

Champion Central
Elementary School
Parent-Student
Handbook
2011-2012
“A Hall of Fame School”



“CES Cares About You”

6 Pillars of Character

- September** **Respect** - Thinking highly of yourself and others, appreciating others' differences and opinions and taking care of property and the environment.
- October** **Responsibility** - Duty or obligation, doing what you say, being accountable for your actions. Responsible people can be trusted and depended on.
- Nov/Dec** **Caring** - Being kind and helpful to people around you.
- January** **Fairness** - Do things by the rules and treat everyone the same.
- Feb/March** **Trustworthiness** - It means telling the truth and keeping your promises.
Includes:
- Integrity
 - Honesty
 - Reliability
 - Loyalty
- April** **Citizenship** - Loyalty to school, community and country. Good citizens make our community a better place.

Table of Contents

6 Pillars of Character.....	1
New Students, Registration, Enrollment.....	3
Daily Time Schedule, Early Dismissal, and Absence from School.....	4
Absence from School	5
Attendance, Make-up Work, Vacations, School Programs, Physical Education	6
Physical Education, Recess, Workbook Fees, Lunch Prices, Field Trips.....	7
Field Trips, Phone, Lost and Found, Emergency Medical Forms	8
Administering Medicines, Building Security, Grading Policy, Report Cards.....	8, 9
Report Cards, Interim Reports, Honor Roll, Promotions/Advancement/Retention	
Playground Rules.....	10
Transportation	11
Conduct on the Bus	12
Conduct on the Bus, Dress Code.....	13
Dress Code, Champion School Closing.....	14
Birthday Invitations, Fundraising, Code of Conduct and Disciplinary Action.....	15
Infractions of the Student Conduct.....	16
Corrective Actions Defined.....	19
Levels of Misconduct.....	24 thru 26

Registration for New Students

Parents/Legal guardians may register their children in the principal's office or call (330) 847-2324 for enrollment information.

Registration Documentation

The parent/guardian must provide original copies of:

1. Birth Certificate
2. Applicable court papers
3. Proof of Residency (current utility bill, excludes phone bill)
4. Immunization Record
5. Social Security Card

Kindergarten Requirements

To be enrolled in kindergarten, a student must be five years of age before August 1 of the entering year. The new kindergarten student must complete the kindergarten screening process before being placed in a classroom.

First Grade Registration

To be enrolled in first grade, a student must be six years of age before August 1 of the entering year. The new first grade student must have successfully completed kindergarten.

Immunization Requirements for Enrollment

Ohio Department of Health immunization laws are followed by the Champion School District. Students who have not met the Ohio immunization requirements will be excluded from school when deficiencies have not been corrected by October 1, or within two weeks of entry during the school year.

Change of Information

Please notify the student service/guidance office in writing of any changes for the following information.

1. Phone: Home, Cell, and Work
2. Address
3. Court Documents
4. Marital Status of parent/guardian (including name changes)
5. Alternate person or persons to be called in an emergency

These records could be vital in the event of an emergency.

6. Primary Contact
7. E-mail Address

Daily Time Schedule

Please encourage your children to ride the school bus. Parental transportation is strongly discouraged and should be kept to emergencies.

- For your child's safety, students are to report to school no earlier than **8:30 a.m.**
- Classes start promptly at 8:45.
- After 8:45, students are considered tardy and parents are required to bring student to the principal's office for sign in.
- Buses unload in the playground parking lot at **8:30 a.m.**
- No cars or adults are permitted in the back of building during school hours.
- 11:15 AM Kindergarten students dismiss.
- 12:30 PM Kindergarten students report to school; 12:45 PM students are considered tardy.
- 3:15 dismissal bell.

Early/After school pick-up

Any student needing to be dismissed before the 3:15 dismissal bell or any student who needs picked up after school (who normally rides a school bus) will need a handwritten request from the parent at the beginning of the school day.

Please be prepared to show a driver's license.

1. Phone call requests will not be accommodated.
2. Last minute changes will not be accommodated.
3. Building principal must approve all emergency requests.
4. Parents must come into the office to sign the student out.
5. Students being picked up during the school day will be dismissed to the main office and signed out by a responsible adult listed on the emergency medical form.
6. Students being picked up at the end of the day will be dismissed to the cafeteria and signed out by a responsible adult listed on the emergency medical form.

Absence from School

If a child is absent, parents are to notify the school by phone before 9:00 a.m. A message may be left on the answering machine during non school hours by calling 330-847-2315. The attendance office can be reached at 330-847-2324, after 9:00 a.m. Parents must telephone the school on the day of any absence to report the absence and explain the reason for the absence/tardy. For an absence to be counted as an excused absence, a physician's note must be submitted for each date absent.

