



Campbell Elementary & Middle School
Student Handbook

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Board of Education

Mr. Gary Bednarik Mrs. Beth Donofrio Mr. Richard Gozur
Mr. Tony Kelly Mr. Bill Valentino

Campbell City School's Mission

The Campbell School District is a very proud and culturally diverse community that takes a sincere interest in the education of its children and families.

Our mission is to provide an educational environment that:

- offers opportunities consistent with each learner's needs and stage of development
- creates exciting, challenging learning experiences
- fosters members of society who are cooperative, self-sufficient, ethical, and responsible
- engages all community members and resources

We are dedicated to meeting the inherent challenges of our evolving educational needs by:

- diversifying our methods of instruction
- making appropriate use of emerging technologies and education processes
- offering experiences that stress values and build character
- providing opportunities for all members of the community to become involved in the life of the school

By living our mission, we will continue to create pride in self, family, and community.

Campbell City School's Vision

The District staff has embraced fundamental core values necessary to continuously improve where we will collectively W.R.A.P. all students in success:

WHAT IS BEST FOR ALL STUDENTS

RIGOROUS CURRICULUM FOR ALL

ALL LEARNERS' NEEDS MUST BE MET

PREVENT AND DO NOT ACCEPT FAILURE

Motto: We Are Respectful! We Are Responsible! We Are Safe!
We Are Campbell!

Campbell Elementary & Middle School

Campbell Elementary & Middle School
2002 Community Circle
Campbell, Ohio 44405

Administrative & Attendance: (330) 799-5211 / Fax: (330) 799-8272

Special Services: (330) 799-0054 / Fax: (330) 799-8259

School Website: www.campbell.k12.oh.us

Hours of Operation: 7:00AM – 3:30PM

Administrative & Attendance Office:

Activity
Attendance
Busing
Calls to Building
Check in/Check out - K-7 Students
Discipline
Entry Door
Nursing
Positive Behavior Instructional Support
Residency
Scheduling
Truancy
Website

Special Services Office:

Activity
Admit/Withdraw Students
Check in/Check out - Preschool
Counseling & Intervention Services
Emergency Medical Authorization Forms (EMA)
Lunch Forms
Mail & Deliveries
Psychological Testing
Reports (Report Cards, Interim Reports, Honor Roll, Perfect Attendance, Stavich Awards, etc)
Special Education
State Testing
Substitute Check-in
Verifications

Information

SCHOOL CAFETERIA

Children who receive free/reduced lunch also receive free/reduced breakfast. All students have an account with the cafeteria and money may be placed in the account to purchase milk, breakfast, lunch and a-la-cart items. A-la-cart items and vending machine items range in pricing from \$1.00 to \$1.25. There are a variety of a-la-cart items, such as ice cream, nachos, chips, water, yogurt, and etc.

Each month your child will receive a breakfast and lunch menu. The menu is also available online at www.campbell.k12.oh.us.

LUNCH PRICES (Prices subject to change):

	Breakfast	Lunch
Paid	\$1.50	\$2.35
Reduced	\$0.30	\$0.40

Absolutely no fast foods: McDonald's, Pizza Joe's, Burger King, etc., are not to be brought into the cafeteria during lunch periods by anyone (students or parents).

Students are responsible for returning all trays and utensils back to the designated area for dirty trays and garbage. Cleanliness and neatness is everyone's responsibility. Abuse of cafeteria property will result in reassignment.

SCHOOL TELEPHONE POLICY

Cell phones are to be kept in a student's locker. Student telephone usage should be limited to school business and emergencies only. Personal phone calls are not permitted. Students must ask classroom teachers, not secretaries, to contact administration to grant permission. All emergency use of the telephone must be approved by an administrator. Parents may call and leave a message for students; however, students will not be pulled from class to speak to a parent on the phone unless it is an emergency and approved by an administrator.

STUDENTS WILL NOT BE ALLOWED TO CALL HOME FOR BOOKS, HOMEWORK, ETC. AS THIS DOES NOT CONSTITUTE AN EMERGENCY.

FORMS

On the first day of school, your child/children will receive several forms that need to be returned as soon as possible. These forms are:

1. Emergency Medical Authorizations Form (EMA)
2. Lunch Application Form -- please return if you wish to be considered for free/reduced meals.
3. Parent Handbook Contract
4. Parent/Student Compact
5. PTO Form
6. Student Insurance Form: Insurance may be purchased by mailing the form directly to the insurance company.
7. Field Trip Form
8. Career Connect Form – Grades 4-7

FORMS MUST BE RETURNED TO THE SCHOOL BY FRIDAY, SEPTEMBER 14, 2018.

SCHOOL VISITATION

All visitors must stop at the school office before visiting the building. **Visitors must bring their state issued identification card or driver's license when visiting the school.** All visitors must be

registered with *Raptor*, our computer tracking system. Parents are welcome to come to school for a conference with the teacher(s) and/or principal(s), however, parents should contact the school to make an appointment.

Uninvited visitation by guests to a student is strongly discouraged. Such visitation can interfere and distract from the regular academic progress of a school day. Prior approval must be obtained from the principal before such a visit can occur.

PARENT –TEACHER CONFERENCES

Parent-Teacher Conferences have been set for October 11, 2018, and February 14, 2019 from 4-9 PM. These conferences, in conjunction with progress reports and report cards, assist both the parent and the teacher in helping your child have a successful academic year. Every effort should be made to attend these important meetings with your child's teacher(s).

SCHOOL FUNCTIONS

Only students of Campbell Middle School may attend social functions sponsored by the school. School functions are an extension of the school day and any infraction or misbehavior will result in disciplinary school action. Students must be in attendance during the school day to attend an after school event. Moreover, students should be accompanied by an adult at events such as Community Nights.

