimate excuse from school for 38 or more hours (6 or more school days) in one school month, or 65 or more hours in one school year (10 or more school days).

Notice of Habitual Truancy:

Under **HB 410 [ORC 2151.011(18)]** the definition of “habitual truancy” moves from defining truancy in terms of days missed to hours missed, meaning a student is considered to be habitually truant if they have missed:

- 30 or more consecutive school hours (5 or more school days)
- 42 or more hours in one school month (7 or more school days)
- 72 or more hours in one school year (12 or more school days)

Once a student has exceeded the threshold above, the student will be declared habitually truant. An “Attendance Intervention Team” (AIT), which may include a school administrator, school counselor, teacher, student, and parent will be created to develop individual interventions (Attendance Intervention Plan) with students to address the underlying reasons for absences, such as substance abuse, family needs, personal conflict, lack of resources, transportation, or other issues that may not require court intervention. Membership of each team may vary based upon the individual needs of the student and may also include other district officials or outside resources.

The school attendance officer will file a complaint with the juvenile court alleging educational parental neglect, provided that all of the following apply:

1. The student was absent without legitimate excuse from school for 30 or more consecutive hours (5 or more school days), 42 or more hours in one school month, or 72 or more hours in one school year;
 2. The school has made meaningful attempts to reengage the student through the attendance intervention plan and any offered alternatives to adjudication; and
 3. The student/parent has refused to participate or failed to make satisfactory progress on the attendance intervention plan or any alternative to adjudication.
- Also, the attendance officer is required to file a complaint against a student who, at any time during the implementation phase of the attendance intervention plan, is absent without legitimate cause for 30 or more consecutive hours (5 or more school days) or 42 or more hours in one school month, unless the AIT has determined that the student has made substantial progress on the attendance intervention plan.

Consequences for failure to send a child to school:

HB 410 specifically prohibits any person, including a child’s parent, guardian, or custodian, from acting in a way that contributes to an adjudication of the child as a delinquent child for violating court order adjudicating the child an unruly child for being habitual truant. Violation of that prohibition is a first degree misdemeanor.

Excused Absence:

The Ohio Revised Code and Board Policy permits students to be absent from school for the following reasons: personal illness, death or serious illness of a close relative, quarantine of the home, observation of religious holidays, court appearances, and emergency circumstances which have been excused by the principal. **A written excuse is required when the student returns to school.**

Unexcused Absence: any absence that does not fall under the excused absence criteria of the Ohio Revised Code.

TARDY: The bell rings at 8:40 A.M Students arriving after that **must be brought to the office and signed in by the parent. Tardy students will receive the alternate lunch menu.** Students arriving after 9:00 but before 10:30 will be **tardy**; those arriving after 10:30 will be marked 1/2 day absence.

LEAVING EARLY: Leaving early is considered leaving the building before 3:20 P.M. (unless child has left before 1:50 which would be 1/2 day absence). Please inform school (note or phone call from parent/guardian) of time the child is to be picked up and by whom. Person picking up the student MUST REPORT to the school office in order to sign the child out. The child will be dismissed from the office, not the classroom. NO EXCEPTIONS.

VACATIONS: Taking vacations during the school year is discouraged. Vacation requests of 5 days or more need to be emailed to the principal before leaving. The principal may excuse a child's absence for up to 5 days with prior approval. Student's absences due to vacation even if excused, will affect the total hours of absence. Responsibility for requesting, completing, and submitting school work lies entirely with the student and parent. Teachers may not be able to provide work before the absence, but all completed work should be turned in to the teacher by the amount of days absent.

Tardiness, leaving early, and excused absences all affect perfect attendance.

MEDICAL/HEALTH/SAFETY

CHILD ABUSE: School personnel are required by law to report any evidence of possible child abuse or neglect to Trumbull County Children Services. The school will also cooperate 100% with law officials.

EMERGENCY MEDICAL TREATMENT: In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form for each child as required by state law. **This must be filled out online using Final Forms.** When your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or persons indicated on the Emergency Form as soon as possible. Parent/designated person is requested to pick up the child immediately. Persons listed on the form may also be contacted if school is unable to reach parent in other situations such as the need for clean clothes, child missing the bus, etc.