Regulations Governing Absence

Board policy 911.00

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, all students will be urged to plan dental appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be absent but unexcused include, but are not limited to:

1. Personal illness of the student
2. Illness in the student's family (not to exceed 2 days without physicians excuse)

Reasons for which student may be absent and excused include, but not limited to:

1. Quarantine for contagious disease
2. Religious reasons
3. Personal illness with physician's medical excuse
4. As determined by the Superintendent

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make-up work missed. Students who are absent from school for reasons not permitted by state law may or may not be permitted to make-up work. Each case will be considered on its merit by the principal and the respective teacher(s). Parents must telephone the school on the day of any absence to report the absence and explain the reason for the absence /tardy. For an absence to be counted as an excused absence, a physician's note must be submitted for each date absent.

Attendance Policy

1. Students who are absent more than 18 days in one school year may not be promoted to the next grade. All absences, excused and unexcused, will be counted in that total. The only exception is for students who have been hospitalized or have a doctor's excuse for their absence.
2. Excessive, unexcused, or truancy absences from school will result in a charge of irregular attendance being filed with the county attendance officer and / or juvenile court and referred to the TCESC truancy program

3. Students who exceed this limitation and their parent(s) will need to meet with the principal to discuss the circumstances and alternatives to retention.
4. Final decisions regarding retention will be made by the principal and the Building Level Assistant Team (BLAT).

Our Tardiness Policy and Procedure will be enforced as follows:

Tardy (excludes medical appointment) Result

3 days in one Grading Period	Letter home to parents
4 times in one Grading Period	Detention
5 times in one Grading Period	Referred to the County Truancy Intervention Plan and School Detention.

Make-up Work

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

Vacations

Please contact the building principal before planning a vacation that will be taken during the academic school year. Classroom work that is missed will be provided **after the student returns to school**. The 18-day absence policy will be applied.

Attendance for School Programs and Performances

We are very proud of our programs and performances at Champion Central. School programs and performances are an integral part of instruction within the elementary curriculum. Students who are scheduled to participate in any program throughout the school year are expected to be in attendance at the program and to be on time as established according to the schedules. If a child is unable to attend a program, parents must send a written note explaining the absence.

Physical Education

If a child must be excused from physical education due to illness or injury, a doctor’s excuse is required.

Going out for Recess

Children are expected to go out for recess, unless they have a note from a doctor giving the reason for requesting the child to stay indoors.

Workbook Fees

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

Payment for Workbook Fees, Fines, Etc...

When paying for workbook fees, library fines, etc., all checks and/or money orders should be made payable to "The Champion Board of Education."

Library Books

Students have the opportunity to check out books from our library for one week. Books checked out must be returned before another book can be checked out. Each class has a specific library day that books are due. Lost and/or damaged books will be fined at the library bound replacement cost of the book and **report cards will be held until the fine is paid.**

Textbooks

The Champion Board of Education supplies textbooks. Students are expected to care for them as if they were their own. Any textbooks lost or damaged during the year will have to be replaced and may necessitate a fine to the student.

Student Lunch Prices

- Student Lunch \$2.00
- Student Milk \$.50
- Snack Prices Vary

In an effort to be environment friendly, The Champion Schools Cafeteria will no longer print out and send home the school menus. The school menu can be retrieved on the school web site at <http://www.championlocal.org>. We will have copies available in the main office for those who do not have internet access.

Field Trips

All field trips must be directly related to the student's curriculum. Written consent by the parents and fees paid must be given to the teacher before the child may accompany his/her class on the trip. We reserve the right to deny any child the privilege to participate in field trips due to unacceptable behavior, fines or fees not paid, etc. Field trip fees are non refundable. **Students must ride the school bus to and from all field trips.**

Telephone Usage

- The office phones are for school business and may not be used by students except in the case of an emergency. The student must have the permission of the teacher, secretary, and/or principal to call home.
- Incoming calls will not be directed to students.

Please note that there may be times (fire drills, evacuation drills, etc.) that you may not be able to reach the school by telephone.

Lost and Found

The lost and found is located in the main office. Students are encouraged to check for their misplaced items. Items that are not claimed at the end of the nine weeks will be donated to a charity.

Emergency Medical Forms

An emergency medical authorization form must be on file in the school office for each child who attends Champion Local Schools. In the event of an emergency, accident or illness, we will attempt to contact authorized persons according to the phone numbers listed on the emergency medical form. If the injury is severe enough to send the student home, an examination by the school nurse shall precede dismissing the student from school. If the parents cannot be contacted, the school authorities will provide or authorize necessary health care.

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

Administering medicines to students

Parents are requested to administer all medication for students at home. However, under exceptional circumstances, designated school personnel within approved administrative regulations may administer prescription medication.