LOCKERS

Each student in grades 5-7 is assigned an individual locker. The lockers are property of the school and may be checked/searched at any time. The school does not assume responsibility for articles lost or stolen from lockers. Students should keep their lockers clean and not deface the locker in any manner. Students are the only one assigned the locker combination. For added protection of coats, books, and other valuables, the office is recommending that each student place an extra lock from home on his/her locker.

LOST AND FOUND

There are articles lost each year that are never claimed or found by the owner. Everything that can be marked (lunch boxes, bags of lunch, articles of clothing, etc.) should have the child's full name on it to simplify the return to the owner should it become lost. After repeated notice has been given, unclaimed items may be discarded or given away.

TEXTBOOKS & PLANNERS

Textbooks and planners are furnished free to pupils. A normal amount of wear is expected each year to textbooks, however, where a textbook is damaged through carelessness, or is lost, the parent shall pay the price of the book or the fine assigned by the Board of Education. If a student loses his/her planner, the cost to replace it is \$5.00. All students are expected to have their planners daily.

FIELD TRIPS

Field trips to enrich the education of the pupils will be planned by our teachers. Since the written consent of the parent is necessary before a student is permitted to participate, the parent must sign a consent form and have the student return it to the school. **Emergency Medical Forms must accompany any field trip.** The PTO will assist with one field trip per grade each year. Students who earn either ISS or OSS may be ineligible for a field trip and any money paid in advance can be forfeited

BIRTHDAY CELEBRATIONS

Students may provide treats for classmates to celebrate birthdays. These treats may only be served during the student’s lunch in the cafeteria, not classrooms.

CURRICULUM

The Campbell City Schools is dedicated to providing a rich variety of educational experiences that will prepare each student to meet with a successful future. Each student is entitled to his or her fullest development in all areas of learning and experience. The development of the student is the center of our thinking and all of our endeavors; the student’s welfare is our central purpose for building a foundation for success.

ENROLLMENT PROCEDURE

Fall registration begins two weeks prior to the opening of school. Students having attended Campbell Elementary & Middle School the previous school year are automatically registered into the respective school. If changing residence, telephone number, or any other status, please notify the school office immediately. If you are new to the district, you must enroll your child at the central office located at 280 6th Street, Campbell, Ohio. Please call the Board of Education to arrange an appointment at (330)799-8777.

GRADING SCALE AND INTERIM REPORTS

Students are assessed in a variety of ways each grading period. Letter grades will be given in all formal courses in grades 3-7. Students in K-2 will receive standards based report cards. Report cards are distributed at the end of each grading period of the school year. There will be four grading periods per year. Progress reports will be distributed at the halfway point of each grading period. The school applies the following grading system:

90 – 100	A = Excellent Achievement
80 – 89	B = Good Achievement
70 - 79	C = Satisfactory Achievement
60 – 69	D = Minimum Credit
Below 60	F = Failure/ No Credit
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

HIGH HONOR ROLL AND HONOR ROLL

A high honor roll will be posted and announced at the end of each grading period. To be eligible for high honor roll, a student must maintain an “A” average in all subjects. To be eligible for the honor roll list, a student must maintain an “A” and/or “B” average in all subjects. A “C” or lower in any class does not qualify a student for either Honor Roll despite other grades.

PROGRESS REPORT DATES

Wednesday, September 26, 2018	Wednesday, December 5, 2018
Wednesday, February 27, 2019	Wednesday, May 6, 2019

RETENTION

Retention may be a necessary outcome in those circumstances where a student demonstrates an inability to perform work sufficient for promotion to the next grade. Retention must be based on the recommendation of the Intervention Assistance Team (IAT) with the concurrence of the building administrator. For additional information on Promotion, Placement, and Retention see Board of Education Policy 5410.

Attendance

Board Policy 5200: The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

COMPULSORY EDUCATION/ABSENCE FROM SCHOOL:

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: illness with medical verification; death in the family; court appearances; and with pre-approval of the building administrator for extenuating circumstances. In compliance with the **MISSING CHILD ACT**, to ensure student safety, **it is mandatory that a parent/guardian call 330-799-0054 to report a student absence by 10:00 AM on all days a student is absent.**

Poor attendance has been identified as one of the major predictors and symptoms of school failure and juvenile delinquency! The new law grants the courts exclusive jurisdiction over criminal cases in which an adult is charged with “**PARENT EDUCATION NEGLECT**”. Under the provisions of S.B. 181, failure by a parent/guardian to make certain his/her truant child is attending school can result in court charges. **Failure to comply with attendance procedures may result in referral to the Mahoning County Juvenile Court, and/or Campbell Police citation.**

Juvenile Court Intervention

Campbell City Schools will be working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and supports for our students and families experiencing difficulties with, but not limited to, attendance, grades and behaviors.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school at 330-799-0054 to report your child off. Upon returning to school, present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent.

For a 4th, 5th, 6th, or 7th grade student to be considered present, they must be in attendance from the start of the day until 11:15 AM. For a Kindergarten, 1st, 2nd, or 3rd grade student to be considered present, they must be in attendance from the start of the day until 12:00 PM. Students who are checked-out before these times will be considered half-day absent for that day. Students will be considered a half-day absent if they miss more than two hour instructional time. Any student wishing to attend or participate in school functions; must be in attendance for at least half of a day on the day of the school function.

House Bill 410

H.B. 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definitions, the designation of “chronic truancy” has been eliminated, and the designation of

“habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- ✓ 30 or more consecutive hours
- ✓ 42 or more hours in a school month, or
- ✓ 72 or more hours in a year

Campbell Elementary & Middle School will provide written notice to parents with seven days of a child’s excused absence of 38 or more hours in a month or 65 or more hours in a school year.