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, if applicable, 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 someone on the emergency form in a reasonable amount of time.***
5. ***Emergency medical form must list all persons who have the authority to pick up the student.***

UPDATING FAMILY AND MEDICAL INFORMATION: Parents should immediately notify the school when there is any change in a student's address, phone number, or any other information that is included in Final Forms. If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of residency, custody or guardianship must be provided to the school office.

SCHOOL NURSE: The school system has a full time nurse. Mrs. Sutliff can be reached @ 330-898-2529. She gives first aid and provides care for the sick or injured student while he/she is in the building. Serious emergencies will result in calling 911.

SICKNESS: In an effort to keep our students healthy, we request you keep your child home if he/she has:

1. A fever above 100 degrees (Must be fever free for 24 hrs. to return)
2. Vomited/had diarrhea during the night before school (Vomit/Diarrhea free for 24 hrs. to return)
3. Awakened during the night complaining of an earache, headache, sore throat, pain
4. A rash (Doctor's note stating rash is not contagious required to return)
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. Students with head lice must be treated and cleared by the school nurse to return to school.

MEDICATION AND DRUG POLICY: Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. We strongly recommend that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. Any pupil, who is required by a physician's order to take medication during the regular school day, must comply with the following policy:

PRESCRIPTION MEDICATIONS: Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, date, name of the drug, and time intervals to be taken. LaBrae's release form and/or written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented. The form is available in the Bascom office. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office. Refrigeration will be provided when necessary.

NON-PRESCRIPTION MEDICATIONS: Medicine must be properly labeled with student's name, name of medication, dosage, time, and written request for administering the medication to the child (signed by the parent). The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal. **All Medication must be brought to school/picked up by the parent. Students should not have medication with them. Medication should be in the original container appropriately labeled by the pharmacy or physician.**

ALLERGIES AND BEE STINGS: Parents are responsible for informing the school of child's allergies, especially allergies to bee stings, food and milk. The parent is responsible for providing the school with the necessary allergy medication kits and a doctor's statement about how the medication is to be administered. Students who have food allergies and/or are allergic to milk or are lactose intolerant must have a doctor's note to be eligible for lunch food and /or drink substitutions of equal nutritional value.

SCREENINGS: **HEARING** is screened in K, 1st and 2nd or upon request; **VISION** is screened in K and 1st or upon request.

SCHOOL INSURANCE: is available early in the school year for those who wish to purchase it. Envelopes and information are sent home, and then submitted to the company by the parent.

PHYSICAL EDUCATION: Students need to wear comfortable, appropriate clothing and tennis shoes during physical education class. Participation is required unless the child is medically unable. Extended nonparticipation requires a doctor's excuse. A parental note is needed to be excused for a particular day.

PLAYGROUND: All children 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, child may be seated outside at a table or walk with teacher. Parental or doctor note is required.

COLD WEATHER CLOTHING: Cold and wintry weather suggests boots, gloves, hats, coats and other warm clothing. Blue jeans or snow pants are advisable as students will be going outside to play on most days.

FIRE/EMERGENCY EVACUATION, LOCKDOWN, AND TORNADO DRILLS: These drills are required by law. They are planned and practiced to ensure the movement of all personnel to a safe area during an emergency. Children need to move quickly and quietly to designated areas and follow teachers' directions. An **ALARM SYSTEM** has been installed to notify LaBrae schools of Trumbull County Correctional Institute disturbances which may affect the district and for tornado threat. Staff has developed a plan which will be used if needed.

INSTRUCTION/PARENT & TEACHER COMMUNICATION

MEET THE TEACHER NIGHT/ORIENTATION: This event will take place at the beginning of the school year and it provides an opportunity to meet the Bascom staff, visit your child's classroom, meet your child's teacher, and become aware of teacher's expectations. Please plan to attend.

COMMUNICATION: Newsletters will come home from the classroom teacher and at times, important information will be sent home from the office. Important information will also be available at the district website <http://labrae.school> and on social media. We welcome the opportunity to work with parents in helping students succeed and open communication is vital to that success. The first step when dealing with questions or concerns is to contact the teacher involved. If the problem cannot be resolved, then contact the principal. The next step would be to contact the Superintendent and finally to appear before the Board of Education. We appreciate the opportunity to solve potential problems before they become major issues.