When students require a prescription medication during school hours, designated personnel may administer medication under the following conditions:

1. The school nurse has received a written request signed by the parent/guardian that the prescription drug be administered to the student.
2. The school nurse receives the completed form "Physician's Request for the Administration of Medication by School Personnel." This form may be obtained in the clinic.

3. Parent/guardian shall submit a revised statement signed by the physician in the event any of the information originally provided by the physician changes.
4. The parent/guardian shall deliver the medication to school in a container in which it was dispensed by the prescribing physician or licensed pharmacist.
5. The Board of Education authorizes the Building Administrator or designee (school nurse, school secretary) to administer medication when all of the above conditions are met.

Building Security

Visitor entry is permitted only at the northeast door by the principal's office and requires a buzzer entry.

1. Every classroom has a two-way communication system so that teachers can obtain assistance in the event of an emergency.
2. Monthly drills are conducted to practice emergency procedures. We practice lockdown, evacuation, bus accident, fire, tornado, and extreme weather drills.

Grading Policy for Grades 1-4

Grades are placed on report cards according to the following scales:

A	94 – 100%	O	Outstanding	94 – 100%
B	84 – 93%	S	Satisfactory	74 – 93%
C	74 – 83%	NI	Needs Improvement	64 – 73%
D	64 – 73%	U	Unsatisfactory	0 – 63%
F	0 – 63%			

An asterisk (*) may be used to indicate that the grade level work has been significantly modified to meet the child's ability level.

Report Cards

Your child will receive a report card at the end of each nine-week grading period provided that all school fees have been paid. Please sign the report card envelope and return it to school. Kindergarten report cards will only be issued for the 2nd, 3rd, and 4th nine weeks.

Interim Reports

To update parent's grade one through four, an interim report will be available on P.A.M.

PARENT ASSIST MODULE (P.A.M.)

Parents can track their student's progress at the elementary school throughout the school year. The Parent Assist Module (P.A.M.) allows parents access at all times to student grades in each course by going to the school district website at www.championlocal.org. Parents are provided login password information. To get assistance with using your password parents should send an email to pam.champion@neomin.org.

Parents who do not have internet access interims will be sent home at the middle of the second and fourth grading periods.

Fourth Grade Honor Roll Standards

To earn a place on the Honor Roll, a student must achieve all A's and B's, and nothing less than an S (Satisfactory). A grade of "NI" (Needs Improvement) or "U" (Unsatisfactory) disqualifies a student from the Honor Roll. To earn a place on the Superior Honor Roll, a student must achieve all A's and nothing less than an "S" (Satisfactory).

Promotion/Advancement/Retention

The promotion of each student will be determined individually. The decision to promote, advance or retain a student in a grade will be made on the basis of the following factors, which the principal will take into consideration in forming an opinion; standardized test scores, state achievement test scores, class performance, mental ability, physical maturity, emotional and social maturity, environment, attendance, Star Reader scores, and teacher recommendations.

Playground Rules

1. Students must keep hands and feet to themselves.
2. Playground equipment should be used in a manner for which it is intended; i.e. swings for swinging, slides for sliding, monkey bars for climbing.
3. Students taking out equipment are responsible for its return.
4. Playground safety rules are to be observed at all times.
5. Students will keep within the boundaries of the playground. Children are to stay away from puddles, wheelchair ramps, stairs and doorways.
6. Activities must be suitable for a playground.
 - a. No tackle football or rough play
 - b. No throwing of snowballs or stones
 - c. No ice sliding
7. There is to be no violent or aggressive activity on the playground.
 - a. No hitting, shoving, fighting, tripping, kicking, bullying, intimidating, name calling, harassment, or sexual harassment.
8. Food is not permitted on the playground.
9. Play is to stop and students are to line up immediately upon the teacher's signal.
10. For students to play in the snow they must wear snow pants and boots.
Students need to dress appropriately for recess and the weather.

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

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

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

Transportation

330-847-2399 Transportation Secretary

All questions concerning transportation should be directed to the transportation office. The transportation office is located on the second floor of Central Elementary School inside the Board of Education Offices.

In the interest of safety and security for students of Champion Local School District the following guidelines have been set forth by the Board of Education. Thank you for your anticipated cooperation in this matter.

1. Parents must send a note the day they will pick up their child or a note for the rest of the year.
2. A maximum of one (1) alternate bus change per year will be permitted. Alternative bus forms need to be filed out yearly.
3. We are not able to transport a child to a friend's house, grandparents house, or anywhere on a one (1) day whenever basis.
4. Request must be for the entire school year with pick-up and drop-off points limited to the same location(s) for all five (5) consecutive school days.
5. If there is a day when a child cannot go to the drop-off address that is on file with the Transportation Department, the child must be picked up at the school by the parent or his/her designee (designee must be on the child's emergency medical form to pick up the child).
6. There is no problem transporting to sitter, daycare, or grandparents everyday if the house is in the Champion District

School Bus Rules

Before boarding the bus:

1. Be at the designated pick-up at least 5 minutes prior to bus arriving.
2. Do not fool around.
3. After the driver signals, board the bus promptly.
4. Take your seat immediately. Stay in your seat.