CEMS Absence Intervention Procedures:

- **Absence intervention team:** Once a student has been designated a “habitual truant,” the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child’s school, another representative from the school who knows the child, and the child’s parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences.
- **Parent participation:** Within seven school days of the student’s designation as a “habitual truant,” the superintendent, principal or chief administrator shall make at least three meaningful, good faith attempts to secure the participation of the student’s parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fail to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.
- **Absence intervention plan:** Within 14 school days after the student’s assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.
- **Parent notice:** Within seven days after the development of the plan, the school must make a reasonable effort to provide the student’s parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.
- **End of the year absences:** If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district *may*, in its discretion, assign a school official to work with the student’s parent and develop an absence intervention plan during the summer. This plan shall be implemented not later than seven days prior to the first day of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.
- **Juvenile court referral:** The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:
 - The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year
 - The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication
 - The student has refused to participate in or failed to make satisfactory progress on the plan

EXCUSED ABSENCES

These can be "medical" or " non-medical". In this case the attendance secretary was notified the day of the absence and the student brought in a signed, dated note from a physician; a document indicating a court appearance; or an approved vacation form. **These notes and forms must be turned in to the attendance office**

within 48 hours of the student's return to school. The only other way that an absence may be verified is if the emergency or other circumstances are deemed by the administration to be of sufficient cause for absence from school. All "excused absences" **will not** count toward the "Excessive Absence Policy".

Medical excuses may be verified to confirm the validity of the medical excuse.

UNEXCUSED ABSENCES

These are defined as a student not being reported off and all attempts to contact a parent/guardian were unsuccessful. These students are considered truant. These days will also count toward the "Excessive Absence Policy".

Truancy

Truancy is defined as being absent from school or any portion of the school day without **BOTH** school authority and parental consent. Students will receive a grade of zero ("0") for any work missed due to truancy and are subject to additional disciplinary action, including suspension. Discipline consequences may also be assigned.

Any student wishing to attend or participate in school functions; must be in attendance for AT LEAST HALF OF A DAY on the day of the school function.

The principal or assistant principal may excuse students from attendance with proper documentation regarding illness, funerals, and other emergency situations. **Once the nine week grading marks and attendance are posted, no absenteeism excuses will be accepted for that period.**

ARRIVAL/DISMISSAL PROCEDURES

1. Any student arriving to school after homeroom begins is tardy and must receive a tardy pass to go to their class. Students in grades 4th-7th are considered tardy if they arrive between 7:40 - 9:40 AM. Students in grades K-3rd are considered tardy if they arrive between 8:15 AM - 10:15 AM. Arrival after these times will be documented as a half day absence. Moreover, time accumulated from tardies will count toward truancy according to House Bill 410
2. Any student arriving to school after it begins must report to the attendance office to sign in and receive a pass to class. Not signing in with the office can result in the recording of an unexcused absence.
3. To leave school early, a student must have a note from home, signed by a parent or guardian that contains student's name, date and time of dismissal, and reasons for leaving. This note should be given to the student's homeroom teacher or brought to the attendance office before homeroom. Students will be called to the office upon the parent or designated adult's arrival to sign them out. All designated adults must be listed on the student's EMA.

STUDENT VACATIONS

The Campbell Board of Education plans its school calendar a year in advance. The school calendar outlines the days that school is in session and also the vacation recesses throughout the year. **IT IS STRONGLY RECOMMENDED, FOR EDUCATIONAL INSTRUCTION, THAT FAMILIES PLAN THEIR VACATIONS DURING THE TIME SCHOOL IS NOT IN SESSIONS.** Only under extenuating circumstances will permission be granted for vacations that occur during the school year. In these instances, two weeks prior approval must be obtained from the building principals or the superintendent of schools. If permission is granted, it then becomes the responsibility of the parent and student to insure that all homework assigned to the student while he/she is on vacation is completed and turned in to the teacher immediately upon returning to school. All absences due to vacations other than those approved by the principal and superintendent will be considered unexcused absences and treated accordingly.

MAKE-UP WORK POLICY

All work may be made up anytime a student is absent with or without proper verification(s). It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work. Parents are also encouraged to contact the teacher(s) regarding make-up work. As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. The teacher has the latitude to make special arrangements when necessary.

Medical

Emergency Medical Forms

Emergency Medical Forms and information must be updated and turned in annually as required by Ohio Revised Code Section 3313.712. Emergency Medical Authorization Forms are to be returned to the school office no later than **Friday, September 14, 2018**. Please keep student's EMA up-to-date throughout the school year.

Administration of Medication

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. (Board Policy 5330)

If it is necessary for school personnel to dispense medication the following procedure will apply:

- a. Written permission for dispensing prescription drugs must be obtained from the student's parents and from his/her physician. (Forms are available in the administrative office).
- b. The statement should include the student's name, name of medication, dosage, time it should be given, possible side effects (if any) and length of time the student will be taking the medication. This information is needed for each medication or dosage change(s). No prescribed medication will be given unless this information and permission is provided.
- c. When the medication has been discontinued any remaining medication must be picked up by the parent within seven (7) days or it will be disposed of by the school nurse.
- d. Students are responsible to report to the nurse at the appropriate time to receive medication.
- e. Medications cannot be transported on the school bus. Students may not carry or administer their own medication.
- f. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
- g. Asthmatic students may carry their inhalers to self-administer with the written approval of the parent and physician. (O.R.C. 3313.716)
- h. Non-prescription medication may be administered with written and/or verbal parental permission according to school board policy.

Accidents

Minor injuries resulting from an accident will be treated by the school nurse or other school personnel. If the accident is deemed of serious nature, the school nurse will be consulted and she will administer first aid. Serious accidents are reported immediately to the parent or family physician or emergency hospital. Accidents are the financial responsibility of the parents. Written reports of school accidents are filed in the office.

Unauthorized Use of Medication

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

Medical Marijuana

Medical marijuana will not be prescribed, but rather recommended by registered physicians. Whether the use of this drug is for medical reasons or recreational use, the use of this drug is strictly prohibited on school grounds. Students may not report to school or school sponsored events under the influence of marijuana. If a student is permitted BY A PHYSICIAN to use marijuana, he or she is not permitted on school property while using the drug and/or under the influence from the drug.

