

# PANDORA-GILBOA LOCAL SCHOOL



2018 – 2019  
Student Handbook

*Board Adopted – June 18, 2018*

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# Pandora-Gilboa Local School

## *We Believe That . . .*

- \* Learning is a lifelong process*
- \* All children can learn*
- \* Open and honest communication fosters trust*
- \* Positive and caring relationships are the basis of a successful school district*
- \* The ability to solve problems is essential to success*
- \* Family and community support and involvement are critical to student success*
- \* A safe and secure environment is vital*
- \* Individuals deserve to be treated with dignity and respect*
- \* Students deserve instruction that meets their needs*
- \* Classroom behavior impacts learning*

## *Vision:*

*The Pandora-Gilboa Local Schools will provide all students with a world-class education*

## *Mission:*

*We prepare students for life*

(419) 384-3225 Main Office  
(419) 384-3227 Superintendent's Office  
410 Rocket Ridge Pandora, OH 45877  
School Hours: 8:00 a.m. - 3:00 p.m.

### School Board

Mr. Steve Doseck, President  
Mrs. Marcia Hovest, Vice-President  
Mrs. Kathi Amstutz  
Mr. Dick Wahl  
Mrs. Dawn Schulte

### Administration

Mr. Todd Schmutz, Superintendent  
Dr. Jeff Wise, High School Principal  
Mrs. Jodi Schroeder, Elementary/Middle School Principal  
Mr. Eric Vennekotter, Technology Coordinator

School Web Page – [www.pgrockets.org](http://www.pgrockets.org)

## **I. MISCELLANEOUS INFORMATION**

- A. WELCOME:** The faculty and staff of our school are sincerely interested in the welfare and progress of your child. We urge parents to become active in school affairs through the various booster clubs, board meetings, parent conferences and student activities. All visitors must enter through the main entrance, sign in and sign out at the school office.
- B. APPLICATION OF PESTICIDES:** Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to the requirements established by the Ohio Department of Agriculture. Written notification shall be provided each year, prior to any application, to those parents requesting prior notification that a pesticide is to be applied. Information will include the type of pesticide to be applied and its potential side effects, the location of the application, and the date of the application.
- C. COMPLAINT PROCEDURE:** If you have a problem with a student or a teacher, for whatever reason, the following chain of communication is to be followed. If the problem is not resolved at the first level, ask to talk to the person at the second level, and so on through all four levels if necessary.
  - Level 1: Teacher, coach, advisor
  - Level 2: Principal
  - Level 3: Superintendent
  - Level 4: Board of Education
- D. FUND RAISERS:** Students participate in limited fundraisers. Money raised from school sponsored fundraisers is used to support programs and activities. Persons wishing to engage in sales projects not related to the school, on school grounds, must have permission from the principal.
- E. GENERAL INFORMATION:** The Pandora-Gilboa Board of Education, in compliance with the Ohio Revised Code, shall provide for the education of residents of school age. The school shall abide by all the legal rights guaranteed to students. Each student has the right to all educational resources necessary to operate an instructional and extracurricular program. Students attending Pandora-Gilboa Local Schools have the responsibility to act in such a way as not to interfere with the rights of others. By accepting the right to participate in school-sponsored activities on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing these programs. Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment that holds young adults responsible for their own behavior and teaches them to live with the consequences of their decisions. The school administration shall establish rules and regulations that will produce the best possible learning environment for students and will make them responsible for their behavior.

- F. **GUIDELINES AND POLICIES:** The following guidelines are to assist in understanding the operation, expectations, and procedures at our schools. The administration reserves the right to determine any guidelines that are not covered or those that may need to be revised in the best interest of the students.
- G. **KINDERGARTEN POLICY:** Students must be five by September 30<sup>th</sup> to enter kindergarten. A birth certificate, and immunization records must be submitted within 14 days of registration or the child cannot attend classes (ORC 9.52). Law requires attendance in a kindergarten program prior to a student enrolling in first grade.
- H. **PUBLICITY:** Any articles for the news media must be cleared in advance with the principal.
- I. **RIGHTS OF EXPRESSION:** The principal must approve any petitions, leaflets, or other printed materials a student may want to distribute in advance. A student may not distribute anything that contains profanity, obscenity, vulgarity or libelous statements.
- J. **SCHOOL DELAYS AND CANCELLATIONS:**
  - 1. Please listen to radio stations for announcements of delays or cancellations. The following radio stations will have information regarding school delays or cancellations: Radio: WIMA-Lima, WQTL-Ottawa, and WKXA-Findlay, Television: WLIO 35-Lima and WTVG 13-Toledo.
  - 2. Text alerts are available for the latest in delays and cancellations.
  - 3. Written instructions should be submitted to the office for early dismissal arrangements. We make every effort to make sure an older sibling or an adult will be present when we have an early dismissal due to severe weather. However, it is the responsibility of the parent to have emergency plans in place for his/her child.
  - 4. Please do not call the superintendent, principal, or school offices.
- K. **STUDENT ACTIVITIES:** All students are encouraged to participate in band, choir, athletics, intramurals, contests and any other school activities.
- L. **STUDENT RECORDS:**

A permanent file containing a student's academic, attendance and medical history is maintained in the office. This file is available for review by parents upon request to the principal or guidance counselor. Each year the Superintendent shall provide notice to students and their parents of his/her intent to make available, upon request, certain information known as "directory information".

The Board designates as student directory information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, and telephone numbers only for inclusion in school or PTO directories.
- M. **SUPPORT SERVICES:** The Pandora-Gilboa Local Schools strive to provide all students with the necessary services to allow them to be successful in school. The following services are provided.
  - 1. Speech and hearing – A licensed speech therapist is available part-time for those students qualifying for these services.
  - 2. Nursing – Our school has the services of: a school nurse and county health personnel on an "on-call" basis.
  - 3. School Psychologist – A school psychologist is employed by the county educational service center to work with the students who may have learning problems.
  - 4. Guidance – Guidance counselors are available to provide individual, small group counseling, and class guidance sessions. Parents are encouraged to contact the guidance counselor when there are concerns that may affect the student's performance or attitude. The elementary guidance counselor is available on a part-time basis.
  - 5. Intervention – The district employs special education teachers to work with those students who have been identified as having a learning disability.
  - 6. Reading Tutors – This is offered for elementary students with community volunteers.
- N. **SURVEILLANCE AND STUDENT PRIVACY:** Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. Portions of the school, its grounds, and all school buses are under electronic surveillance. Any tape used in the surveillance of our building is the property of the school and may not be shared with parents or legal guardians if the tape has images of other students. The tape will be treated as any other student record. When a tape shows evidence of a student violating the Student Conduct Code the tape may be used to assist in a disciplinary action against the student, however, the tape will remain confidential. In the event the tape may become evidence in a criminal prosecution, the tape will be under the control of the courts and not the school.
- O. **TITLE IV REQUIREMENTS:** No person in the United States may, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Pandora-Gilboa Local Schools' compliance officer is the superintendent who may be reached at 419-384-3227.

## II. EMERGENCY PROTOCOLS/PROCEDURES

### A. BUILDING EVACUATION:

- 1. The announcement for building evacuation will be made over the P.A. system.
- 2. Students must follow staff member directions

**B. LOCKDOWN:**

1. The announcement for lock down will be made over the P.A. system.
2. Students must follow staff member directions.

**C. SEARCH AND SEIZURE:** It is the responsibility of the principal to take prudent and reasonable action to protect the health, safety and welfare of all students. Lockers, desks, and similar items are the property of the Board of Education and are provided solely as a convenience for the students to use. Searches of lockers, as well as general searches of school property, may be conducted any time there is a reasonable cause or suspicion to do so with or without the student present.

1. Search of a particular locker: In addition to conducting blanket or random searches, the school principal or his/her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
2. Seizure: When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or the student if he or she is 18 years of age or older, shall be notified by the school official of items removed from the locker.

**D. EMERGENCY DRILLS:** State law requires that monthly emergency drills be done. All students are expected to know the location of emergency exits and to comply with emergency procedures and directions given during all fire and tornado drills.

**III. ACADEMICS**

**A. CHEATING/PLAGIARISM:**

1. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism.
2. Students who use plagiarized papers or projects or are involved in any form of cheating will be subject to the following for the first offense:
  - a. a reduction of their grade to zero in that assignment, quiz, or test
  - b. a disciplinary action
3. Students who use plagiarized papers or projects or are involved in any form of cheating will be subject to the following for a second offense:
  - a. removal from course in which the infraction was committed
  - b. loss of credit and/or a failing grade for the rest of the academic year
  - c. increased disciplinary action
  - d. ineligibility to gain credit using Summer School for the course in question

**B. GRADE APPEALS:** If you feel a grade has been given unjustly or unfairly, you may request a conference with the principal, the student's parent/guardian and the teacher involved. The principal will make the final decision on the appeal.

**C. GRADING SCALE:** All high school and middle school grades are figured numerically, and converted to the following letter scale:

100 – 98 = A+	4.0	83 – 81 = C+	2.25
97 – 95 = A	4.0	80 – 77 = C	2.0
94 – 93 = A-	3.75	76 – 74 = C-	1.75
92 – 90 = B+	3.25	73 – 71 = D+	1.25
89 – 87 = B	3.0	70 – 68 = D	1.0
86 – 84 = B-	2.75	67 – 65 = D-	.75
		64 – 0 = F	0.0

Final grades for all classes will be determined by taking the first semester and second semester averages. A semester grade is determined by calculating 40% of the grade for each quarter of the semester and 20% of the grade for the semester/final exam (Q1 = 40%, Q2 = 40%, E = 20%). Gym, Music and Art are based on a rubric grading scale. Elementary students are given grades for social and work habits also.