Conduct on the bus:

1. Remember the bus driver is in complete control of bus operation and student conduct. Pay attention when the bus driver is talking. Follow directions.
2. Stay quietly in your seat. Quiet conversing is permitted.
3. No food or beverage should be consumed.
4. Breakable items should not be transported.
5. Scissors, other sharp objects or large items brought to school for instructional purposes, should be enclosed in a protective case.
6. Keep arms and legs out of the aisle.
7. Students are not permitted to carry heavy items on the bus.
8. Do not talk to the driver needlessly.
9. Stop talking at railroad crossings.
10. Student must have permission to open windows. Do not lean on windows. Nothing is permitted to be outside of windows (arms, head, hands, etc.).
11. All show and tell items must be kept inside book-bags. Bus drivers may confiscate any item that is being disruptive to student behavior (toys, games, yoyos, magazines, etc.). Confiscated items will be kept until the last day of school. Please consider this rule carefully before sending a toy with a student to school.
12. Hanging items on the outside of book bags is strictly prohibited and items may be confiscated.
13. Keep hands and feet to self.

Procedure when leaving the bus:

1. Watch your step.
2. Exit promptly when the bus stops.
3. Exit the unloading zone quickly.
4. Walk ten (10) steps ahead of the bus along the edge of the road. Never cross in the driver's blind spot. Walk in front of the bus only.

Crossing the road – be safe:

1. Stop. Look. Listen. Proceed across the street with extreme caution.
2. Get off the road as soon as possible. Never stop at the mailbox.

What to do in a bus emergency:

1. **Don't Panic!**
2. Stay in your seat until the driver tells you what to do.

Bus tips for parents and guardians:

1. Know what bus your child rides.
2. Know who drives the regular bus route for your child.
3. The driver must see a parent (caretaker) before dismissing students (grades K-2) from bus.

4. If no one is home (after school) the student will be returned to school.
5. Communicate with the driver any potential problems or concerns.
6. Teach your children to talk with the driver if there is a problem.
7. Many times the drivers are available by calling the bus garage immediately before or following their bus route.
8. Lost and found items from the bus are brought in to the principal's office.
9. Have your child be at the pick-up point and ready prior to their scheduled pick-up time.
10. If a student cannot be dropped off for any reason, the driver will take the student back to the principal's office where the parent must come and pick the student up with proper identification provided.

DRESS CODE

Certain types of clothing and accessories, while appropriate for casual dress, have no place in school. Students are expected to wear clean, un-torn clothing that fits properly. Clothing must be worn according to the purpose for which it was designed. Any type of dress or grooming that distracts the educational process or causes concern for health, safety, or general well being of the students will be considered improper. Skirts and shorts must be mid-thigh length. Hats, coats and other outdoor apparel are not permitted during the school day. Clothing that calls attention to drugs; alcohol, tobacco or inappropriate behavior is prohibited. Severe dress code violators may be sent home to change. Any questions concerning interpretation of the school dress code can be clarified by referring to the list below. Champion Local Administration will have the final say on dress code violations.

- Bare midriffs, low-cut necklines, and sheer or see-through tops are not permitted. Tops should be long enough to be tucked into slacks, or at least extend below the beltline. Sleeves must cover to the end of the shoulder.
- No visible undergarments while sitting or standing will be accepted.
- Clothing depicting pictures or slogans, which are suggestive (double meaning), obscene, or promote and/or advertise tobacco, alcohol, and/or other drugs, violence, horror, sex and /or death, and gang symbols (denoting gang activity or membership) are not to be worn.
- Skirts, culottes, or walking shorts must be at mid-thigh. Extracurricular activity uniforms may be worn during the school day if the apparel does not violate established guidelines.
- Hats, hoods, bandannas, or other head coverings should not be worn in the building unless it's a specially designated day. Hats must be left in the student's locker during the day.
- Tops, jeans or other slacks with slits, holes, or excessive fraying are not to be worn. Low-rise pants will not be permitted.

- Accessories such as gloves, non-prescriptive sunglasses, wallet chains or other such apparel are not permitted.
- Safe and hygienic footwear must be worn at all times.
- Beachwear, outerwear and sleepwear including flannel pajama pants are unacceptable, except on Spirit Day.
- Book bags/backpacks are permitted in the building but must be checked in lockers prior to the tardy bell and remain there until the dismissal bell. Large, oversize purses/totes or wheeled backpacks will not be permitted.
- Any attire (including hair, face make-up as well as clothing) or accessory item that the administration deems disruptive to the learning process will not be permitted. This will be at the discretion of the building administration.
- Temporary tattoos are not permitted.
- Due to breathing problems, asthma, and allergies; perfumes and colognes are not permitted. Please refrain from wearing scented hygiene products.
- Hand Sanitizer is provided in every room; therefore students do not need to bring their own.