Immunizations

The State of Ohio (O.R.C. 3313.67, 3313.671) and the Campbell Board of Education (Policy 5320) require students to maintain appropriate immunizations to be eligible to attend school. Any student previously admitted under auspices of "in the process of being immunized" who has not complied with the prescribed immunization intervals shall be excluded from school on the fifteenth (15th) school day of the following school year. The 15th day of this academic year is **Friday, September 14, 2018**. The excluded student shall be readmitted upon showing evidence to the principal or superintendent of progress on the prescribed immunization interval schedule.

VACCINES	FALL 2018 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. 1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry.
POLIO	K-8 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. Grades 9-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	K-8 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. Grades 9-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococca	Grade 7-9 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.

For more information please contact the Mahoning County Board of Health at (330) 270-2855 or the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643.

Transportation

Students living one or more miles from the school are eligible for bus transportation. Students are expected to adhere to all procedures and expectations.

Boarding Procedure

1. Report to bus promptly at the scheduled reporting time.
2. Do not board or disembark from the bus until it has come to a complete stop.
3. Students are to stay off of the road while waiting for the bus.

Behavior Expectations

1. Follow directions the first time given by the driver.
2. Be polite-no yelling, swearing, rude gestures, or teasing others.
3. Ask driver before opening or closing windows.
4. Eating, drinking, and gum chewing are not permitted.
5. Tobacco, drugs, alcohol and dangerous items are not permitted.
6. Keep the bus clean and free of damage.
7. Stay seated until the bus stops at your stop.
8. Keep hands, feet, and objects to yourself.
9. Animals, bugs, fish, glass containers are not permitted.
10. The bus driver may assign seats.

Bus Misconduct	<ul style="list-style-type: none">• 1st Offense: Call Parent and Seat Reassignment• 2nd Offense: One (1) Day Bus Suspension• 3rd Offense: Three (3) Days Bus Suspension• 4th Offense: Five (5) Days Bus Suspension• 5th Offense: Seven (7) Days Bus Suspension• 6th Offense: Bus Expulsion <p>If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student can be suspended from school.</p>
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Items not specifically addressed are governed by Section 3327.01 of the Ohio Revised Code, Chapter 3301 of the Ohio Administrative Code, and Board Policy 8600.

Safety

EMERGENCY DRILLS

Drills are conducted periodically in the form of an evacuation of the building or lock-down(s). We also conduct drills for severe weather. Students should listen carefully and follow directions and above all, remain calm and quiet in order to hear directions and to aid in the safety of all individuals.

SCHOOL SAFETY

Schools have a responsibility to their students and employees to provide safe environments. A big part of safety is exercising concern and respect for others. Every individual in the school must know that safety is a priority and that every individual has the responsibility to help keep the school environment safe.

To reinforce this priority, the following measures will be taken:

1. ALL DOORS WILL BE LOCKED AFTER STUDENTS ENTER EACH MORNING.
2. ALL VISITORS ARE REQUIRED TO REGISTER IN THE OFFICE UPON ENTERING THE BUILDING. Please refer to page 6, the school visitation section.

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident procedures. **If a student is aware or believes there may be any dangerous situation or incident, he/she must notify a staff person immediately.**

FIRE DRILLS – TORNADO DRILLS & LOCKDOWN DRILLS

Fire drills and tornado drills are held periodically, as prescribed by law. One lockdown drill will be completed by December 1st each academic year. Be sure you know the proper exits in case of a fire drill. Detailed procedures for fire and tornado drills are posted in each classroom. Move quietly, quickly, and orderly; failure to do so could result in injury to self or others.

Any student deliberately setting off a false fire or tornado alarm, will be automatically suspended from school, and reported to the State Fire Marshall for prosecution. Any student or students deliberately making false bomb threats will be forwarded to police authorities for prosecution.

PARKING

For safety reasons, there will **only** be a curbside drop off and pick-up in front of the school **during the designated drop off times**. No students will be allowed in the building until 7:15 AM for grades 4-7 and 8:05 AM for grade K-3. Staff members are not available or assigned to supervise students prior to these times. **When doors are opened for bus riders to enter, the doors will be open for car riders.**

There will be **NO PARKING** in the **FIRE LANES** and **NO DOUBLE PARKING** to let your children off. The lane will be one way only with the outside lane blocked off to traffic.

Athletics

ATHLETIC, ORGANIZATIONS, CLUBS AND ACTIVITIES

Campbell Elementary & Middle Schools offers a number of clubs and activities to students. Students who wish to participate in activities must strive to maintain good grades and attendance. Inability to maintain academic standards will result in ineligibility.

Prior to beginning of the first athletic or cheerleading practice, each student must provide his/her coach with:

1. A physical form signed by a physician. (Campbell Middle School makes available a program of athletics for all boys and girls. A doctor will examine all boys and girls who will participate in the athletic program in the fall, or prior to participating in their respective sport.)
2. An insurance information form.
3. Campbell City Schools' Athletic Department Waiver

The Athletic Department of Campbell City Schools encourages all student athletes to have accident insurance coverage. This responsibility lies with the parents/guardians of the student athlete. This insurance coverage is necessary as the nature of athletic competition may result in some type of injury to the student athlete. Waiver forms and physical forms can be found in the administration office.

TITLE IX

In accordance with the regulations set forth in title VI of Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Campbell City Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap, in providing equal opportunity for employment and admission or access to facilities, programs and activities which it operates.

Any person or people who feel their rights have been violated or have been discriminated against because of race, color, national origin, sex or handicap can register their complaints with Campbell Elementary & Middle

School, Principal, 2002 Community Circle, Campbell, OH 44405 and/or Campbell Memorial High School, Principal, 280 Sixth Street, Campbell, OH 44405.

ADMISSION

All underclassman games are \$4 for adults and \$2.00 for students (Prices are subject to change without notice). This includes 7th & 8th Grade Girls Volleyball, 7th & 8th Grade Football, and 7th & 8th Girls and Boys Basketball, 7th & 8th Grade Track.