CLASS WORK: Well-planned weekly lesson plans, approved by the principal, are guides for daily instruction. Teachers are required to follow the Ohio Content Standards for each subject area in determining instructional plans. Students have the responsibility to follow the teachers' instructions, participate in the activities, and to do the assigned work. When absent from school, students will have the same number of days, equal to the days absent, to complete and turn in makeup work.

HOMEWORK/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 on students' individual needs. Teachers will always provide guidance and instruction in the classroom prior to homework being sent home, so students should be able to complete the majority of assignments independently with parental guidance or support as needed. Students are responsible for completing and submitting assignments on time.

Neatness, correctness, and completeness of homework should be encouraged. If no formal assignment is given, 15 minutes of reading practice is still expected nightly.

Nightly Practice/Homework Rules and Responsibilities:

Students:

1. Take homework home and if applicable, write down the assignment.
2. Understand assignments and bring them back to school when due.
3. Ask questions when you don't understand the assignments.
4. Complete the assignments/practice with your best effort.

Teachers:

1. Assign practice that reinforces skills learned in the classroom or serves as an extension of 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 appropriate feedback.
4. Recognize and reward students who consistently and correctly complete and return practice work.

Parents:

1. Plan a homework/practice schedule with your child. Allow for free time when assignments are completed.
2. Provide a suitable study area and the necessary supplies/items to complete the practice work.
3. Check/Review completed assignments, provide support where needed.

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.

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, 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.

GRADES: Students are evaluated according to mastery of grade level of standards. Students will be assessed on each standard. In Kindergarten through grade 2, a Standards based report card will be used. The progress key will have the following marks **M**=Meets the Standard: Student consistently meets grade level expectations independently. **P**=Progressing Toward Standard: Student is progressing towards meeting grade level expectations. **N**=Needs Improvement: Student is not meeting grade level expectations. Watch for comments on report cards for specific explanations.

INTERIM REPORTS: are not sent home at Bascom due to the use of Standards Based Report Cards. Students have the entire 9 week grading period to master the skills that are assessed each quarter.

REPORT CARDS: are sent home the week following the end of each nine week marking period, four times a year for grades K-2. The report card envelope should be signed and returned to teacher the next school day.

PARENT/TEACHER CONFERENCES: Conferences take place one evening in October and one evening 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 children. Please plan to attend. A note or phone call can arrange additional conferences by either a parent or teacher, if needed at any time during the school year. A mutual meeting time can be arranged between 8 AM-4:00 PM.

RETENTION/PROMOTION: The promotion of each student is determined individually. The decision to promote or retain a student in a grade is made with consideration of the following factors: attendance, reading level, mental ability, age, physical maturity, emotional and social development, social issues, grade average, and available standardized test scores.

1. No conditional promotions will be permitted.

2. A student with failing grades may be assigned to the next higher grade with discretion, but only with approval of the principal.
3. Documentary and anecdotal evidence should be available to justify retention.
4. A student with failing grades during any academic term shall be offered the opportunity to participate in the available intervention programs for assistance toward academic success in those areas.
5. The final retention/promotion decision will be made by the building principal.
6. The parent/guardian will be made aware of the placement decision.

STUDENT PROGRAMS/SERVICES/SUPPORT

TITLE I SERVICES: Bascom is a Title Wide 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. 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>

SPECIAL EDUCATION SERVICES: Special Education classes, Speech & Language services and Physical & Occupational therapy are available to those students who qualify under state standards. Specific Learning Disability or Cognitively Delayed services may be served at Bascom or through other arrangements made by the Superintendent's office.

PRESCHOOL: There are two Trumbull County sponsored Preschool classes that are housed at Bascom.

GUIDANCE: Guidance services are available by a certified elementary school counselor.

SCHOOL SOCIAL WORKER: LaBrae Local Schools have a partnership with Caydence Care Network to provide a school social worker to coordinate wrap-around services with community and family involvement to remove barriers for our students, address immediate concerns, assist with crisis management and stabilization, and develop positive behavioral interventions for our students.