Dress Code for Physical Education

Children should wear comfortable clothing, which allows safe movement, to physical education. Tennis shoes (shoes with soft rubber soles and heels) are required, to ensure student safety, and to preserve the finish on the gymnasium floor.

1. No black-soled shoes are permitted, as they leave black marks on the floor.
2. Students must have indoor tennis shoes or shoes that have not ever been used outdoors reserved for gym class.

Champion School Closing

Champion Local Schools uses an Automated Phone Call System for weather related school closings. The automated system will call the number listed on your child's emergency medical form. Announcements about school closings will continue to be posted through television stations and on the district website.

Birthday and Party Invitations

To avoid hurt feelings, Champion Schools does not permit students to issue invitations to personal birthday parties unless the invitation is extended to the class as a whole or to all the boys, or all the girls. For the privacy of all students, addresses and phone numbers can not be given out to anyone.

Fundraising

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

Code of Conduct and Disciplinary Procedures

The rules and standards set forth apply to conduct in school, on school buses, on school property, and conduct at school functions. However, appropriate and reasonable disciplinary action will be taken for offenses not necessarily specified in this code of conduct. Common sense and decency will prevail in Champion Schools. No student shall be permitted to disrupt the education of another. It is the intent of this code of conduct to ensure that all students receive an appropriate education in an environment conducive to learning.

Student Conduct

1. Proper behavior is expected of every student.
2. No student has the right to interfere with the learning of other students.
3. The good reputation of the Champion Schools student body will be preserved.
4. Champion elementary students are expected to obey classroom and school rules, regulations, and procedures.
5. Students do not have the right to bully, threaten, assault, abuse, harass, fight, vandalize, use improper language, possess weapon(s), ammunition or weapon-like items, or possess unlawful substances.

Student Disciplinary Action

The following shall be sufficient grounds for the administration and/or the Champion Board of Education to initiate disciplinary action against any student or students who are found to be in violation of any item or items in the policy.

Conduct may be defined as that which shall violate federal, state, or local laws. Such violations shall be cause for disciplinary action when committed while under the jurisdiction of the Champion Board of Education or in such a manner that the violation involves or is directed toward any student or employee of the Champion School District or any member of the Champion Board of Education.

INFRACTIONS OF THE STUDENT CONDUCT CODE

Being in an Off-Limits Area includes locations designated by the school administration or personnel that should be avoided by a student or group of students.

Bullying

Bullying behavior is a written, verbal or physical action that is:

- 1) Done on purpose
- 2) Happens more than once
- 3) Is hurtful to others

Bullying/Intimidation/Harassment

Is an intentional written, verbal or physical act that a student has

exhibited toward another particular student more than once, and the behavior both:

1) causes mental or physical harm to the other student,

2) is sufficiently severe, persistent, or pervasive

that it creates an intimidating, threatening, or abusive educational environment for the other student.

Class Cutting shall include unauthorized absence from an assigned class/classes or activity that shall occur during the established school hours without departure from the school building.

Cyber-Bullying is an abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and or any other electronic device.

Dishonesty to those employees of the school district who shall have responsibility for the instruction, supervision, or administration of any school-sponsored course, program, event or activity is prohibited. Students are reminded that cheating and plagiarism are offenses that, at the least, will result in grades of “zero” for tests, quizzes, homework, papers, etc., and, at the most, will result in suspension and/or loss of credit for the course taken.

Disrespect to those employees of the school district who shall have responsibility for the instruction, supervision, or administration of any school-sponsored course, program, event or activity is prohibited.

Distribution or Sale of Unprescribed or Prescribed Drugs or Narcotics is prohibited while under the jurisdiction of the Champion Board of Education.

Evidence of Possession or Having Consumed Alcoholic Beverage and/or Drugs or Narcotics are prohibited (including “look-alikes” and counterfeit controlled substances) when the individual is under the jurisdiction of the Champion Board of Education.

Extortion (obtaining something by illegal persuasion or threats, use of force, or the charging of an excessive amount of money for something) is prohibited while under the jurisdiction of the Champion Board of Education.

Failure to Follow Reasonable Requests of those employees of the school district who shall have responsibility for the instruction, supervision, or administration of any school-sponsored course, program, event, or activity is prohibited. Further, this includes those people who provide services which shall affect the health, safety, or welfare of the school population, e.g. bus drivers, custodians, secretaries, aides, when in the performance of their duties. See Disrespect and Dishonesty above.