ATHLETIC SCHEDULES

Campbell Elementary & Middle School participates in Football, Volleyball, Boys and Girls Basketball, and Boys and Girls Track. Schedules will be available in the school offices or on the school website.

Dress Code

5511 - STUDENT DRESS CODE – SCHOOL UNIFORM

WHEREAS, the Campbell City School District Board of Education wishes to adopt a mandatory school uniform policy for all students in grades kindergarten through twelve; and

WHEREAS, it firmly believes young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems that now exist, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the Campbell Board of Education strongly believes that the following issues would support such a uniform policy:

- A. Uniforms would create security through identification, enabling school officials to recognize intruders.
- B. A safer atmosphere for all would be established.
- C. Similar clothing will eliminate peer pressure dealing with student attire.
- D. Student uniforms would prevent any type of gang affiliation displayed by clothing.
- E. Uniforms would promote a statement of identity through positive actions rather than by appearance only.
- F. A sense of school unity will be created.
- G. Students will be instilled with discipline.
- H. School spirit will be enhanced.
- I. Uniforms will help alleviate families with the economic burden of clothing school age children since uniforms are less costly than most clothing.
- J. A stress free, positive atmosphere, conducive to education will be established.

AND, WHEREAS, the actual school uniform for students in grades kindergarten through twelve, commencing 2017/2018 School year.

DRESS CODE - ALL STUDENTS

Bottoms

Black or tan khaki trousers or black or tan khaki walking shorts are permitted. None of the following will be permitted: spandex pants, jeans, jean look-alike, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, tight fitting shorts.

Black or tan khaki jumpers, walking shorts, skirts, dresses, but CANNOT be more than 3 inches above the knee (including the slit). Students may wear black or khaki dress shorts (non-athletic) from the first day of school until September 30th and from May 1st to the last day of school.

Tops

All tops must be solid red, solid white or solid black in color.

Tops permitted:

- Polo Shirts with Collars:
- Turtlenecks, Mock-turtlenecks
- Dress sweaters or vests with turtleneck, mock-turtleneck, or polo shirt
- Crewneck Sweatshirts
- Quarter Zips
- All of the above and T-shirts with the Campbell Schools logo/spirit attire are permitted

Examples of, but not limited to, tops **NOT** permitted:

- Hooded garments
- V-neck style garments
- Shirts with graphics, pictures or writing
- Any sleeveless top

Hosiery

All students must wear socks.

Foot Apparel

Permitted: The shoe MUST totally encase the foot

Not Permitted: open-toed shoe (sandals, flip-flops, etc.), Crocs **style shoes**.

REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY

1st Offense:

- A. Students are given an opportunity to change with warning - document in student file
- B. Noncompliance will result in detention.

2nd Offense:

- A. Sent to office to change/Detention
- B. Parent must come in or call to speak to administrator

Subsequent Offenses:

- A. Sent home for rest of day: 3 Detentions issued
- B. Parent must come in to speak with administrator

NOW, THEREFORE, BE IT RESOLVED, that the Campbell City School District Board of Education does hereby formally adopt the aforementioned policy requiring all students in grades **Kindergarten** through twelve to wear the prescribed school uniform. Furthermore, it is not the intention of this Board of Education to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.

R.C. 3313.20, 3313.661

Adopted 4/30/96

Revised 6/20/00

Revised 7/21/14

Code of Conduct

Campbell Elementary & Middle School uses Positive Behavior Interventions and Support (PBIS) programs to reinforce appropriate behaviors for students. The PBIS program is a proactive approach to school-wide discipline by creating a positive school culture with high expectations for behavior. Consequences will still occur for negative behavior; however, positive behavior will be rewarded. Campbell Red Devils are expected to be **RESPECTFUL, RESPONSIBLE, SAFE and ACCOUNTABLE** in all situations.

It is essential that students understand these school expectations concerning citizenship as well as recognize that each individual is accountable for his or her own actions. The school believes that good citizenship parallels solid academic achievement, and that students must be responsible for themselves.

Students' responsibilities include regular school attendance, conscientious efforts in daily classroom work, involvement in extracurricular activities, and compliance with the school's rules and regulations. Most of all the students share with the faculty and administration the responsibility for developing a positive climate within the school that promotes maximum learning.

The following code of conduct is the mainframe by which the school carries on its day-to-day operations. The code of conduct reflects academic standards and the right to receive education in a nonthreatening environment. The code also reflects the school's desire to protect individual's rights and to deal with violations through consequences.

Therefore, by providing well-established guidelines for student conduct is the responsibility of the staff and school administrators. In addition, since it is the code of conduct by which students continuously practice by being **RESPECTFUL, RESPONSIBLE, SAFE, and ACCOUNTABLE** the regulations that are developed are in the best interest of EVERY student. Whatever discipline is imposed should help the student learn from his/her mistakes in a positive way.

The type of discipline and length of discipline will be at the discretion of the principal or assistant principal, and may differ from the nature of the offense or situation. Any student who has been suspended from school on three separate occasions during one school year will be subject to possible expulsion from school.

- Actions that hinder the daily educational process.
- Referrals are made to administration after attempted staff redirection or administration intervention required.
- Administration has the discretion to work within the designated corrective measures.
- Students who earn either ISS or OSS may be ineligible for a field trip and that money paid in advance will be forfeited.