**D. HOMEWORK:** Homework is a valuable extension of classroom learning and an integral part of the instructional program. Depending on the course content, homework may consist of short-term and/or long-term assignments.

**E. HONOR ROLL:**

1. An Honor Roll will be developed at the end of each nine-week grading period and will be posted near the Principal's Office.
2. Elementary and middle school students will qualify for the All A Honor Roll, by maintaining all A's and O's or S+'s in each subject.
3. To qualify for the A/B Honor Roll, students must have only A's and/or B's, S+'s or S's in each subject.
4. To qualify for the Merit Honor Roll, students must have A's, B's, S+'s, S's and only one C.
5. High school students must have a 3.500 GPA or higher to qualify for the Honor Roll.
6. A 3.000 to 3.499 GPA qualifies a student for the Merit Roll.
7. The same criteria will be used to recognize honor and merit students for graduation based on the cumulative GPA for seven semesters.

**F. INCOMPLETE GRADES:** An incomplete grade must be converted to a grade within two weeks of the end of the quarter. If work is not completed to remove the "I", the grade will be converted to a "0" or an "F".

**G. INSTRUCTIONAL PROGRAMS:**

During the upcoming school year, students will be tested as follows:

Kindergarten, KRAL

Grades 1 and 2, Diagnostics in Reading, Writing and Math

Grade 3, New State Tests in Reading and Math, Diagnostic in Writing

Grade 4, New State Tests in Reading and Math and Social Studies; Iowa Test & CoGAT

Grade 5, New State Tests in Reading, Science, and Math

Grade 6, New State Tests in Reading and Math and Social Studies

Grade 7, New State Tests in Reading and Math

Grade 8, New State Tests in Reading, Science, and Math

High School, New State Tests in English 9, English 10, Algebra I, Geometry, Biology, American History, and Government

**H. MINIMUM GRADUATION REQUIREMENTS:**

1. English	4 units
2. Math	4 units
3. Social Studies	3 units
4. Science	3 units
5. Health/Phys. Ed.	1 unit
6. Electives	11 units
7. Total units	26 units

Other requirements/criteria:

- a. Students must satisfy the requirements of 1 of 3 pathways for graduation as defined by the Ohio Department of Education (1 – Ohio’s State Tests; 2 – Industry Credential; 3 – College and Career Readiness tests).
- b. Seniors must complete a Career Passport.
- c. Students attending Millstream need 24 credits to be eligible for graduation.
  - i. On the occasion where Millstream students have classes that are required for graduation that will end after the Pandora-Gilboa High School academic year ends, those students will be eligible to participate in the graduation ceremony provided they are in good academic standing. However, Pandora-Gilboa High School reserves the right to hold their diplomas until grades from Millstream have been received and graduation status has been confirmed.
- d. Students completing Post-Secondary Options FULL-TIME need 24 credits to be eligible for graduation.

**I. PROMOTION AND RETENTION:** Every effort will be made to help each child progress yearly from one grade to the next. In cases where teachers, parents, and administrators feel that the child would benefit by repeating a grade, such will be the procedure. A decision to retain a student must be secured by parents, teachers and the administration by August 1 of the following school year.

**J. REPORT CARDS/PROGRESS REPORTS:**

1. Written reports of grades and absences will be issued to parents/guardian at least once during each nine weeks.
2. At the end of the first five weeks of each grading period, a progress report will be sent home for all elementary and middle school students.
3. Grade cards will be held at the end of the school year until all books are returned and all fines and school fees have been paid.
4. Parents and students can monitor grades via Progressbook

**K. SCHEDULE CHANGES AND FEES:**

1. There will be no schedule changes permitted in the high school **five school days** after the start of the school year. Second semester scheduling changes must be made within **five school days** of the start of the second semester. Eighth graders taking high school courses may have up to **fifteen school days** at the start of the school year to make changes.
2. **Scheduling changes after the five day period will result in a withdrawal/fail (WD/F) grade on the student’s grade card/transcript.** Students have the opportunity to have this changed on their report card/transcript if they choose to retake the course at a later time.
3. Changes after such time should only be considered if a student’s ability does not meet the academic standards in any given classes, if a student would like to take a class instead of a study hall, or if a post-secondary class is added to a student’s schedule.
4. If a student drops and adds a class within the allotted time frame, the following will apply:
  - a. The student’s grades from the dropped class will not transfer to the added class
  - b. The student will be responsible for making up work missed prior to starting the added class
  - c. This make-up work will be counted for a grade.
5. The principal may grant permission when special circumstances warrant such a change.
6. Report cards/transcripts etc. will be held until all fees are paid.

**L. SCHEDULING RESTRICTIONS**

1. Each student in high school must be enrolled in seven of the nine periods. Parent/guardian, guidance counselor and administration must approve any exceptions to this.

2. **Students will make their course selections with the assistance of the high school guidance counselor. Students and parents will have the opportunity to make any changes at that time, and both will sign that these are the courses they so desire.** Conferences with parent/guardian, student and teacher may be requested at this time.
3. Where a scheduling conflict occurs between a required course and an elective the student will be scheduled into the required course
4. Students attending Millstream have ten (10) days during which a transfer back to P-G can be made. Due to differences in vocational vs. general education courses and the difficulty in making up missed work, transfers after this time will be considered only in extreme cases.
5. A limit of only one (1) unit of credit through a correspondence course will be accepted as make-up for students who have completed, but not passed a required course. Exception may be granted only by the high school principal under extreme circumstances. A locally administered final exam may be required. For seniors, the credit/grade certificate from the correspondence school must be received by **May 15** for them to participate in graduation ceremonies. It takes 4-6 weeks for the correspondence school to process your work so the work needs to be completed by **March 31**.

#### **M. SUMMER SCHOOL**

1. Students must have a minimum of 50% in a failed course to be eligible for summer school.
2. Students will be allowed to make up a maximum 2 high school credits through Summer School throughout their high school experience. Principal may grant permission when special circumstances warrant such a change.
3. Students who fail a required course and have already used up their 2 Summer School credits must repeat the failed course the following school year.

#### **N. INSTRUCTIONAL TOOLS AND MATERIALS**

1. Textbooks are provided free of charge.
2. Students are asked to use these books carefully.
3. All textbooks should be covered.
4. If a book is damaged or lost, the student will be expected to pay damage or replacement costs.
5. If a book is damaged when it is given to the student, the student should report it to the teacher immediately.
6. Students are asked to use school-provided laptops carefully.
7. All laptops should be kept in school-provided laptop cases at all times (where applicable).
8. If a laptop is damaged or lost, the student may be expected to pay a repair fee or replacement costs.
9. Upon graduation, Seniors may be allowed to keep the laptop/device assigned to them.

### **IV. STUDENT TRANSPORTATION**

#### **A. BUS DISCIPLINE:**

1. For violations of bus rules that do not immediately pose a threat to the safety of self, other riders or the driver, the following sequence of discipline will be enacted:
  1. Incident 1: Verbal warning to student.
  2. Incident 2: Phone call to parent by bus driver.
  3. Incident 3: Referral to principal. Disciplinary action may be taken at the discretion of the principal.
  4. Incident 4: One day suspension of bus riding privileges.
  5. Incident 5 Three day suspension of bus riding privileges.
  6. Incident 6: Five day suspension of bus riding privileges.
  7. Incident 7: Suspension of bus riding privileges for the remainder of the school year.
2. For violations of bus rules that endanger the safety of self, other riders or the bus driver and/or are offensive in nature such as fighting, throwing objects from the bus, profanity, refusal of student to follow a bus driver's direction, or destruction of property (parent/guardian may be held responsible for restitution for damages), the following sequence of discipline will be enacted:
  1. Incident 1: Suspension of bus riding privileges for 1-3 days.
  2. Incident 2: Suspension of bus riding privileges for 5-10 days.
  3. Incident 3: Suspension of bus riding privileges for the remainder of the school year.
3. Severe violation of bus rules may result in the immediate suspension of bus riding privileges for the remainder of the school year. This penalty will be enacted at the discretion of the principal depending on circumstances. Serious misbehavior on the bus may result in punishment up to and including suspension and/or expulsion from school. Penalties may also carry over to the following school year.

#### **B. BUS RULES:**

1. Students are to sit on the seat, not on their legs, book bags, etc.
2. Students are to sit on the seat assigned by the bus driver.
3. No eating, including pop and gum. (This may be permitted on field trips, athletic trips, etc. if authorized by the bus driver.)
4. Board Policy, School and Classroom rules also apply to riding the bus.
5. No profanity or obscene gestures will be tolerated.
6. Personal electronic devices are permitted, but only with personal headphones. Hand held games are also permitted if the sound is turned off.
7. Anything, which can be deemed distracting to the bus driver, is prohibited (at the bus driver's discretion).
8. Anything considered a hindrance to the safety of everyone on the bus would not be permitted.
9. All students riding the buses are expected to be at the bus stop 5 minutes before the assigned time.
10. If there is a question on the transportation of a particular item, the district should be consulted.

**C. CHANGE IN TRANSPORTATION:**

1. Once a student has established a normal method of coming to school, this method should not be changed.
2. Students who ride the buses are expected to ride the bus they are assigned each day.
3. Students are not permitted to change bus stops or their usual method of transportation to or from school unless it is an emergency. If a change in transportation is required due to an emergency, notice must be received by 1:00 pm and approved by the district.