Fighting while under the jurisdiction of the Champion Board of Education may include any act of intended violence/harm and is prohibited. It is not limited to hitting.

False Fire Alarms and/or Arson in any form, while under the jurisdiction of the Champion Board of Education is prohibited.

Forgery of Names or Materials that directly or indirectly affects the educational program of the Champion Local Schools is prohibited.

Hazing / Harassment is prohibited of any student(s) through verbal, nonverbal or physical force is prohibited.

Inappropriate Behavior which shall cause or contribute to the disruption of any class, study hall, activity, function, or service which is provided or sponsored by the Champion Board of Education is prohibited.

Inciting or Participating in Any Unauthorized Assembly of Activity that, by design or result, disrupts the normal operation or atmosphere of the school or its program is prohibited.

Overly Amorous and/or Outward Display of Affection while under the jurisdiction of the Champion Board of Education is prohibited.

Possession of Contraband while under the jurisdiction of the Champion Board of Education is prohibited. This shall include cigarette lighters, pagers and electronic devices.

Possession of Electronic Devices including headphones, cell phones, game devices, MP3's, CD players, and cameras are prohibited. These items will be confiscated, turned in to the Principal's Office and returned to a parent/guardian only.

Possession or Use of Tobacco is prohibited in any form while under the jurisdiction of the Champion Board of Education.

Possession or Use of Weapons and / or Dangerous Instruments while under the jurisdiction of the Champion Board of Education is prohibited. At no time and under no circumstances shall students have weapons or dangerous instruments on their persons, in their lockers, on school grounds, or in their possession.

Physical Attack or Assault of any student, teacher, employee, or any other person while on school property or while attending or participating in any school event is prohibited. This may include any act of intended violence/harm and it is not limited to hitting.

School and/or Classroom Tardiness shall include late arrival to school or class.

Sexual Harassment will be considered a form of hazing that may take physical, verbal or nonverbal forms. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, either by a person of the opposite sex or by a person of the same sex. Examples of sexual harassment include, but are not limited to the following: unwanted touching, pinching, patting, sexual name calling, or sexual gestures; subtle pressure for sexual activity, including favors for grades involving students or privileges involving employees or students; repeated propositions for a date; or unwanted body contact.

The principal will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with board policy.

All individuals should be aware that the privacy of the charging party and privacy of the person accused of sexual harassment would be strictly protected.

Reporting Procedure for Sexual Harassment

A member of the school community who believes that he/she has been subject to sexual harassment shall report the incident to the appropriate Compliance Officer. However, students may report sexual harassment to a guidance counselor, a school psychologist, a counselor, the school nurse, or to an administrator, who will notify the Compliance Officer; or they may report the sexual harassment to their parents or guardians, who may report the information to the principal or assistant principal.

The Compliance Officer will investigate the complaint and will attempt to resolve the problem in compliance with board policy.

No reprisal in any form may be taken against an employee, student, or other member of the school community who alleges sexual harassment or files a sexual harassment complaint.

Sexual Misconduct includes soliciting or participating in any activity considered to be sexual in nature is prohibited.

Theft or Removal Without Permission of public or private property from anything administered by the Champion Board of Education is prohibited.

Threatening any student, teacher, employee or any other person while on school property is prohibited. This shall include such threat(s) that occur while attending or participating in any event regardless of location, in which a Champion team, squad, group or individual as a representative of Champion Schools is participating. Violations may result in suspension, expulsion and referral to police.

Truancy shall include one or both of the following: unauthorized absence from school, or unauthorized departure from the school building or premises.

Vandalism is destruction of public or private property that occurs on Champion School's grounds and is prohibited.

CORRECTIVE ACTIONS DEFINED

Detention is held on Wednesdays from 3:15-3:45. Parents are responsible for picking up their child at 3:45. Student's assigned detentions are under the jurisdiction of the Champion Local Board of Education from arrival at school until detention is concluded.

Detention: Failure to serve

Failure to serve 2 detentions will result in a one day out of school suspension. Classroom work, tests, etc. will all result in a 0% for the day of out of school suspension.

Emergency Removal

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

Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. The superintendent shall be empowered to expel a student for up to eighty (80) school days. An expulsion can extend into the following semester and also into the following school year.

Prior to expulsion, an administrator shall hold an informal hearing with the student, giving the reason(s) for the intended expulsion and permitting the student to explain his/her actions.

The superintendent will give the student and parent/guardian/custodian written notice of the intended expulsion, including reasons for the intended expulsion.

The student and parent, or representative have the opportunity to appear, on request before the superintendent or designee to challenge the action or to otherwise explain the student's actions. The notice will state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given.

Within 24 hours of the expulsion, the superintendent will notify the parents/guardians/custodians of the student, and the treasurer of the Board of Education.