Academic Integrity:

INFRACTION	CORRECTIVE MEASURES
Cheating, plagiarism	<ul style="list-style-type: none">• 1st Offense: Administrative Conference, Detention, and/or student completes assignment at a reduced grade• 2nd Offense: Detention or ISS• 3rd Offense: See repeat of Low Level Violations
Forging Documents	<ul style="list-style-type: none">• 1st Offense: Administrative Conference, Detention, or OSS• 2nd Offense: Detention, ISS or OSS• 3rd Offense: See repeat of Low Level Violations

<p>General Disruption In cases where disruption occurs in lunch, cafeteria supervisory staff may assign the student a seat for a day or permanently with the Principal's consent. The Principal may also request a parent to come and have lunch with their child when deemed necessary. *The classroom teacher is expected to handle the usual problems of maintaining classroom discipline.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Internet/Computer Violations</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS (along with loss of computer/internet privileges for assigned length of time) • 2nd Offense: Detention, ISS or OSS (along with loss of computer/internet privileges for the remainder of the year. • 3rd Offense: See repeat of Low Level Violations

Aggressive Behavior:

INFRACTION	CORRECTIVE MEASURES
<p>Assault upon a student</p>	<ul style="list-style-type: none"> • 1st Offense: 3 – 5 Days ISS or OSS • 2nd Offense: 5 – 10 Days ISS or OSS • 3rd Offense: See Repeat of Low Level Violation
<p>Bullying: Anyone who violates the health and general welfare of a student in person or via social media (cyber bullying), including him/herself, or anyone who brings any undue attention to him/herself, in the judgment of the administrator, disrupts the educational process.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Fighting</p>	<ul style="list-style-type: none"> • 1st Offense: 1 – 3 days ISS or OSS • 2nd Offense: 3 – 5 days OSS • 3rd Offense: 5 – 10 days OSS • 4th Offense: Expulsion
<p>Horseplay, name calling, playfully hitting another student</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Stealing, taking someone else's property, strong arming (extortion), taking money, and threatening another student for money.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, DRC, or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Taunting or agitating to incite panic, fight, and/or riot. This includes spreading rumors to aid or abet a fight/harassment.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, DRC, or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations

<p><u>SEXUAL HARRASSMENT</u></p> <p>A. Verbal – The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.</p> <p>B. Nonverbal/Gestures – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District/outside the District.</p> <p>C. Physical Contact – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.</p>	<p>Principal’s discretion with regard to the severity of each case:</p> <ul style="list-style-type: none"> • 1st Offense: 1 – 3 Days ISS or OSS • 2nd Offense: 3 – 5 Days ISS or OSS • 3rd Offense: 5 – 10 Days ISS or OSS • 4th Offense: See Repeat of Minor Violations
<p>Taunting, agitating or interference of bystanders while a teacher or administrator is disciplining others.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, DRC, or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations

Insubordination/Disrespect:

INFRACTION	CORRECTIVE MEASURES
<p>Destruction of Property</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations <p>All corrective measures include the cost of replacement of damaged material.</p>
<p>Insubordination, disrespect, and defiance of school officials, teachers, and employees.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Profanity/Verbal Abuse: Profanity or obscene language, written or verbal, directed toward students, school personnel, or any member of the community. This shall include use of obscene gestures and signs.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Unauthorized publication and/or distribution of materials.</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations

Violation of Board and Local Policy:

INFRACTION	CORRECTIVE MEASURES
<p>Possession of Contraband (Policy #5511) Items considered to be contraband include, but are not limited to, the following: Radios, Sound Production Devices, I Pods, MP3Players, Other Electronic Devices, DVD Players, and/or Cell Phones</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations <p>*** Items will be confiscated by the office and returned only to parents after a conference is held. These items are to be kept in student lockers in grades 5-7 and book bags in grades K-4 during the school day.</p>
<p>STUDENT DRESS CODE/SCHOOL UNIFORM Refusal to conform to school uniform policy. For a complete list of student dress code, please see the Dress Code section on page 17.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> A. Students are given an opportunity to change with warning - document in student file B. Noncompliance will result in detention. <p>2nd Offense:</p> <ul style="list-style-type: none"> A. Sent to office to change/Detention B. Parent must come in or call to speak to administrator <p>Subsequent Offenses:</p> <ul style="list-style-type: none"> A. Sent home for rest of day: 3 Detentions issued B. Parent must come in to speak with administrator
<p>Possession of matches, fireworks, bullets, explosives, lighter, or flammables (against City Ordinance)</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations

Out of Bounds:

INFRACTION	CORRECTIVE MEASURES
<p>Being in a non-designated area/Out of assigned area</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Failure to Attend Class: (CUTTING ENTIRE CLASS PERIOD)</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations
<p>Leaving School without permission</p>	<ul style="list-style-type: none"> • 1st Offense: 1 – 3 Days ISS • 2nd Offense: 3 – 5 Days ISS • 3rd Offense: 5 – 10 Days ISS or OSS • 4th Offense: See Repeat of Low Level Violation
<p>Tardy to Class (more than 5 minutes late will count as cutting class)</p>	<ul style="list-style-type: none"> • 1st Offense: Administrative Conference, Detention, ISS or OSS • 2nd Offense: Detention , ISS or OSS • 3rd Offense: See repeat of Low Level Violations

Bus Misconduct:

INFRACTION	CORRECTIVE MEASURES
Bus Misconduct	<ul style="list-style-type: none"> • 1st Offense: Call Parent and Seat Reassignment • 2nd Offense: One (1) Day Bus Suspension • 3rd Offense: Three (3) Days Bus Suspension • 4th Offense: Five (5) Days Bus Suspension • 5th Offense: Seven (7) Days Bus Suspension • 6th Offense: Bus Expulsion <p>If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student can be suspended from school.</p>

Repeat of Low Level Violations:

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, and principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Any number of violations (offenses) in one or multiple categories will result in magnification of previous corrective or out-of-school suspension (OSS) with a recommendation for expulsion.

Failure to Serve or Comply with Detention or ISS:

Students who do not comply with assigned consequences (reporting and/or behavior) will receive more severe consequences than previously assigned.

High Level Violations:

Actions that require immediate attention from administrative staff and involve notification of law enforcement.