**D. DISTRICT RESPONSIBILITY:**

1. The District's responsibility is to transport students from home to school and back home again.
2. For students in grades PK-6, transportation can be arranged between a child-care provider and the school provided a regular schedule is established.
3. If a regular schedule cannot be established, the parent will be asked to designate one pickup point and one drop off point.
4. Students are not permitted to change bus stops or their usual method of transportation to or from school unless it is an emergency. If a change in transportation is required due to an emergency, notice must be received by 1:00 pm and approved by the district.
5. The District's responsibility for students begins when they board the bus and ends when they are discharged and have reached their designated point of safety.
6. Parents/guardians are responsible for the safety of their children while going to or from the bus stop and while waiting for the bus.
7. All students are to be reminded that the bus driver is in complete charge once the student has boarded the bus.
8. Bus safety rules are posted on each school bus and students are expected to obey these rules at all times when they are on the bus.
9. Riding the bus is a privilege, not a right.

**E. FORBIDDEN ITEMS ON BUSES:**

1. Pets
2. Alcoholic beverages
3. Drugs or drug-related paraphernalia
4. Ammunition
5. Explosives
6. Firearms
7. Knives
8. Aerosol cans or any other dangerous material or object

**F. SAFETY SPOT:**

1. Safety is the utmost concern for each child riding the bus. Each student riding the bus will be assigned a "safety spot" for drop off and pick up.
2. Students must be at the safety spot at least five minutes before the scheduled pick up time.
3. Children must wait at the safety spot until the driver signals them to board.
4. When they are discharged from the bus, they must return to the safety spot, turn and look at the driver, and wait until the bus has pulled completely away before leaving the safety spot.
5. School transportation will be provided to school-sponsored activities.
6. If approved prior to the event, students may be transported to and from these activities by their parent/guardian only.
7. No student will be permitted to ride with someone other than his or her parent/guardian due to liability.

**V. GENERAL BUILDING RULES**

**A. ACTIVITIES/CONTESTS/PRACTICES:**

1. All practices and rehearsals must be finished by 9:00 P.M. on Monday through Thursday nights and 10:00 P.M. on Friday and Saturday nights.
2. No activities or practices will be permitted anytime on Sunday or Wednesday evenings past 6:00 pm except by permission of the district.
3. The following guideline shall be used to determine a student's participation when activities conflict (for students who participate in multiple activities that are scheduled at the same time): A school-sponsored performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

**B. CAFETERIA:**

1. All students must eat in the cafeteria.
2. You may bring your lunch or purchase it.
3. Milk and snacks may be purchased separately, if students bring lunch.
4. Students are expected to use good manners and respectful behavior while eating.
5. Students are responsible for keeping the cafeteria clean; that is, cleaning the tables, picking up paper, and throwing away trash.
6. Elementary students may apply money to their accounts in the morning.
7. Daily lunches and/or extra items may be purchased through the cashier in the cafeteria.
8. Lunches may be paid either by cash or pre-paid.



9. Prepaid breakfasts and lunches will be sold each morning in the cafeteria.
10. Students using the prepaid system will be required to learn the six-digit student ID number to access their account.
11. Charges are permitted up to \$4.
12. Students who are eligible for free or reduced lunches also qualify for breakfast reductions.
13. When finished eating, students should throw away only paper products and plastic ware in the trashcans.
14. A la Carte items are available for grades 7-12.
15. Fifth and 6<sup>th</sup> graders may purchase A la Carte items only after purchasing a lunch. Vending machine items are available only to students in grades 5-8.
16. Parents are welcome to have lunch with their children. Please call ahead to make those arrangements. No other visitors are permitted without prior permission from the building principal.
17. The school district operates a "closed" lunch period. Students are not permitted to leave the school building during the lunch period unless special permission is granted.
18. No breakfast items will be served after 8:00 a.m. Students who ride the bus and would like to eat breakfast are to be released from the buses upon arrival at 7:50 a.m. Students eating breakfast who are not in the classroom by the time the 8:00 a.m. bell rings will be counted tardy.

**C. CLASS CHANGE:**

1. Please be courteous when changing classes.
2. Move quietly.
3. Stay to the right side of the halls and stairs.
4. Do not run or push.
5. Please keep locker visits to a minimum.
6. Students may not access their personal electronic devices (cell phone, tablet, etc.) during class changes.

**D. DRIVING/PARKING REGULATIONS:**

1. Parking is limited to designated student parking areas. Faculty and visitor parking are off limits.
2. All student drivers must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
3. Students are not to loiter in the parking area.
4. There is to be no driving during the school day unless the student has signed out.
5. Student vehicles may be subject to search if there are reasonable grounds.
6. Vehicles will be appropriately parked on arrival. Students are expected to drive in a safe manner at all times. Reckless or irresponsible operation of vehicles is prohibited.
7. It is a felony to bring a firearm onto school grounds. This includes firearms used for hunting even if they are being transported legally in a truck or car. Students who intend to hunt after school should make arrangements to pick up their firearms from home after the school day.
8. It is a privilege to park on school grounds. There will be disciplinary action for violating the Driving/Parking Regulations.
9. Students driving to and from school must have a proof of insurance card in their possession.
10. The school will not be held liable for damages to vehicles or individuals while being driven on school grounds.

**E. EATING IN THE BUILDING:**

1. The consuming of food and drink during the school day is limited to the Auditoria. Only bottles of water are permitted outside of the cafeteria. Students are not to carry any other food or drinks outside the cafeteria. Lunches brought from home and snacks or pop bought at school are to be eaten in the cafeteria. Food and drinks can only be eaten outside the cafeteria with the permission of the principal.

**F. ELEVATOR USE:**

1. The use of the elevator by students is limited to a handicapping condition.
2. A request to use the elevator may be made in the principal's office.
3. The request must state the reason for the use of the elevator and the time period.
4. A deposit of \$20 will be assessed for the issuance of an elevator key to the student.
5. The \$20 will be refunded when the key is returned.

**G. GYM:** No street shoes are permitted on the gym floor.

**H. MEDIA CENTER:** The media center provides a source of information and reading material in many formats to broaden the educational opportunities of all students in the Pandora-Gilboa School System.

1. Nothing is to be removed from the media center by students or staff unless the librarian or an assistant properly signs it out.
2. A fine of 5 cents per school day will be charged for all overdue books and materials.
3. Students who lose or damage media center materials must pay the cost of replacement.

**I. PARKING:**

1. Parking spaces at the Pandora-Gilboa High School are defined by two different colors.
2. Parking spaces lined in white are designated as student parking spaces
3. Parking spaces lined in yellow are designated for staff and visitor parking.

**J. PERSONAL PROPERTY:**

1. Students are asked to label or mark all articles of value (coats, shoes, book bags, etc.) with their names.
2. All items for those students, who have lockers, must fit inside the locker including gym bags.

3. It is best not to bring anything of value to school.
4. Money for lunch should not be put in your locker.
5. Please take care of your supplies, textbooks, and personal items so these things do not get lost or stolen.
6. The school is not responsible for any personal property lost or stolen.

**K. PLAYGROUND EQUIPMENT RULES:**

1. No climbing up slides.
2. No standing on swings.
3. Do not crawl inside or up the outside of tunnel slide.
4. Do not jump out of swings.
5. Report all problems to playground monitor.

**L. PLAYGROUND RULES:** All students are asked to use care and common sense when on the playground. Students are expected to obey all supervisors on the playground. The supervisors will designate areas for each grade level and inform students of the rules. The following rules apply whenever students are on the playground before, during or after school:

1. Throwing snowballs is not permitted.
2. Baseballs may not be used in any games.
3. Tackle sports are not permitted.
4. Play is restricted to blacktop and/or gravel areas when the grass area is wet.
5. No digging in the dirt or stones.
6. Follow additional rules and guidelines established by the playground monitor.
7. Stay in fenced-in area.
8. No use of profanity.
9. Personal toys, electronic devices, and games – including cards – are not permitted on the playground.

**M. POSTING OF SIGNS AND HANGING MATERIALS ON WALLS:**

1. Posting of signs and other material on walls and lockers can only be done with the blue 3M brand of tape.
2. Use of this tape will insure easy removal of signs and postings on the walls and lockers.
3. A work order must be filled out from the office if a more permanent means of securing items to the wall is required.
4. The principal must approve all signs posted in the building.

**N. RECESS POLICY:**

1. When it is raining, students will remain inside.
2. When the outside temperature is between 20 and zero, the teacher on duty will have the option of staying inside or going outside for recess. If the temperature is zero or below, students will remain inside.
3. All students will be expected to be outside during recess times.
4. Notes from parents will be accepted on a daily basis to excuse a student from going outside if the child has recently returned from school after an illness.
5. In most cases, if the student is too ill to go out, he/she is too ill to be in school.
6. Extended permission to stay indoors at recess requires a doctor's note.
7. All students must come to school dressed appropriately to participate in outdoor recess.

**O. SCHOOL PROPERTY:**

1. The Board of Education has made every effort to make Pandora-Gilboa Schools pleasant and comfortable for all students.
2. New equipment and materials are added each year.
3. It is important that every student treat school items as they would their own things at home.
4. If a student marks or damages school equipment or property in any way, he/she will be required to clean the article and/or pay for the damage.
5. The law specifically provides that students and their parents/guardian are responsible for materials loaned to them.

**P. SCHOOL VISITORS:** Parents, student teachers and others who have an interest in education are always welcome to visit Pandora-Gilboa Schools.