TESTING: State reading diagnostic tests, reading benchmarks, and/or standardized reading tests are administered in grades K-2 to meet the Third Grade Guarantee as required by law and to determine students' reading level and skills. Students determined to be reading below grade level based on these results are given a RIMP (Reading Improvement & Monitoring Plan). The RIMP will provide information on a student's weaknesses and strengths. The RIMP also lists specific interventions that will be provided to address students' individual reading weaknesses. Students who do not read on grade level by the end of Grade 3 may be retained as a provision of the Third Grade Guarantee. In addition to the above, individual testing may be done by the school evaluation team (psychologist, nurse, speech pathologist, special education teacher, regular teacher, and etc.) after a recommendation from the Intervention Assistance Team. Parent's written permission must be given before this individual testing can be done.

FEES / MONEY MATTERS:

SCHOOL PROPERTY: Books, equipment, facilities, etc. must be properly treated. Students are responsible for any damage beyond the ordinary.

FEES: There are no workbook/instructional supplies or technology fees for Grades K-2.

ACCOUNTS DUE: Money owed should be paid promptly. The loaned money is school money and must be strictly accounted for by law. All buildings within the LaBrae Local School District follow a procedure of not issuing report cards when students have accounts due. ALL STUDENT FEES (PAST DUE WORKBOOK/TECHNOLOGY, LIBRARY BOOK, FUNDRAISER, ETC.) MUST BE PAID IN FULL FOR A STUDENT TO BE ELIGIBLE TO ATTEND FIELDTRIPS and EXTRA CURRICULAR ACTIVITIES. Please note that unpaid student fees are cumulative across grades K-12 and must be paid in full before a student can participate in graduation or receive final transcripts/diploma.

PAYMENT BY CHECK: Checks should be made payable to Bascom Elementary School unless otherwise stated.

CAFETERIA BREAKFAST & LUNCH: **Remaining in 2024-25:** All Bascom Students are eligible for a FREE breakfast and lunch daily. This ONLY APPLIES TO STUDENTS AT BASCOM (not students in grades 3-12).

FREE AND REDUCED LUNCH APPLICATIONS: Even though there is no charge for BREAKFAST OR LUNCHES AT BASCOM, we ask families to still fill out an online or paper application to see if your household meets the government qualifications to be eligible for free or reduced price lunches. Forms, required by the state of Ohio, must be completed and submitted or returned to school for cafeteria manager's approval. These applications are very important to fill out. The number of families who qualify for free & reduced lunch, helps determine our Title I funding from the Federal Government.

MISCELLANEOUS:

BIRTHDAYS:

Birthdays are very special to our students at Bascom Elementary and we will recognize all students' birthdays with an announcement and a special birthday pin from the office. Due to several reasons such as health concerns, messes in classrooms, loss of instructional time, added expense and inconvenience for families, a daily snack already provided, not adhering to guidelines, and severe allergies, **outside birthday treats will NOT be permitted (food or non-food).** Please do not send in cupcakes/cookies/treats as staff has been instructed to send them home with students.

BIRTHDAY INVITATIONS: Because we are unable to give out students' contact information and it is expensive to invite the whole class, it is permissible to send party invitations in with your student to give to his/her teacher. The teacher will discreetly put them in the invited students' folders to avoid hurt feelings.

CLASS PARTIES: Class parties may be held four times during the year: October, December, Valentine's, and Easter. Parties are not mandatory, but at the discretion of the teacher. Students may be asked for donations to help defray the cost. Room parents may be appointed by each teacher to help with parties. *In order to help room parents focus their attention on the students during the party, other arrangements should be made for preschool siblings.* Gift exchange at

Christmas is at teacher's discretion. Price limit will be determined by the staff. Parents are encouraged to stay within the suggested price limit.

TOYS, ELECTRONIC GAMES/DEVICES, TRADING CARDS, EXTRA MONEY, ETC: Unless notified by the teacher, students are not to bring any of the preceding to school. Too often these items are lost, traded, given away or sold to other students. This causes distraction from the educational process, trouble between classmates and often lost time and effort in trying to locate (especially if taken home by another student). Your support in emphasizing this with your child is greatly appreciated!