INFRACTION	CORRECTIVE MEASURES
Assault upon an employee or volunteer	Charges filed with the Campbell Police Department <ul style="list-style-type: none"> • 1st Offense: 10 Day OSS with a recommendation for Expulsion • 2nd Offense: Expulsion
Threatening a Teacher	<ul style="list-style-type: none"> • 1st Offense: 10 Days OSS with Recommendation for Expulsion. • 2nd Offense: Expulsion
Bringing guns, knives, drugs or weapons to school to include counterfeit and look a likes.	<ul style="list-style-type: none"> • 1st Offense: 10 Days OSS with a recommendation for Expulsion. • 2nd Offense: Expulsion <p>(Items will be confiscated and not returned)</p>
Indecent liberties with another student (Male or Female)	<ul style="list-style-type: none"> • 1st Offense: 10 Days OSS with a recommendation for Expulsion. • 2nd Offense: Expulsion
False alarms and false reports (Contact local Authorities) Any student conspiring to cause harm or panic.	<ul style="list-style-type: none"> • 1st Offense: 10 Days OSS with a recommendation for Expulsion. • 2nd Offense: Expulsion

Trespassing, unauthorized entry	<ul style="list-style-type: none"> • 1st Offense: 1-3 Days OSS • 2nd Offense: 3-5 Days OSS • 3rd Offense: 10 Days OSS with a recommendation for Expulsion
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Drug Policy

DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute.
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. Anabolic steroids;
6. Any substance that is a “look-alike” to any of the above;
7. Any substance, when misused, will provide euphoria or a mind altering experience, electronic equipment (beepers, receivers, pagers, etc.)
 - i. The board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school – sponsored event.
 - ii. It further establishes a drug – free zone within 1000 feet of any facility used by the District for educational purposes.
 - iii. Board of Education
 - iv. Campbell City School District Policy

DRUG ABUSE CORRECTIVE MEASURES

Possession or use of drugs	<ul style="list-style-type: none"> • 1st Offense: (10) 10-Day Suspension: Can be reduced to (5) five if student and parent agree to an assessment from a Board approved agency. Recommendation of the assessment must be followed. Proof of the assessment must be on file in the office. • 2nd Offense: Expulsion: May be reduced to (10) ten- day suspension upon recommendation of agency. The student must enroll in a drug program. • 3rd Offense: Expulsion
Selling of drugs	<ol style="list-style-type: none"> a. Notification of policy b. Suspended until court appearance c. Expulsion upon conviction

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District’s locker rooms used by students in grades 7 – 12.

R. C. 2925.37, 3313.60 (E), 3313.752, 3313.95, 3319.012

Public Law 101 – (Drug – Free Schools and Communities Act as amended in 1989)

Revised 10/90

Revised 6/16/92

USE OF TOBACCO

The Board of Education recognizes that use of tobacco presents a health hazard, which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette and pipe; snuff or any other matter or substances that contain tobacco and the school day shall be the time between the first arrival of students before classes and the last departure of students after classes. It also includes all school – related activities.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits use of tobacco by students in school buildings.

The Superintendent shall develop procedures to implement this policy: R. C. 3313.751

Use of Tobacco	<ul style="list-style-type: none">• 1st Offense: 1 – 3 Days OSS• 2nd Offense: 3 – 5 Days OSS• 3rd Offense: 5 – 10 Days OSS• 4th Offense: Recommendation for Expulsion
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Youth Gangs

5840 A – UNAUTHORIZED YOUTH ORGANIZATIONS (YOUTH GANGS)

Board of Education policy prohibits all student organizations other than those approved by the Board under Policy 2430. In order to recognize the characteristics of any type of unauthorized youth organization, the following administrative guidelines are to be followed.

Definition:

A youth gang is defined as any non-school sponsored group of students with secrete and/or exclusive membership, whose purpose or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. Staff members should be alert to the following indicators of youth gang activity:

- a. Surreptitious recruitment and/or initiation rites
- b. Grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a group.
- c. Gang tattoos and/or displaying gang markings or slogans, or use of hand signals on school or personal property or clothing.
- d. Possessing literature that indicates gang membership.
- e. Fighting, assault, hazing, extortion, establishing turf, etc.
- f. Gang vocabulary and nicknames.
- g. Possession of beepers or cellular phones.
- h. Possession of weapons or explosive materials.
- i. Possession of alcohol, drugs, drug paraphernalia.
- j. Attendance at functions sponsored by a gang or known members
- k. Exhibiting behavior fitting police profiles of gang-related drug dealing
- l. Being arrested or stopped by police with a known gang member
- m. Selling or distributing drugs for a known gang member
- n. Aiding or abetting a known gang member, commit a crime, or any other action directly resulting from membership or interest in a gang.

Intervention Procedures and Enforcement

(Refer to the Student Discipline Code in the Parent/Student Handbook to determine if procedures and penalties have been described for the activities indicated above. If not, the following may be useful.)

Any or all of the following steps may be taken if a student in any school activity is suspected of or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

- a. Parents/Guardians will be contacted immediately and appropriate intervention initiated.
- b. The student may be referred to counseling (personal and/or family); the Department of Human Services or other welfare or child care agencies of the respective county; and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.
- c. Police, Juvenile Court, and other appropriate authorities will be notified in case of violence and/or illegal activities.
- d. The student may be suspended from school or from a school-sponsored activity
- e. Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

In order to prevent the onset of gang-related activity:

- a. Adherence to the Dress Code, as defined in the Parent/Student Handbook, will be required at all school activities.
- b. Conduct for all District-sponsored activities on and off school property will be in accord with the Code of Conduct.
- c. If there is reasonable suspicion of gang involvement, such as possession of weapons or drugs, search and seizure guideline (AG 5771) will be followed.
- d. Parents are to be encouraged to prohibit their children from hosting or attending unsupervised parties or activities.
- e. Any form of graffiti on District property will be removed immediately.

Community Cooperation

Since gang activity is a community concern, communication is to be maintained with the police department as well as private and community agencies on all matters related to gang activity within the schools and in the community.