1. Immediately upon entering the building, any visitor should report to the office and obtain a visitor's badge.
2. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave school and/or the school grounds.
3. Student visitors are not permitted during the school day.
4. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.
5. Parents are welcome to have lunch with their children. Please call ahead to make those arrangements. No other visitors are permitted without prior permission from the building principal.

**Q. SPEED LIMITS:**

1. The speed limit on Rocket Ridge and Champion Avenue is 25 mph.
2. The speed limit around the building and in the parking lot is 10 mph.

**R. STUDENT USE OF TELEPHONES:**

1. Student use of telephones in the classroom is strictly forbidden unless authorized by the classroom teacher or supervising staff member for educational purposes only.
2. Students wishing to use the telephone during the school may only do so during study hall and lunch in the main office.

3. No long distance charges will be permitted.

## VI. STUDENT LOCKERS

### A. LEGITIMATE USE:

1. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch.
2. Students shall not use their lockers to store contraband-meaning illegal or unauthorized items, items in violations of board policy or rules, or any other items reasonably determined by the principal to be a potential to the safety or security of others.
3. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal.

### B. LOCKERS ARE SCHOOL PROPERTY:

1. All lockers assigned to students are the property of the school district.
2. Students have no expectation of privacy with regard to items kept in school lockers.

### C. LOCKS:

1. The school principal shall have custody of all combinations and copies of keys to all locks on lockers.
2. Students are prohibited from placing locks on any locker without the advance approval of the school principal.
3. Only locks owned by the school can be used on lockers.

### D. RANDOM/BLANKET SEARCHES:

1. Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater security for students and personnel.
2. Accordingly, the board authorizes the school principal or his/her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental/guardianship or student consent, and without reasonable suspicion of the presence of contraband.
3. The principal or designated employee may request the assistance of a law enforcement officer in conducting a locker search.
4. In the course of a locker search, the principal or designated employee shall respect the privacy rights of the students regarding any items discovered that are not contraband.

## VII. STUDENT HEALTH AND WELFARE

### A. EMERGENCY MEDICAL FORMS:

1. An emergency medical form will be given to every student at the beginning of the school year.
2. This must be filled out and returned to school as soon as possible.
3. These should be notarized, since some medical facilities will not honor them unless they are notarized.
4. Students participating in extracurricular activities must have additional forms completed and notarized.

**B. EMERGENCY REMOVAL:** If the student's presence poses a continual danger to other students or property, or is disrupting the academic process, the student may be removed for a period of twenty-four (24) hours and will be prohibited from attending any school-related activities.

### C. ILLNESS OR INJURY:

1. Students must report to the office if they are ill or injured.
2. The office will then determine what course of action will be taken.
3. Students will only be sent home due to injury or illness with permission of the school nurse or principal.

### D. IMMUNIZATIONS/HEALTH SCREENINGS:

1. At Pandora-Gilboa Local Schools proof of immunization is required to attend, unless a proper (medical contraindication, good cause- reason of conscience or religious objection) exemption form is on file. Refer to the Pandora-Gilboa Local Schools Policy 5320 regarding immunizations.
2. All students are required by state law to have basic immunizations against Diphtheria, Tetanus, Whooping Cough, Polio, Mumps, Measles, Rubella, Hepatitis B and Varicella prior to entering school.
3. Immunization records must be submitted within **14 days** of registration (at all grade levels), or the child cannot attend classes, with the exception that an Immunization Exempt Form has been authorized (ORC 9.52).
4. To enter Kindergarten **all** students must complete FOUR (4) or more doses of DTaP or DT, or any combination, THREE (3) or more doses of Polio, TWO (2) doses of MMR, THREE (3) doses of Hepatitis B, and TWO (2) doses of Varicella immunizations.
5. One (1) dose of Tdap vaccine and one (1) dose of meningococcal (serogroup A,C,W and Y) is required of **all** incoming 7<sup>th</sup> grade students.
6. One (1) dose of meningococcal (serogroup A,C,W and Y) is required of **all** incoming 12<sup>th</sup> grade students.
7. The County Health Department at various times during the elementary and middle school years provides booster shots for these diseases.
8. Vision exams are given to **all** K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grade students.
9. Hearing exams are given to **all** K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade students.
10. A postural screening exam, to detect possible spinal problems, is given to **all** students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.
11. These services are free and students are encouraged to take advantage of them.
12. Results from any screening exams or other tests administered to students by County employees must be shared with the school and parents.

**E. MEDICATION:**

1. If possible, all medication should be taken at home.
2. If not possible, the parent/guardian shall fill out the Authorization for Prescribed Medication or Treatment Form available in the office. It will be done in accordance with administrative guidelines, board policy and the O.R.C.
3. All prescription or non-prescription medication, which needs to be taken at school, must be stored in the office in its original container and dispensed by the school nurse or designee.

- F. WITHDRAWALS:** If a student withdraws from school or transfers to another school district, the student should notify the office at least one day prior to leaving so the proper forms may be completed. Before leaving, all materials that are the property of the school district must be turned in and any financial obligations must be taken care of.

**VIII. ATTENDANCE**

**A. ATTENDANCE POLICIES:**

1. A school day is measured as 6.5 hours. Half-day attendance would be measured by 3.25 hours.
2. All parents must telephone the school office prior to 8:30 if their child is absent.
3. A Note is required for **all** absences during school hours to be excused. This includes, a parent/guardian pick up for illness, appointments, or any other reason the student is absent. (See #8 below).
4. Students should not arrive before 7:45 a.m.
5. Students are to leave the school grounds at the end of the day unless they are involved in a school-related activity or under the direct supervision of school personnel. Loitering is not permitted.
6. Parents must notify the office prior to absences except in the case of student illness or death in the family.
7. Students may not leave the school grounds during the day without written permission from the principal.
8. Excused absences are granted only for the reasons listed below under letter "C." Other requests for excused absences are at the discretion of the principal and must be submitted prior to the absence. Work missed during an excused absence must be made up. The teacher may require work missed during an unexcused absence, but credit will not be given towards the cumulative grade.
9. A note from the parent must be brought to school when the student returns from an absence. The school reserves the right to require a physician's statement if deemed appropriate by the principal. If the office does not receive a note from the parent or a note/statement from a physician if required within 48 hours of the student's return to school, the absence is considered unexcused.
10. Students are designated as tardy until 8:30 a.m.
11. The time from 8:30-11:15 is designated as an a.m. absence.
12. Students arriving between 11:15-2:30 will be designated as an a.m. absence and a partial p.m. absence.
13. Students may leave after 2:30 for an appointment, and not have the departure counted as an absence.
14. Students leaving school mid-day for an appointment and returning to school will be designated as a block absence if the student returns to school within ninety (90) minutes. A block absence does not count toward official absence numbers. Absence exceeding ninety (90) minutes will be designated as a half-day absence.
15. Students enrolled exclusively in the PG Online Academy must meet regular attendance requirements. "Regular attendance" includes continuous, active engagement with the learning process as indicated by the following:
  - a. Students must commit 20 hours per week (4 hours a day for each day school is in session in a given week) actively engaged in the learning process; for the purposes of this policy, "week" is defined as 12:00 am Sunday through 11:59 pm Saturday
  - b. Students must submit a minimum of 20 lessons per week (4 lessons a day for each day school is session in a given week). Every 4 lessons a student turns in will count as one day of attendance in that week. Note: Students meeting minimum attendance will not guarantee that students stay on pace in their courses. Students need to meet individual course pace schedules to ensure that courses are completed on time.

A student will be considered absent each time s/he fails to meet one of the attendance requirements listed above.

Excused absences may also be granted for PG Online Academy students based on the policies outlined in this section.

Note: parents still must send in a note to the school or send one electronically via email to the school secretary by Monday of the following week to be granted an excused absence (see number 8 above).

16. The criteria for the middle school (grades 5-8) perfect attendance award are complete attendance ALL day EVERYDAY of the school year (no tardies, no block absences, or any early dismissals).

- B. ATTENDANCE/PROMOTION POLICY:** This policy may prohibit the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance hours of the current school year, and has failed two or more of the required curriculum subject areas in the current grade. The student's principal and teachers of any failed subject areas may agree that the student is academically prepared to be promoted to the next grade level. *This policy applies to all students in grades K-12 and is not limited to Graduation.*

**C. EXCUSED ABSENCES (Must fall within the guidelines of the Ohio Revised Code)**

1. Personal illnesses of the child will be excused. All notes from a parent or a physician if required must be submitted to the school within 48 hours (See section VIII.A.9).
2. An illness in the family necessitating the presence of the child. This will not apply to children under 14 years of age.
3. Quarantine of the home is limited to the length of the quarantine as set by the proper health official.
4. Death of a relative is limited to a period of three days unless the applicant can show a reasonable cause for a longer period.
5. Medical or dental appointment.
6. Observance of a religious holiday.

7. Emergency or set of circumstances, which in the judgment of the principal constitutes a good and sufficient cause for absence.
8. Reasons other than those listed above are to be cleared with the principal by the parent/guardian, prior to the absence.