CELLPHONES AND SMART WATCHES:

Students at Bascom Elementary are not permitted to have cell phones and/or smart watches. The first offense will be a warning and a phone call home. All other offenses will follow the code of conduct discipline and the phone/watch will be confiscated and returned when a parent/guardian comes to school to retrieve it from the principal.

GUM CHEWING: Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems and costly repair. Gum chewing is not permitted.

LOCAL BUSINESS SUPPORT: GIANT EAGLE, GFC, and TARGET: These education programs have been of great benefit to Bascom students in the past. Please sign up or choose Bascom in those stores to have your shopping dollars support our school. Thank You!

LOST AND FOUND: Each year many articles are lost and unclaimed by children. It is important that children learn to value and care for all property. A "Lost and Found" box is kept in the office. Encourage your child to check in this box for lost articles. You are also welcome to come in and check. Also, students finding textbooks or other valuables at school should turn them into the office where they can be claimed.

FIELD TRIPS: During the school year, field trips may be taken as part of the curriculum and instruction. The teacher will notify parents in writing of the trip, dates, times, lunch choices, etc. A signed permission slip and updated Final Forms health and emergency contact information are required before any student is permitted to go on a field trip. Students who owe any fees will not be permitted to attend fieldtrips.

Students may be prohibited from participating in a field trip at the principal's discretion if:

1. He/She is suspended during the nine-week period that the trip occurs.
2. His/her ongoing misbehavior is considered to be a safety factor for others and self on the trip.
3. The student has not completed assigned work.

MEDIA PHOTO/VIDEO RELEASES: Numerous exciting events during the year are reported/photographed/video-taped by/for local newspapers/TV stations/ website, internet/Viking Nation, etc. Most children are excited to participate. If you do not wish to have your child's photo released, please make sure that you clearly mark the correct choice in Final Forms.

WITHDRAWAL OF STUDENTS WHEN MOVING:

1. Notify the school as soon as possible when you decide to move.
2. Pick up and complete the withdrawal form on the last day of attendance & return it to the office.
3. Return all school books, pay any fees due, and pick up all personal belongings of your child.

4. The school in which your child enrolls will send a request for records. As soon as we receive it, we will forward them immediately.

SEXUAL HARASSMENT: According to LaBrae Board of Education Policy 927.10: Sexual harassment at any level is not to be tolerated. Staff members are directed to address all situations which come to their attention. A comfortable and non-threatening environment should encompass the entire school experience... whether in the classrooms, halls, buses, playgrounds, field trips, or any other school setting. Students, teachers, guidance counselors, administrators or others who witness, overhear, become informed or experience harassment should report all incidents to his/her immediate supervisor. All reports must then be forwarded to the LaBrae Sexual Harassment Grievance Officers, Jeff Starkey and Maggie Kowach.

DANGEROUS WEAPONS IN THE SCHOOLS: (ORC 3313.66, 3313.661) forbids the possession of a firearm, knife, or other dangerous weapons on school property. LaBrae Board policy /Code of Conduct defines banned items, prohibits them on school property, and describes disciplinary actions for offenders. Policy/Procedures are quite clear that a student bringing or possessing a weapon, whether firearm or knife (or look alike) will be reported to the police, Superintendent, parent, and guidance counselor; will be subject to emergency removal from the school setting; and will be subject to suspension/expulsion. Expulsion may be effected by; "the age of the student and its relevance to the punishment; the prior disciplinary history of the student; the intent of the perpetrator," and participation in family/child counseling. Decisions are based on a "case by case basis."

ALCOHOL/DRUG FREE ENVIRONMENT: Student violators will be subject to disciplinary action as described in LaBrae Board Policy #920.10.