The extent of involvement by school personnel in gang-related incidents not under the jurisdiction of the Board will be determined by the building principal, in cooperation with legal counsel and the police, and will take into consideration the nature of the incident, the safety of the those involved, the effect of the incident on other students, and the good order and functioning of the District.

5840B - RESPONSE TO GANG-RELATED INCIDENTS AND/OR SUSPICION OF GANG INVOLVEMENT

1) Types of Incidents

- (1) Incidents of Violent Crime (Examples: Assault, fighting, or imminent danger.)
- (2) Incidents of Other Illegal Activity (Examples: Intimidation, extortion, possession of beepers, cellular phones, or weapons; arrest or detainment by police in company of known gang member.
- (3) Suspicion of Gang Involvement and/or Activity (Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.)

2) Initial Actions

- (1) Immediately contact the principal/school resource officer if the incident is violent or illegal.
- (2) Summon involved student(s) to the principal's office.
- (3) Begin documenting the incident in a personal, private file. Be sure to include all available information.

- (a) Student(s) are to remain isolated from the student body until further direction from the principal to prevent escalation
- (b) Notify parents and the Superintendent of allegations.

3) **Follow-Up**

- (1) If the incident is determined to be gang-related, immediately exercise right to search individual(s) locker and/or desk and/or personal effects for evidence of gang involvement.
- (2) Copies or photographs should be made of any evidence of gang membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.
- (3) Implement appropriate disciplinary procedures and/or make contact with one (1) or more of the following:
 - (a) Youth gang agencies.
 - (b) Department of Human Services.
 - (c) Other appropriate personal and/or family counseling services. This referral may be predicated on parent/guardian(s)' agreement to a Behavior Contract (see Form 5840B F1) which will specifically outline the conditions for the student's continued attendance at school.

Gang Related Activity (Graffiti, signs, colors etc...)	First Offense: 3 days ISS or OSS Second Offense: 5 days OSS Third Offense: 10 Days OSS with a recommendation for Expulsion.
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DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safe guarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedure.

The better ensure appropriate due-process is provided a student, the Board established the following guidelines:

- 1. There is no appeal for students assigned to the ISS.
- 2. Student subject to suspension: A student must be given both written notice of his/her suspension and the reason therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Superintendent and the Board.
- 3. Student subject to expulsion: A student and his/her parent(s) or guardian(s) must be given written notice of the intention to expel and the reason therefore, and an opportunity to appear with a representative before the board to answer the charge. The hearing may be private, but the Board must act publicly.

The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of Due Process Rights is placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Schedule & Calendar Information

The Campbell City Schools 2018-2019 school calendar can be found on the back cover of this planner; please review it for important events throughout the school year. The school schedule is also included and located below. The schedule will be utilized daily with the exception of school closings due to weather or emergencies. Families will receive telephone notification of changes to the schedule when possible; therefore, it is imperative that you **alert the school of any changes to your phone number**.

SCHOOL CLOSING / 2 HOUR DELAY (Calamity Day)

Occasionally, especially during the winter months, the weather conditions may cause schools to have a delayed opening or a complete closedown. In either of these events, the school superintendent will notify all of the major radio stations in the Mahoning County area to apprise you of the situation. Do not call the school. You will be notified by a District All Call and it is strongly suggested you listen to your local media situations or visit the District's Facebook page on the day in question. **Please be aware on two hour delays, all buses will pick-up students 2 hours later than the normal pick up time. School dismissal time will be the same.** On days that school closing is in effect, all after school activities such as home and school meetings will be canceled.

Campbell E&M 2018-2019 School Day Schedule

	Fourth	Fifth		Sixth	Seventh
7:20	Staff Reports	Staff Reports		Staff Reports	Staff Reports
7:25 - 7:40	Breakfast	Breakfast	7:25 - 7:40	Breakfast	Breakfast
7:40 - 7:45	Homeroom	Homeroom	7:40 - 7:45	Homeroom	Homeroom
7:45 - 8:39	Core 1	Core 1	7:45 - 8:39	Core 1	Core 1
8:40 - 9:00	Core 1 Intervention	Core 1 Intervention	8:40 - 9:00	Core 1 Intervention	Core 1 Intervention
9:03 - 9:58	Core 2	Core 2	9:03 - 9:58	Specials	Specials
9:59 - 10:19	Core 2 Intervention	Core 2 Intervention	10:01-10:56	Core 2	Core 2
10:20-10:50	Lunch	Lunch	10:57-11:15	Core 2 Intervention	Core 2 Intervention
10:51-11:46	Specials	Specials	11:16-11:46	Lunch	Lunch
11:50-12:45	Core 3	Core 3	11:50-12:45	Core 3	Core 3
12:46 - 1:06	Core 3 Intervention	Core 3 Intervention	12:46 - 1:06	Core 3 Intervention	Core 3 Intervention
1:09 - 2:04	Core 4	Core 4	1:09 - 2:04	Core 4	Core 4
2:05 - 2:25	Core 4 Intervention	Core 4 Intervention	2:05 - 2:25	Core 4 Intervention	Core 4 Intervention

Third		First		Second		Kindergarten	
8:10	Staff Reports	8:10	Staff Reports	8:10	Staff Reports	8:10	Staff Reports
8:15-8:40	Breakfast	8:15-8:40	Breakfast	8:15-8:40	Breakfast	8:15-8:40	Breakfast
8:40-10:00	Core	8:40-11:39	Core	8:40-10:48	Core	8:40-11:39	Core
10:03-10:45	Specials	11:40-12:10	Lunch	10:51-11:21	Lunch	11:40-12:10	Lunch
10:51-11:21	Lunch	12:11-1:34	Core	11:22-11:59	Core	12:11-12:47	Core
11:22-3:15	Core	1:37-2:20	Specials	12:03-12:45	Specials	12:50-1:32	Specials
		2:21-3:15	Core	12:46-3:15	Core	1:33-3:15	Core



Classroom & Grade Level Rules & Expectations