**D. UNEXCUSED ABSENCES (Must fall within the guidelines of the Ohio Revised Code)**

1. Common Examples (the following list includes Unexcused Absences but is not limited to this list)
  - a. Missing the bus
  - b. Baby-sitting
  - c. Car problems
  - d. Shopping
  - e. Hair appointments
  - f. Oversleeping
2. Addressing attendance problems
  - a. At 45 hours of absence per school year:
    1. The school sends a letter of concern about attendance.
    2. A copy of the letter will be sent to the County Attendance Office.
    3. A possible home visit or phone call from the County Attendance Office.
  - b. The school will notify parent when child is absent without legitimate excuse thirty-eight (38) or more hours in one school month or sixty-five (65) or more hours in one school year.
  - c. If child is absent seventy-two (72) or more hours without a legitimate excuse in a school year, the parent/guardian and child may be required to participate in an attendance intervention team.
    1. An absence intervention plan may be developed, and failure to comply with the plan may result with a formal truancy complaint filed with juvenile court.
3. Habitual Truant Student (Ohio Revised Code)
  - a. A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours or more in a calendar year.

**E. APPOINTMENTS:**

1. If a student has an appointment during the school day, they must bring a note signed by a parent/guardian no later than the morning of the appointment.
2. Notes need to be turned in to the homeroom teacher who will forward them to the office.
3. Students must sign out in the office before leaving and sign in when returning to school.
4. The appointment should be verified with the principal prior to the absence.

**F. COLLEGE VISITATION:**

1. College visitations for high school students should be arranged through the guidance office 3 days prior to the college visit.
2. Parents must accompany students on college visits for the visit to be excused.
3. Verification of such visits is the responsibility of the student.
4. College visitations will be limited to three school days or less.
5. Students should complete a College Visitation Form that may be obtained in the guidance office.
6. Failure to fill out the form in advance of the absence will result in the absence being considered unexcused.
7. No college visits will be approved during the last two days of each grading period, during count week and/or during the month of May.
8. In order for a student to qualify for a college visit, he or she must be currently passing all courses but one. Two failing grades will automatically disqualify a student from a college visitation.
9. When a college representative visits the PGHS campus, students are allowed to sign up to attend a maximum of five sessions each school year.

**G. EXTRA-CURRICULAR PARTICIPATION:**

1. If a student has an unexcused absence on the day of an athletic event, school production or any other extracurricular activity, the student will be ineligible to participate in that day's event.
2. As a student athlete, cheerleader, student manager, statistician, band or choir member, you must be in attendance for all afternoon classes in order to participate/practice in any school athletic or music event scheduled.
3. Exceptions would be a student leaving school for a doctor's appointment, funeral or other justifiable absence other than illness that has been pre-approved by the school administration.

**H. GENERAL DEFINITION/EXPLANATION:** Regular attendance is required of all students. When a student is absent from school, the parent/guardian must notify the school office prior to 8:30 a.m. Parents not notifying the office will receive a call either at home or at place of employment, checking on the student's absence. On the morning following the absence from school, the student must bring in a written statement from his/her parents or guardian stating the exact reason for their absence. Telephone calls will be made to verify absences when notes appear questionable.

**I. MAKE-UP WORK:**

1. **For Excused Absences**
  - a. When absent from school, it is the student's responsibility to contact the teacher(s) to make arrangements for make-up work as soon as they return to school.
  - b. If a student is absent for an extended period of time (three days or more), the assignments can be obtained upon request from the office.

- c. Students have one day for each day they are absent to make up the work they have missed.
  - d. When on vacation, make-up work must be completed within three school days after the student's return.
  - e. Excused absences from school either for one period or for a whole day does not excuse a student from making up the work that is missed.
2. **For Unexcused Absences**
- a. The student may not make up the work missed
  - b. The student will receive a "0".

**J. PARENT REMOVAL/VACATIONS:**

- 1. The Pandora-Gilboa Local School District strongly encourages parents to take extended vacations during non-school scheduled days. However, parents who wish to take students out of school must submit the request in writing and receive prior approval from the principal.
- 2. Requests must be on file in the office.
- 3. Any absence taken without prior approval will be considered unexcused.
- 4. Tutors:
  - a. With the principal's prior approval, parents/guardians wishing to take students out of school for extended vacations must be willing to hire a board-approved tutor.
  - b. The cost of the tutor will be assessed to the parents at the going rate.
  - c. The tutor will provide one hour of instruction per day of absence for the additional day to be excused.

**K. SCHOOL ACTIVITIES:**

- 1. Students are encouraged to attend all school-related activities.
- 2. The Student Code of Conduct is in effect at all school-related activities.
- 3. Once a student has been admitted to the activity, he/she will not be permitted to leave and return, unless the supervisor grants permission.

**IX. DISCIPLINE**

**A. MISSION STATEMENT:** The Pandora-Gilboa Local School District is committed to a discipline policy that maintains a proper educational climate and a positive learning atmosphere for all students. The school district has authority and control over all students attending Pandora-Gilboa Schools during the regular school day and while going to and from school on school transportation. This jurisdiction includes any activity during the school day, on school grounds, attendance at any school related activity, regardless of time or location, and any school related misconduct, regardless of time or location. All students are responsible to know and understand the Student Code of Conduct. The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with the Pandora-Gilboa Local Board of Education Policy, unless through the appeals process the administration may determine that circumstances warrant a reduced action. The administration, likewise, may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, when it is in the student's best interest, discipline students in ways other than those stated in the Student Code of Conduct. In all cases when disciplinary action is taken, the guidance counselor can intervene to assist the student in not becoming a repeat offender. It is important that each student assume responsibility for his/her own actions in accordance with socially acceptable conduct and rules, regulations and policies of the school. Students are expected to behave within the bounds of law and order and to respect the rights of others. While in school, members of the school staff will act in place of the student's parents in maintaining discipline. Members of the school staff are expected to make every effort to correct and effectively resolve discipline problems that occur within their range of responsibilities. They shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act that may interfere with the scholarly and disciplined atmosphere of the school. They may also call upon other school personnel to assist them in their responsibilities. Teachers may refer students to the building principal who is then responsible for determining the appropriate disciplinary action. Classroom rules are posted in each classroom. Disruptive or incorrect behavior may result in loss of privileges, a reprimand from the teacher or principal, and notification of the parents. More serious incidents will require implementation of the disciplinary code, and may result in emergency removal and/or referral to law enforcement agencies. Specific disciplinary rules are found under the student code of conduct. The Millstream Career Center is an extension of our school program. Therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Pandora-Gilboa High School or the Millstream Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for disciplinary action by the other school.

**B. DISCIPLINARY ACTIONS/PROCEDURES:**

- 1. One or more demerits
  - 2. One or more Saturday Schools
  - 3. The principal may suspend a student from school for a period of up to ten (10) days of in-school suspension/Alternative Opportunities Center for violation(s) of the student code of conduct.
  - 4. The principal may suspend a student from school for a period of up to ten (10) days of out-of-school suspension for violation(s) of the student code of conduct.
  - 5. Recommended expulsion. The superintendent may expel a student for up to eighty (80) days and in some cases for an entire year.
- Note: Repeated violations or severity of misconduct may accelerate the above actions/procedures  
 Note: In addition to the above, the students may also be prohibited from attending any school-related activities.

**C. DEMERITS:**

- 1. Issued for student misbehavior

2. Principal places demerit on file. Teacher may issue after-school detention for PGHS students.
3. After three demerits have been issued, a fourth demerit may result in Saturday School for PGHS students. Subsequently every two demerits may result in a Saturday School for PGHS students.
4. Three demerits for separate offenses may result in Saturday School for PGMS and PGES students
5. Every two demerits for separate offenses after that may result in a Saturday School
6. Two demerits for the same or similar violations may result in a Saturday School

**D. SATURDAY SCHOOL:**

1. Philosophy: The Saturday School is an attempt to provide an alternative to in-school and out-of-school suspensions. It will not be used in place of suspension but as an intermediate method to enable a student to attend school and not lose any class time. Saturday School is a positive attempt to encourage behavioral change without invoking the academic penalties that accompany a suspension. This will be used for both MAJOR and MINOR misconduct.
2. Rules: The rules of the school as listed in the Pandora-Gilboa Student Handbook will apply to the Saturday School program
  - a. The hours for the Saturday School program will be from **8:00-11:00 am**. Students who are late will **NOT** be admitted to the Saturday School. If a student is tardy, he/she will be referred for further disciplinary action. Doors will be opened at 7:55 and locked at 8:00.
  - b. If a student cannot attend Saturday School because of illness or emergencies, the PARENT must call the school office @ 419-384-3225 between the hours of 8:00 A.M. – 8:30 A.M. on Saturday.
  - c. Students will be allowed one locker/restroom visit during Saturday School hours.
  - d. Students **MUST** bring appropriate books and materials to read/study and must remain seated during the entire time. Students are not allowed to talk, put their heads down or sleep. Students not prepared to study will not be admitted and will be referred for further disciplinary action.
  - e. No food, beverages (other than bottled water), cards, or games will be allowed in the room. No electronic devices are allowed except for school-issued student laptops that can only be used for academic purposes.
  - f. Students assigned to Saturday School will not be dismissed early except for an emergency.
  - g. Students who fail to attend Saturday School without an excuse approved by the building administrator will automatically face two Saturday Schools and/or suspension from school.
  - h. Transportation will be the responsibility of the student or parents/guardian. Arrangements must be made for the students to be picked up right at 11:00 A.M. We urge parents to pick up their child on time, especially during colder weather.
  - i. If weather is questionable and cancellation of Saturday School is necessary, the school will contact the students in advance.