ARTIFICIAL INTELLIGENCE (AI): AI is the ability for a computer to think and learn. With AI, computers can perform tasks that are typically done by people, including processing language, problem-solving, and learning. Artificial intelligence is a tool, much like other types of new technologies. Incorporating Artificial Intelligence into the classroom presents a unique opportunity for teachers and students alike. AI has the potential to provide students with personalized and engaging learning experiences, as well as help them develop important 21st-century skills such as critical thinking and problem-solving. However, this integration of technology into the classroom also presents a range of challenges, such as data privacy and ethics, the need for ongoing training and support, and the potential for unequal access to technology and digital skills. Intellectual honesty is vital to an academic community for a fair evaluation of student work. All work submitted to the instructor must be the student's original work, completed in accordance with school academic regulations. The use of AI tools should only be used to help brainstorm assignments or projects and/or to revise existing work the students have written. It is the student responsibility to make all submitted work original work, maintaining academic integrity, and avoiding any type of plagiarism. As a reference, the accuracy or quality of AI generated content may not meet the standards of required work, even if the incorporated content has been partially and after substantial paraphrased, modified or edited. AI generated content often does not provide appropriate or clear attribution to the author(s) of the original sources. AI resources must be cited or noted like any other reference material. The instructor reserves the right to use various plagiarism checking tools in evaluating student work, including those screening for AI-generated content, and impose consequences accordingly.

STUDENT DRESS CODE:

STUDENT DRESS SHOULD NOT DISRUPT THE EDUCATIONAL PROCESS OR CAUSE SAFETY CONCERNS: Students are expected to wear clothing appropriate to the school

environment. If questions of dress occur, the building principal will make the final determination as to appropriateness.

1. Students are NOT permitted to wear flip flops or sandals without back straps, or "Heelys."
2. Socks should be worn with shoes from Nov.1-March 31
3. Students are not to wear buttons, badges, or clothing with obscene words or phrases.
4. Clothing is not to be worn too tight, revealing, and should be neat and clean.
5. Wristbands or gloves are not to be worn.
6. Students are to have their abdomens covered.
7. Shorts, skirts and dresses should be appropriate length.
8. Shorts may be worn from April 1-Oct. 31
9. Jeans, skirts, pants, & shorts are to be worn at the natural waist.
10. Saggy or Baggy pants, low necklines, midriff shirts, or spikes are not to be worn.
11. No skin is to be shown through holes in pants.
12. Pajama tops or bottoms are not permitted unless on designated days.
13. Sunglasses are not to be worn in school unless prescribed by a physician.
14. Clothing intended for outdoor wear is not permitted in the classroom and is to be stored in the students' cubby (hats, snow boots, etc.)
15. Students should not dress or have hair styled in a manner that would present a danger to health and safety.
16. Body piercing other than ears is not to be worn at school.
17. 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.**
18. Makeup, hair spray and perfume are not permitted in school.
19. Backpacks and /or gym bags are not to be carried by students during the school day.

STUDENT BEHAVIOR EXPECTATIONS:

PROPER BEHAVIOR IS REQUIRED AT ALL TIMES: This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity, including the bus. No school operation can be successful with behavior that interferes with the educational process, interferes with the rights of others, or endangers the safety of anyone. Desirable behavior may be recognized with comments of praise, extra privileges, stickers, etc. depending upon the circumstances and professional judgment. Violations of the Code of Conduct may result in verbal or written reprimand, parent conference/phone call, principal and/or guidance referral, recess detention, parent presence in classroom, isolation from classmates, emergency removal, in/out school suspension or expulsion. Parents have the right to appeal a suspension to the Superintendent. The appeal must be made in writing to the Superintendent's office within ten (10) days of the date of the Notice of Suspension. The following rules have been discussed in your child's classroom and **SHOULD BE REVIEWED AT HOME:**

IN GENERAL: "I am a PAX Viking Leader, as you will see.
So I better my world and I better me!"

PLAYGROUND RULES: A few basic rules need to be emphasized: stay within boundaries; stay away from building; sit on swings; one person per section of the log roll; use two hands when using

overhead ladder and climbing equipment; stay off the top of the overhead ladder; and ABSOLUTELY NO FIGHTING, rock or snowball throwing.

RESTROOM RULES: Always use proper manners in the restrooms. Always flush the toilets and/or urinals. Help keep the floor, mirrors, and walls neat and clean. Pencils, crayons, and pens must be left in the classroom. Throw paper towels in the wastebaskets, not in the toilets, sink, urinals, or on the floor. Never stand on toilet seats or hang on support bars.

CAFETERIA/LUNCH RULES: Students need to take care of their lunch cards and not lose or ruin them. A fee will be charged to replace lunch cards. Proceed to the cafeteria in an orderly manner. Raise hand for permission or help. Talk quietly to table mates. If talking is too loud, teachers may deem it necessary to ask all children to stop talking. When finished eating, clean own area (table and floor), return tray, dump trash and left over milk, and return quietly to seat. **Respect** the rights of others at all times. **Listen** for instructions and move quickly to assigned areas. **Walk** when moving from one area of cafeteria to another. **SODA POP** is not permitted in packed lunches.