The notice will include the reasons for the expulsion, the right of the student, parent/guardian/custodian to appeal to the Champion Local Board of Education or its

designee, the right to be represented at the appeal and the right to request the hearing be held in executive session.

Out-of-School Suspension

The principal, assistant principal or superintendent shall be empowered to suspend a student from school for disciplinary reasons outlined in the student code of conduct.

- No period of suspension will be for more than ten (10) school days.
- Due process is required.
- Students are counted absent; the 18 day attendance policy is in effect.
- Students are not permitted to attend or participate in extracurricular activities during suspension.
- No class work, homework or credit can be made up as a consequence of the suspension.

Student Due Process

- The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- The student will be provided an opportunity for an informal hearing to challenge the reasons for the intended suspension and explain his/her actions.
- An attempt will be made to notify parents/guardians by telephone if a suspension is issued.

Possession of dangerous weapon or ordinance (Expulsion)

Students are prohibited from bringing a firearm or knife on school property, in a school vehicle or to any school-sponsored activity, extracurricular event or interscholastic competition, or from possessing a firearm or knife at a school or any other board-owned or controlled property, whether another person initially brought the firearm, knife, or look-a-like weapon onto school board-property. If a student brings a firearm or knife on school property, or possesses a firearm or knife brought on school property by another person, in a school vehicle or to any school-sponsored activity, the superintendent shall expel the student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with state law and the following reasons:

1. An incident involving a disabled student and the incident is a manifestation of the student's disability
2. The age of the student and its relevance to the punishment
3. The prior disciplinary history of the student
4. The intent of the perpetrator

The definition of a firearm shall include any weapon (including a starter gun) which will be designed to or may readily be converted to expel a projectile by the action of

an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 USCA sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

The definition of knife includes, but is not limited to a cutting instrument consisting of a blade fastened to a handle.

Students, who have been expelled for possession of a dangerous weapon, may not be provided educational services in an alternative setting, earn high school credit, or post-secondary credit. Students will be expelled regardless if they withdraw from school.

Unauthorized Youth Organizations, Threat Groups, or Gang-Related Activities

A threat group is defined as a group of individuals who share a unique name and identifiable marks or symbols, claim a territory or turf, associate on a regular basis, violate school rules, and engage in criminal or antisocial behavior.

A school-sponsored activity includes any activity in which the Board may be legally liable for the safety and welfare of those participating or attending, including but not limited to athletic events, school social events, theater productions, vocal and instrumental competitions, and any other interscholastic competitions, club meetings, club activities, field trips and any other event sponsored, approved, organized or paid for, in whole or in part, by the Champion Local Schools whether on Board-owned property or not.

- Because the presence of threat groups and gang-related activities can cause a substantial disruption of or material interference with the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility, or violence thereby creating an intimidating, threatening or distracting school environment, and
- Because the presence of threat groups and gang-related activities in the schools and at school-sponsored activities has a substantial impact on the Board's ability to provide for the safety and welfare of students, staff, and visitors, and
- Because existing policies prohibit students from engaging in conduct or speech that is disruptive, intimidating or threatening, and
- Because the Champion Board of Education has determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including threat group member, will not be tolerated, the Board of Education hereby acts to prohibit disruptive, threatening and intimidating gang-related conduct as follows:

Prohibited Activity

- No student on or about school property or at any school-sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut or other things which identify a threat group or are evidence of membership or affiliation in any threat group or that otherwise disrupts the academic process.
- No student on or about school property or at any school-sponsored activity shall engage in conduct or use any speech, whether verbal or nonverbal (gestures, hand signals, handshakes, etc.), showing membership or affiliation in a threat group when such conduct or speech is intended to cause disruption or when no one knows or has reason to know that such conduct or speech arouses fear, alarm, resentment, anger, hostility or violence.
- No student on or about school property or at any school-sponsored activity shall use any speech or commit any act (including the use of e-mail) or omission that is disruptive, intimidating or threatening, or that tends to arouse fear, alarm, resentment, anger, hostility or violence including, but not limited to, the following group-related activity:
 - Soliciting or recruiting others for membership in any threat group or soliciting others for participation in threat group activities
 - Requesting any person to pay for protection or intimidating or threatening any person (extortion)
 - Assaulting any student or school employee or visitor (whether during school or school-sponsored activity or on the way to or from school or school-sponsored activity) or inciting others to act with physical violence
 - Distributing or copying any threat group-related material on school property or at school-sponsored activities
 - Marching, congregating, massing together with the intent to disrupt or intimidate, or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility or violence. Such meetings or congregations are contrary to the purposes of the educational institution and will be considered trespassing
 - Placing any threat group-related graffiti on the school or school property or on the property of others during school-sponsored activities
 - Committing any other illegal act or other violation of school district policies
- Students who violate any of the provisions of this section of the policy will be subject to the appropriate disciplinary action up to and including suspension and/or expulsion. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct including, but not limited to, any trespassing, vandalism, or assault in violation of this section