**E. IN-SCHOOL SUSPENSION:**

1. Philosophy: An in-school suspension is an alternative to an out-of-school suspension. If a student is assigned to an in-school suspension, it provides the school an opportunity to administer immediate, effective and corrective discipline when a student has broken school rules. It allows the student to pay the assessed penalty without interrupting his/her educational program.
2. Rules: The rules of the school as listed in the Pandora-Gilboa Student Handbook will apply to in-school suspensions
  - a. An in-school suspension can be for a length of time to be determined by the principal with input from the classroom teacher.
  - b. If a student is assigned to an in-school suspension, he/she will be given class assignments to be done while serving and receive credit for work completed.
  - c. The principal is to establish administrative guidelines for the proper operation of such programs.
  - d. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights.
  - e. A student serving an in-school suspension may not attend any school – related activity, either at home or away, during the length of the suspension.

**F. OUT-OF-SCHOOL SUSPENSION:**

1. Philosophy: An out-of-school suspension removes the student from the educational program for a brief period of time. Students who receive an out-of-school suspension as punishment have violated the code of conduct in a serious and possibly threatening fashion and should therefore be removed from the building for temporary amount of time.
2. Rules: The rules of the school as listed in the Pandora-Gilboa Student Handbook will apply to out-of-school suspensions
  - a. If a student is given an out-of-school suspension, they must remain off school property and may not participate in or attend any school-related activity, either home or away, during the length of the suspension.
  - b. If the student violates this condition, he/she may be charged with trespassing.
  - c. If the student is suspended from school, they will be allowed to make up the work missed, so long as submitted within period of time equal to length of suspension.
3. Procedures: Out-of-school suspensions will be handled as follows:
  - a. Written notification of the reasons and the intention to suspend must be given to the student.
  - b. An informal hearing will be given to the student to challenge the reasons for the intended suspension or otherwise to explain his actions.
  - c. The school official intending to suspend the student will hold the hearing.
  - d. If the suspension is to be carried out, within twenty-four (24) hours of the suspension, the parent/guardian of the student must be notified in writing.
  - e. The principal may call the parents prior to the written notice being sent.

- f. The notice must include the reasons for the suspension and the right of the student, parent/guardian, to appeal the action to the board of education or its designee, the right to be represented in the appeal and the right to request that the hearing be held in executive session.

**G. EXPULSION:**

1. Philosophy: The superintendent may expel a student from school for major or repeated offenses. A student has the right to appeal the decision to the board of education.
2. Rules:
  - a. The student will be prohibited from participating in any extracurricular activities.
  - b. The student must remain off school property and may not attend any school-related activities, either home or away, during the length of the expulsion.
  - c. If the student violates this condition, they may be charged with trespassing.
  - d. An expulsion can carry over from the first to the second semester and may also carry over to the next school year.
  - e. Expulsions could be for a maximum of one (1) year.
  - f. If a student is expelled from school, they may receive "0's" in all classes during the suspension and may not be allowed to make-up the work missed.
  - g. Expulsion may result in the loss of credit for courses being taken at the Millstream Career Center, or at any college or university, whether under an education option, college credit plus, or at the student's own expense.
3. Procedures: Expulsions will be handled as follows:
  - a. The superintendent must give written notice to the student and his/her parents/guardian.
  - b. The notice must include the written reasons for the intended expulsion and that the student and his/her parent/guardian or representative has the opportunity to appear before the superintendent or his/her designee to challenge the expulsion or explain the student's action.
  - c. The notice should reference the specific section in the Student Code of Conduct and must state the time and place to appear, not less than three (3) nor later than (5) days after the notice is unless the superintendent grants an extension of time.
  - d. The student or his/her parent/guardian or representative may request an extension of time.
  - e. The superintendent is required to notify the student and his parent/guardian or representative of the new time and place.
  - f. A hearing is held before the superintendent or his/her designee at the appointed time and place.
  - g. The student and/or his/her parent/guardian or representative is given the opportunity to defend against the charges.
  - h. Written notification of the decision and the right to appeal to the board of education or its designee is required, as if for a suspension.
  - i. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing is held in executive session.

**X. STUDENT CODE OF CONDUCT**

- A. **Rule #1 – Insubordination:** All students are to follow the directions of the principal, teachers, substitute teachers or any other school personnel during any period of time when they are under the authority of school personnel. The following are common examples of insubordination:
  1. Causing class disruption
  2. Behaving in a rude or unruly manner
  3. Being disrespectful toward a staff member
  4. Failing to comply with a reasonable request given by a staff member

**\*Repeated violations of any minor rule, directive or disciplinary procedure will also be considered insubordination.**
- B. **Rule #2 -- Profanity/Abusive Language:** Students are not to use profane, indecent or obscene language, either verbally or in writing, toward any student, teacher, school personnel or guest. This also includes obscene gestures, signs, pictures or publications.
- C. **Rule #3 – Unauthorized Bodily Contact:** All acts of physically touching, hitting, or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school are prohibited.
  1. Fighting: Engaging in adversarial physical contact (including but not limited to poking, pushing, shoving or scuffling) in which one or the other parties or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior.)
  2. Horseplay: Engaging in any physical contact done for fun or meant as a joke, including but not limited to, pushing, poking, tripping, elbowing, and throwing objects, is prohibited.
- D. **Rule #4 -- Physical Abuse/Verbal Harassment/Threatening Behavior:** Students are not to cause or attempt to cause physical injury, verbally harass, or behave in such a manner, which threatens or could cause injury to students, school personnel, or visitors while under the jurisdiction of the school and/or on school property or the effect of which occurs while under the jurisdiction of the school and/or on school property. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.
  1. Anti-Hazing Policy: It is the policy of the Pandora-Gilboa Local Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No



administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might cause hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent. Disciplinary action for hazing can be found in Rule #4 of the Student Code of Conduct.

2. Any student deemed guilty of false reporting bullying, harassment, or intimidation will be subject to disciplinary actions as determined by the building administrator.
  3. **Bullying:** Harassment, intimidation, or bullying behavior by any student/school personnel in the Pandora-Gilboa School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying" means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
    - a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property
    - b. Is sufficiently severe, persistent, or pervasive that it creates and intimidating, threatening, or abusive educational environment for the other student/school personnel.
- E. Rule #5 -- Disruption of School:** Students are not, by use of violence, force, noise, coercion, threat, fear, intimidation, passive resistance of any other conduct, to cause the disruption or obstruction of the mission, process or function of the school. If this occurs, the appropriate law enforcement authority will be notified.
- F. Rule #6 -- Truancy/Tardiness/Skipping School:** Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. Students are not to be truant from or tardy to school or classes. Habitual truancy can result in disciplinary action according to the school attendance policy. Truancy is declared when you are absent from school, or any portion of the day, without school authorization. Excuses from school must meet with school attendance guidelines and must be approved by authorized school personnel.
  1. Three documented tardies to class will result in a demerit.
  2. Each subsequent documented tardy will result in accelerated discipline.Students who skip class will receive a Saturday School.
- G. Rule #7 -- Stealing/Attempting to Steal/Receiving Stolen Property:** Students are not to steal or attempt to steal, or receive, retain or dispose of the property of the school or another student.
- H. Rule #8 -- Breaking and Entering/Trespassing/Loitering:** Students are not to break in or enter a locked school district building or other school facility at any time. The appropriate law enforcement authority will be notified. Students are not to trespass on school property or loiter on school property. Students should only be present on school grounds during school hours or school-sponsored activities.
- I. Rule #9 -- Vandalism:** Students are not to knowingly damage school property or private property either on school grounds or during a school-sponsored activity off school grounds. If a student defaces or damages school property or the property of another student, he/she is obligated to notify the office and is liable to pay expenses. The appropriate law enforcement authority may be notified. A student who accidentally defaces or damages school property or the property of another student is obligated to notify the office and is liable to pay expenses. The appropriate law enforcement authority may be notified.
- J. Rule #10 -- Leaving School Property/Exiting the building without permission:** Once a student has arrived on the school premises, he/she may not leave unless the principal or his/her representative grants permission. Written permission or a phone call from the student's parent/guardian is necessary before the principal will consider these requests. Students must sign out in the office. Students may not leave the building to gain access to vehicles in the parking lots without permission from a teacher or administrator. Law enforcement may be notified.
- K. Rule #11 -- Misconduct in Non-instructional Areas:** A student's behavior in restrooms, hallways, cafeteria, on school grounds and at school-sponsored events in and out of the school building, is expected to reflect the rules of good taste and respect for the rights and safety of others. Students are expected to comply with reasonable requests made by staff in all non-instructional areas willingly and quickly. Be reminded that the authority of the teacher does not end at the classroom door, and students are expected to cooperate with all school personnel. Remember the following behaviors are unacceptable:
  1. Running, loud talking and/or yelling, and horseplay in the school building.
  2. Public displays of affection
  3. Lingering in the restrooms