CAFETERIA/BREAKFAST RULES: Breakfast is a time for students to eat and to enjoy one another's company. Students must enter the cafeteria immediately upon arrival and not linger in the hall waiting for a friend. When finished eating, students may not linger in the hallway; get to classrooms as soon as possible in order to be on time for class. Other rules are the same as lunch.

HALLWAYS: Walk quietly in the hallways. Keep hands and feet to yourself. Walk in line when in a group.

CLASSROOMS: Be prepared to do your own work. Work to the best of your ability. Follow directions and classroom rules of the teacher/class.

BUS STOP RULES: Students should be waiting at bus stop before bus arrives. They should be instructed to stand at a safe distance from the highway. For safety reasons, **K-5 students will not be dropped off in the afternoon unless a parent/guardian is outside/visible.** 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 safety of people or property. Use assigned bus stop at all times unless parental and administrative permission has been granted.

BUS RULES: Students must be in compliance with the LaBrae Board of Education CODE OF CONDUCT and the following or possibly lose bus privileges:

1. ***While loading or unloading: do not go after items/papers/etc. which have fallen under the bus, ask an adult for help!***
2. Be on time to the bus stop area and wait at a safe distance from the roadway
Students who must cross the street must wait for driver's hand signal and always cross in front of the bus.
3. Sit in assigned seat (facing forward) until destination is reached.
4. **Obey the driver at ALL TIMES.**
5. Keep the bus clean, no eating or drinking, no throwing objects/paper/etc. Use reasonable "classroom acceptable" conduct: no loud/boisterous talking, laughing, teasing, fighting/scuffling, etc.
6. No talking at intersections or railroad crossings.
7. Be courteous to fellow students and driver, profanity is prohibited.
8. Student must keep possessions and body in the seat area.
9. Do not touch the safety equipment or emergency door except in the case of emergency.

10. **Remain seated until bus stops;** if crossing the road after departing, wait for driver's signal and cross in front of the bus.
11. Possession, use, concealment, distribution, or sale of alcoholic beverages and/or unprescribed drugs, tobacco, or counterfeit and controlled substances are forbidden on buses.
12. Firearms, ammunition, weapons, explosives, matches, lighters, or other dangerous materials or objects are prohibited on school buses.
*(Compiled from LaBrae Board Policy 920.10, 521.10 and 521.11)

BULLYING/AGGRESSIVE BEHAVIOR: In accordance with LaBrae Board Policy 5517.01, there is a commitment to provide a safe, positive, productive educational environment for all of our students. Positive interpersonal relationships between all students will be an expectation at Bascom Elementary. Harassment, intimidation, bullying in the building, on the playground, or on the bus, cyber bullying or any electronic act are strictly prohibited and will not be tolerated. Discipline will depend on the severity of the infraction. Punishment may include recess detention, in or out of school suspension and/or expulsion. In addition to being physical, bullying/electronic bullying/cyber bullying can also be verbal and psychological in nature. See LaBrae Board Policy 5517.01

Bullying may include, but is not limited to:

- Spreading rumors about others
- Writing/Drawing nasty things about classmates
- Intimidating or threatening others
- Taking or damaging other students' possessions
- Sending offensive messages to others via cell phone or computer
- Repeatedly taunting/ridiculing others
- Persuading peers to intentionally exclude or reject other students

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 items 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. Violations shall include, but not be limited to:

1. **Failure to Follow Regulations of the School**, which shall have been adopted by the LaBrae Local Board of Education, and/or enacted by the school administration by the authority delegated to it by the statutes of the Ohio Revised Code.
2. **Conduct which 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 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 typist, aides, when in the 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 sponsored or provided 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; and/or activity which shall occur during the established school hours; unauthorized departure from the school building or premises during the established school hours.
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 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.
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, knives, etc.
10. **Vandalism** of public or private property, which shall occur on property regulated by the LaBrae Board of education.
11. **Fighting** or deliberately provoking others while on the property regulated by the LaBrae Local Board of Education.
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 beverages 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 the financial obligations** which have been incurred as a result of 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.
16. **Failure to meet or attempt to meet the standards or requirements** of the specific classes. Students are expected to be active participants in school.
17. A student shall not **cheat or plagiarize** the work of another.
18. **Book bags** and **long coats** shall not be carried or worn to class.
19. Violations of the **Dress Code** which has been adopted by the LaBrae Local Board of Education.
20. **Language of profane, abusive or suggestive nature**, which has been directed to or used in reference to any person while on property regulated by the LaBrae Local Board of Education, or

while attending or participating in any activity, event or function sponsored by the LaBrae Local Board of Education.

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 taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones, websites, and/or electronic devices.
22. **Electronic devices** including cell phones, smart watches, game devices, MP3's, CD players and cameras are prohibited.
23. Students may not have **games, cards, toys, or valuable possessions** at school. It is recommended that they not carry cash.
24. **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 or on the property of a district official or employee.
25. **Computer Network and Internet Acceptable Use Policy** and Agreement should not be violated.
26. 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.
27. 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.

PAX Viking Leaders Are...

	PROUD	INDEPENDENT	RESPONSIBLE	RESPECTFUL
Buses	<ul style="list-style-type: none"> - Keep the bus clean - Help others make good choices - Don't use profanity 	<ul style="list-style-type: none"> - Find and remain seated in assigned seat - Keep head, hands & arms to yourself inside bus 	<ul style="list-style-type: none"> - Use a 0 inch voice when lights are on - Keep the aisle clear - Don't eat or drink on bus 	<ul style="list-style-type: none"> - Use a 3 inch voice - Follow safety rules - Be kind to everyone - Obey the driver
Hallways	<ul style="list-style-type: none"> - Model good behavior for your friends - Follow hallway rules without being reminded - Be helpful to others 	<ul style="list-style-type: none"> - Go directly to the place you are going - Think before you act 	<ul style="list-style-type: none"> - Use PAX walking feet - Use a 0 inch voice - Arms at your side 	<ul style="list-style-type: none"> - Carry materials appropriately - Keep your hands and feet off of the walls - Stay in your own space
Cafeteria	<ul style="list-style-type: none"> - Clean up after yourself - Model good behavior for others - Report spills right away 	<ul style="list-style-type: none"> - Find your spot and sit down - Eat only what is yours - Use your utensils when you should - Try opening your own food packages 	<ul style="list-style-type: none"> - Do not cut in line - Throw trash into the garbage when dismissed - Use PAX walking feet - Use 3 inch voices or a 0 inch with harmonica 	<ul style="list-style-type: none"> - Use your utensils correctly - Use PAX hands & feet - Use good manners - Raise hand for help
Restrooms	<ul style="list-style-type: none"> - Keep the restrooms clean - No trash on the floor - Be kind and helpful 	<ul style="list-style-type: none"> - Don't waste time in the restroom - Flush the toilet - Wash hands properly every time 	<ul style="list-style-type: none"> - Use a 3 inch voice - Use just what you need with supplies - Report real problems to staff 	<ul style="list-style-type: none"> - Follow the restroom rules the first time - Keep hands and feet to self - Politely wait your turn
Playground	<ul style="list-style-type: none"> - Include new friends - Be a positive example to your friends - Think before you act - Use equipment correctly 	<ul style="list-style-type: none"> - Model correct behavior for your friends - Follow safety rules - No tattling (attempt to resolve problems on your own) 	<ul style="list-style-type: none"> - Follow safety rules - Line up quickly when teacher signals - Take responsibility for your own actions - Think before you act 	<ul style="list-style-type: none"> - Share playground equipment - Use kind words and actions - Include new friends - Be helpful to others in need
Entering/Exiting	<ul style="list-style-type: none"> - Greet others - Be patient - Use good manners 	<ul style="list-style-type: none"> - In the morning, follow teacher directions - Wipe feet on the carpet when it's wet outside 	<ul style="list-style-type: none"> - Use PAX walking feet - Be on time - Remember your belongings and put them in their place 	<ul style="list-style-type: none"> - Use a 3 inch voice - Stay in your own space