4. Having dress or appearance that disrupts the educational process and/or constitutes a threat to the safety of other individuals.
- L. **Rule #12 -- Weapons and Dangerous Instruments:** Students are not to bring to school, school activity or on the school bus, any object that can reasonably be considered a weapon. Weapons include any type of knife, gun, lighter, chain, club or lookalikes of the previous items. Common items that are not normally considered weapons may be under certain circumstances. The weapon will be taken and law enforcement authorities may be notified.
- M. **Rule #13 -- Fireworks or Explosives:** Students are not to possess, use, or threaten to use any fireworks, explosives or devices capable of inflicting physical or bodily harm. The appropriate law enforcement authority may be notified.
- N. **Rule #14 -- Unauthorized Fire:** Students are not to start, attempt to start or assist in starting a fire in the school building, on school grounds, or at a school sponsored activity at any time. The appropriate law enforcement authority may be notified.
- O. **Rule #15 -- False Alarm:** Students are not to initiate a false alarm, discharge any type of emergency device, or initiate any type of emergency/disaster procedure. Appropriate disciplinary action will be taken and a law enforcement authority may be notified.
- P. **Rule #16 -- Honor violations/Forgery/False reporting:** Students are not to fraudulently affix a parent or other authorized signature on notes or other school forms; nor shall they falsify grades, addresses, or other data on school forms or related items of correspondence. For instances of plagiarism, see section on Academics (page 4).
- Q. **Rule #17 - Failure to Serve Saturday School:** If a student fails to serve a Saturday School, he/she will have the Saturday School doubled and may be given either an in-school or out-of-school suspension.
- R. **Rule #18 - Eating Outside the Cafeteria:** Only bottles of water are permitted outside the cafeteria. Students are not to carry any other food or drinks outside the cafeteria. Lunches brought from home and snacks or pop bought at school are to be eaten in the cafeteria. Food and drinks can only be eaten outside the cafeteria with the permission of the principal. Excluding water bottles, no food or drinks are allowed in the school hallways.
- S. **Rule #19 -- Gum:** Gum chewing is only permitted at the discretion of the classroom teacher or supervising staff member. It is a potential health problem and is expensive and time consuming to remove from furniture and floors.
- T. **Rule #20 -- School Transportation:** If a student fails to cooperate in any way with our bus drivers, or fails to follow school bus safety rules, or violates the Student Code of Conduct, they will receive disciplinary action in accordance with the Student Code of Conduct. The student may be suspended from the bus.
- U. **Rule #21 -- Misuse of School Resources:** All resources and facilities of the Pandora-Gilboa Local Schools shall be used solely for legitimate and authorized academic, instructional, research or administrative purposes. An unauthorized use of the resources and/or facilities shall constitute a violation of the Student Code of Conduct.
- V. **Rule #22 -- Inappropriate Behavior at Extracurricular Events:** If a student violates the Student Code of Conduct or refuses to follow the instruction of authorities at school-sponsored activities, either home or away, he/she will receive disciplinary action in accordance with the Student Code of Conduct.
- W. **Rule #23 -- Public Display of Affection:** The administration and teachers at Pandora-Gilboa Schools recognize that a natural part of growing up involves the demonstration of physical affection for members of the opposite sex. However, it is a question of propriety when such affection is openly exhibited in school. Therefore, because of the example such actions set for younger students, and to reinforce the primary reason for attending school-that of acquiring and education- parents may be notified of any public displays of affection which are unbecoming to the image of the school.
  1. Examples of unacceptable forms of PDA
    - a. Kissing
    - b. Groping
    - c. Hugging
    - d. Hand-holding
  2. Disciplinary procedures:
    - a. Warning
    - b. Demerit
    - c. Office Referral
- X. **Rule #24 -- Smoking/Use of Tobacco Products:** Students are not permitted to smoke, possess, sell, or use tobacco products -- including electronic cigarettes and all chemicals and substances which release toxic vapors or gases used for the purpose of giving off fumes, vapors or gases to produce a mood altering affect -- in the school building or on school property at any time.
- Y. **Rule #25 -- Alcohol/Drugs/Counterfeit Drugs/Drug Paraphernalia:** A student shall not possess, use, exhibit evidence of use or consumption, transmit, purchase or sell any narcotic drug, controlled substance (drugs), counterfeit controlled substances (look-alike drugs or alcohol), any intoxicant, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, anabolic steroid, prescription drug, alcoholic beverage, or mood alternating chemical of any kind nor shall they attempt to persuade others to do so, while under the jurisdiction of the school. Neither shall they be in

possession of any drug related paraphernalia. Students who have consumed/ingested alcohol, drugs, or look-a-like drugs or alcohol within twelve (12) hours prior to attending school or school-sponsored functions and/or activities will be in violation of this policy. Federal and state laws also proscribe the possession, use, sale and delivery of alcohol substances and controlled substances. The Pandora-Gilboa local school district recognizes its responsibility to inform and involve the appropriate law enforcement officials of violations by adhering to the relevant provisions of the Pandora-Gilboa Local Schools student code of conduct. Those found guilty of selling and/or transmitting alcohol, prescribed drugs, illicit drugs, and/or look-a-like drugs or alcohol will be prosecuted and/or referred to appropriate agencies. Students who use, exhibit evidence of use or consumption, who have used drugs or alcohol within twelve (12) hours prior to attending school, school sponsored event/activity, or coming onto school grounds, or who are in possession of a mood modifier (drugs or alcohol) or drug related paraphernalia, will be immediately removed from school, or the activity/function/event, for the remainder of the day and may be subject to further penalties enacted by the principal up to and including suspension, expulsion, and denial of admission to school events.

1. Policy Coverage:
  - a. Any place on school grounds, or in the school itself at any time including school activities, functions, or events.
  - b. Off school grounds at school activities, functions or events.
  - c. On board owned vehicles or board carriers.
2. Definitions:
  - a. Anabolic steroid – any substance that artificially increases the testosterone level in a person's body.
  - b. Drug (Controlled substance) – any mood altering chemical having a tendency to promote abuse or psychological dependence, or both. Specifically: alcohol and mixtures containing alcohol, amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant or depressant drugs.
  - c. Look-a-like Drug (Counterfeit controlled substance) – any substance that represents a controlled substance or which is represented in nature, appearance, or effect to be a controlled substance or if unpacked or packaged in a manner normally used in delivery of a drug or any substance that is not labeled in accordance with the Federal Drug Administration. If a person says that a substance may be resold at a price substantially exceeding the actual value of the substance (example: a small measure of powdered sugar being sold for \$1.00.)
  - d. Exhibit evidence of use – Manifesting one or more signs of alcohol and/or drug misuse such as: odor on breath, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior unusual for the particular student which there is not other apparent explanation. Students may not possess any paraphernalia related to the masking of any type of drug use.
  - e. Paraphernalia – Drug paraphernalia means any instrument, device, article or thing that is used or intended for use of the following:
    1. Preparing a controlled substance for ingestion, inhalation or other introduction into the human body
    2. Ingesting, inhaling or otherwise introducing a controlled substance into the human body
    3. Enhancing the effect of a controlled substance upon the human body.
    4. Testing the strength, effectiveness or purity of a controlled substance.
    5. Any equipment specifically for the production, preparation, and/or use of mood altering chemicals.
    6. Examples (but not limited to):
      - a. blenders
      - b. bowls
      - c. containers
      - d. miniature spoons
      - e. vials
      - f. hypodermic syringes/needles
      - g. pipes
      - h. tubes
      - i. roach clips
      - j. chillums
      - k. bongs
  - f. Prescription Drug – when the student's use of prescription drugs has been authorized by a licensed physician, the Principal or his/her appointed representative should be notified and written permission must be received from the parent(s) or legal guardian(s) of the student requesting that the school comply with the physician's order. The use of nonprescription (over-the-counter) drugs also requires written permission. The Principal or his/her representative should be notified and written permission must be received from the student's parents(s) or legal guardian(s). Use of a drug authorized for the student by a medical prescription form a licensed physician shall not be considered a violation of the rule so long as the parent's statement, signed physician's statement, and prescription label is presented to the Principal's office, and the medication is taken in accordance with the physician's prescription. If the student exceeds the prescribed dosage, the disciplinary action described may be carried out.
  - g. Possession – Under the control of the person; located on or about the person. (Includes, but not limited to: purse, wallets, lockers, desks, backpacks, etc.).
  - h. Selling – distribution of drugs:
    1. for use and/or
    2. for profit
  - i. Counterfeit Drugs
    1. Definitions:

- a. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
  - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
  - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size or color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package or deliver a counterfeit controlled substance.
  3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.
  4. No student shall falsely represent a counterfeit controlled substance as a controlled substance.
- Z. Rule #26 – Dress Code:** As a student attending Pandora-Gilboa Local School, your dress and grooming should meet health standards, safety conditions, and enhance the positive image of our school. Any form of dress or grooming that detracts or disrupts the educational process is unacceptable. If you have a question as to whether or not clothing or dress is appropriate, please check with the principal prior to wearing it to school. Decisions regarding appropriate dress are under the jurisdiction of the principal. This dress code applies to in school, co-curricular, and extra-curricular activities.
1. Guidelines: Wear clothing appropriate for school activities- Clothing should be neat, clean, and socially appropriate. Clothing should be hemmed and mended, with slashes and tears restricted to the knees or below, or worn with a cover underneath.
  2. Unacceptable forms of dress:
    - a. Clothing that depicts or refers to alcoholic beverages, drugs, tobacco, guns, nudity, death, or contains suggestive slogans or graphics is not acceptable.
    - b. Long chains (over ten inches in length) used for the purpose of decoration on clothing or securing of wallets are prohibited.
    - c. Gang attire or any such clothing or symbols that can be associated with gangs, is not acceptable.
    - d. Body suits, halter tops, see-through clothing, cut-off clothes, pajama pants or tops, plunging necklines and tops exposing midriffs are not acceptable. Revealing shirts must be worn with a cover under or a cover over them.
    - e. Hats, head coverings, and sunglasses are not to be worn in the building. Shoes, sandals, flip-flops, etc. must be worn at all times for health and safety reasons.
    - f. Roller blades, including those that snap out of the sole of a shoe, are not permitted.
    - g. Spiked necklaces and bracelets made of metal or hard plastic are prohibited.
    - h. No visible body piercing will be allowed in any parts of the body with the exception of the ears. (This includes but not limited to nose, eyebrow, tongue and lip piercing)
    - i. Sleeveless shirts, shoulderless and off the shoulder tops, and cup-sleeve shirts are prohibited.
    - j. Shorts and skirts are acceptable provided the bottom of the shorts or skirt extends to the wearer's fingertips or beyond when the wearer's arms are straight down at his or her sides.
  3. Disciplinary Procedures for a Dress Code Violation
    - a. Demerit or further discipline, asked to wear a cover-up, remove inappropriate items or sent home to change
    - b. A refusal of any requests will result in a demerit, Saturday School, or in-school suspension
    - c. Repeated violations of the dress code will result in accelerated punishment
- AA. Rule #27 Electronic Devices:**
1. Students are not permitted to use cell phones, tablets, pagers, or other electronic equipment, with or without headphones, in the school building during school hours.
    - a. Students should leave these devices at home or store them in their lockers under lock and key at school.
    - b. Students are prohibited from using cameras in any form in locker rooms, shower rooms, or restrooms. Violations of this policy may lead to student suspension or recommended expulsion.
  2. Radios, walkmans, I-pods, MP3 players and cassette or CD players with headphones may be used during school hours including at lunch and on the bus provided authorization from the classroom teacher, bus driver, or supervising staff member. If a student is using a device with headphones/ear buds, the student must be able to hear staff member talk, directives, etc. due to student safety. i.e. students may opt to keep one ear bud in and one out; students may opt to use lowered volume.
  3. The Pandora-Gilboa Local School District is not responsible for any property lost, broken, or stolen on school property, including on the bus and on school trips and school sponsored activities. Students may bring these items at their own risk.
  4. Laptops can be used on the bus at the driver's discretion, but students must use headphones.
  5. Students having cell phones out during the school day will have them confiscated and a demerit will be issued. Also, students having cell phones that make noises or other disruptions (due to calls, texts, etc.) will have them confiscated and a demerit will be issued.
  6. Lasers will be confiscated.
  7. Disciplinary Steps:
    - a. First Offense: Demerit; students or parents may pick them up in the principal's office at the end of the day.

- b. Second Offense: Demerit & Saturday School; parent/guardian must pick them up.
- c. Third Offense: Demerit & In-School-Suspension; parent/guardian must pick them up
- d. Fourth Offense and beyond: Demerit & disciplinary action taken at the discretion of the principal

## **XI. TECHNOLOGY/INTERNET GUIDELINES & RULES**

### **A. INTERACTIVE VIDEO DISTANCE LEARNING:**

- 1. Course Scheduling/Registration:**
  - a. Guidance counselors in their respective school districts can schedule students for interactive video distance learning courses.
  - b. All students scheduled for distance learning courses must meet district prerequisites for participation.
- 2. Student Orientation:** All students scheduled into distance learning courses will be provided the following:
  - a. An opportunity to visit the distance-learning environment before the course begins.
  - b. A copy of the student handbook that delineates distance-learning guidelines.
- 3. Contracts:**
  - a. Students and their parents or guardian(s) must sign an Interactive Video Distance Learning Contract prior to enrolling in a distance learning class.
  - b. Dates on IVDL Contracts will determine first-come-first-serve status.
- 4. Student Evaluation:**
  - a. Distance learning students are evaluated in accordance with the approved course description. The host-teacher determines the grading scale that will be used and informs students of class requirements at the beginning of each course.
  - b. Distance learning students will be informed of evaluation procedures for quizzes, tests, class participation, and homework expectations at the beginning of each course.
  - c. The host teacher, who must also inform the administrative point-of-contact in each district, will determine final examination schedules.
  - d. Students are to maintain a satisfactory or passing level of performance, as per the student contract.
- 5. Student Grading:**
  - a. Grades are the responsibility of the host/providing teacher. The teacher ensures that grade reports are transmitted to remote site schools electronically, or by fax, on dates determined by the providing district calendar.
  - b. Host site teachers will submit interim reports to remote sites on dates established by the host district calendar, unless other arrangements are agreed upon among district administrators and the host site teacher.
  - c. Students can expect interim, semester and final grades to be transferred to their remote site districts on an official form, electronic or hard copy, from the host school.
  - d. A student contesting a grade must first discuss the grade with the providing teacher. Local administrators will arbitrate any discussion that cannot be resolved by the host site teacher and the student. Discussion not resolved by the local district administrators will result in a decision made by the Educational Service center. This decision will be final.
- 6. Student Record Keeping:**
  - a. Host-site teachers will keep records for their distance learning courses. This includes grades, attendance, and any other information deemed necessary.
  - b. The host-site teacher will take daily attendance in distance learning classrooms and report absences to the appropriate authority, in accordance with school attendance procedures.
  - c. At the conclusion of a distance learning course, the host-site teacher will send all cumulative student records to remote site administrative points-of-contact within a three-week period of time.
- 7. Student Discipline:**
  - a. The teacher conducting the class is expected to maintain a productive learning environment.
  - b. The administrative point-of-contact will handle inappropriate student behavior at remote sites.
  - c. The host site teacher is responsible for communicating any discipline problem to the appropriate administrative point-of-contact.
- 8. Student Discipline Policy:**
  - a. The success of interactive video distance learning requires cooperation and support from students, parents and school staff. Students who violate rules will be subject to local procedures deemed appropriate by the administrative point-of-contact with a recommendation from the host site teacher.
  - b. The following expectations must be understood and agreed upon by students and their parents or guardians. Students are expected to:
    1. Follow all school rules, including those specifically developed for interactive video distance learning.
    2. Handle distance learning classroom equipment only if authorized to do so.
    3. Sit within camera view at all times, unless instructed otherwise by the host site teacher.
- 9. Course Descriptions:**
  - a. IVDL Course offerings will be furnished to administrators, guidance counselors and technology coordinators at local districts prior to class registration.
  - b. Course descriptions will include the identification of the host site, the time the class will be offered, the number of class openings available, and the category of credit offered per course.
  - c. Students are ineligible to sign up for a distance learning class when the same class is taught in their local district unless an unresolved scheduling conflict exists.
  - d. Distance learning classes can be delivered among school districts or through institutions of higher education.
- 10. Calendar:**

- a. The yearly school calendar of the host site district will be followed for each course being offered.
  - b. Schedules will include ending dates for grading periods and due dates for interim reports and grades.
- 11. Cancellation and Interruptions:**
- a. Classes at the host site may be canceled for equipment failure, snow days, or for scheduled events (early dismissals for conferences, etc.) appearing on the providing schools' approved calendar.
  - b. Remote site cancellations will be treated as days missed; and students will be responsible for making up the work.
  - c. Scheduled interruptions, such as fire drills or field trips that take students out of distance learning classes, are to be the to a minimum. Whenever possible, host site teachers and the remote site point-of-contact needs to be given advanced notification of such events.
- 12. Textbooks and Materials:** Textbooks, materials and preparations for distribution for distance learning courses will be arranged by the host site teacher, and sent to students at remote sites in advance.
- 13. Substitute Teachers:**
- a. A teacher absent from the distance learning class follows the established procedures related to substitute coverage.
  - b. Each distance learning teacher is responsible for developing emergency plans for substitute teachers, which may include videos, worksheets, online assignments, etc.
- 14. Field Trips:**
- a. The host site teacher will be responsible for planning field trips for distance learning classes.
  - b. Arrangements for IVDL field trips must be agreeable to the respective points-of-contact and building principals at host and remote sites.
- 15. Courier System:** Procedure can be developed if needed.
- 16. Visitation:** To maintain an optimum educational atmosphere in the interactive video distance-learning environment, the following policy must be adhered to:
- a. Visitors must receive prior approval of the IVDL instructor(s) affected by the visit, whether at the host site or a remote site.
  - b. Visitors must report to a designated office upon arrival at a district's building, and prior to visiting a distance-learning classroom.
  - c. Visitors in remote site classrooms must make their presence known to the host site teacher as well. This is common courtesy. Eavesdropping, for whatever reason, is unacceptable.

**B. INTERNET USE**

- 1. **Explanation:** The Internet contains extensive information on a variety of subjects. Not all this information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained on the Internet and users should not rely on advice found therein. The school district expressly disclaims responsibility for such advice. There is no privacy on the Internet. Never give out personal or identifying information about you, anyone else or the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.
- 2. **Access:** Internet access will be provided to the students of Pandora-Gilboa Schools at times and places determined by the school for educational purposes. Use by outside student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy. Students may not use their personal devices to access the internet during the school day.
- 3. **Supervision:** Access to the Internet will be under the direction and supervision of the staff assigned to the Internet access area. The school reserves the right to monitor and control all Internet activity including, but not limited to, the transmission, receipt and storage of e-mail and the websites visited.
- 4. **Treatment of Violations:** A violation of this policy will be treated as a violation of the student discipline code and may result in loss of Internet access privileges or other disciplinary measures as set forth in the discipline code, including suspension or expulsion if appropriate.

**C. STUDENT COMPUTER USE GUIDELINES:** Computer use at Pandora-Gilboa Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all data, hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers.

- 1. Students must observe the guidelines outlined in the Acceptable Use Policy (AUP). The AUP can be found on the school website ([www.pgrockets.org](http://www.pgrockets.org))
- 2. Penalties: Penalty for minor infractions may be applied as determined by the teacher, building administrator, and/or network administrator. Penalties may include loss of computer privileges.
- 3. Other Guidelines/Notes:
  - a. The building principal will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if appropriate.