NATURE OF MISCONDUCT	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Arson	* 10 day OSS * Referral to Police * Recommendation for Expulsion			
AUP Violation	* Administrative Discretion *OSS/Loss of privileges			
Bus Behavior	* Detention * Possible Suspension from bus * OSS	* Admin. Discretion *Possible Suspension/Expulsion from bus	* Admin. Discretion * 5 day suspension	
Classroom Behavior	*Teacher discipline and/or parental contact * Detention	* Administrative Discretion *OSS	* Administrative Discretion *OSS	10 day suspension with possible permanent removal from class
Classroom Disruption	* Admin. Discretion *Possible Emergency Removal * Possible OSS			
Disrespect to school employees	* Admin. Discretion *Detention/OSS * Expulsion	* Admin. Discretion *Detention/OSS * Expulsion		
Distribution or sale of drugs, narcotics (including "look a-likes" or counterfeit controlled substances), or marijuana	* 10 days OSS * Referral to Police * Recommendation for Expulsion			
Dress Code	* Warning and change clothes (counted absent for missed time)	* Admin. Discretion *Detention/OSS	* Admin. Discretion *Detentions/OSS	* Admin. Discretion *Detentions/OSS
Evidence of possession or having consumed alcoholic beverage and/or drugs or narcotics (including "look a-likes" or counterfeit controlled substances)	*10 day/OSS * Referral to Police * Possible reduction of OSS days with documented treatment	* 1 Day OSS * Referral to Police * Recommendation for Expulsion		
Exposure of self to others	* Admin. Discretion *Detention/OSS * Expulsion	* 10 day OSS * Possible Expulsion	* Expulsion	
Extortion	* Administrative Discretion OSS			

Failure to care for textbooks, equipment, supplies, etc.	* Damaged property must be paid for *Transcripts will be withheld until restitution is made * Possible corrective action including suspension			
Failure to follow reasonable requests	* Detentions	* Admin. Discretion *Detention/OSS	* Admin. Discretion *Detention/OSS	
Failure to meet financial obligations	* No transcript of grades will be issued until all financial obligations are rectified			
Failure to serve detention	* Double that day's detention (excused from date only by Administrator prior to detention day)	* 3 day suspension		
Fighting/Provoking a fight	*Admin. Discretion/OSS *Referral to Police	*Admin. Discretion/OSS /Expulsion Referral to Police	*Admin. Discretion/OSS /Expulsion Referral to Police	
Forgery	* 3 day Detention	* 5 day Detention		
Hazing/Harassment Bullying and Cyber-Bullying	* Admin. Discretion *Detention/OSS * Recommendation for Expulsion	* Admin. Discretion *Detention/OSS * Expulsion	* Recommendation for Expulsion	
Inappropriate Behavior in Cafeteria	* Admin. Discretion	* Admin. Discretion	* Admin. Discretion	
Inappropriate Deportment	* Admin. Discretion *Detention/OSS * Expulsion	* Admin. Discretion *Detention/OSS * Expulsion	* Admin. Discretion *Detention/OSS * Expulsion	
Inciting or participating in any unauthorized assembly, etc.	*Administrative Discretion *OSS/Expulsion			
Misconduct on bus	* Admin. Discretion * Bus Detention/OSS	* Admin. Discretion * Bus Detention/OSS	* Admin. Discretion * Possible Expulsion from bus/OSS	
Off Limits	* Detentions	* Admin. Discretion *Detention/OSS	* Admin. Discretion *Detention/OSS	
Persistent disobedience/Total disregard for School rules	* Admin. Discretion *Detention/OSS	* Admin. Discretion *Detention/OSS	* 10 day OSS * Recommendation for Expulsion	
Physical assault or attack	* 10 day OSS Admin. Discretion * Recommendation for Expulsion			
Possession or use of weapons or dangerous instruments	* Possible 10 day OSS *Referral to Police *Possible recommendation for Expulsion			

Possession of drug paraphernalia designed primarily to facilitate to ingestion or inhalation of illegal drugs, including "look alikes"	*10 day/OSS * Referral to Police * Possible reduction of OSS days with documented treatment	* 1 Day OSS * Referral to Police * Recommendation for Expulsion		
Possession of Pornographic Materials	* Admin. Discretion *Detention/OSS * Expulsion	* Admin. Discretion *Detention/OSS * Expulsion	* 10 day OSS * Recommendation for Expulsion	
Possession or use of tobacco	* 3 day OSS * Referral to Police * Referral to County intervention	* 5 day OSS * Referral to Police * Referral to County intervention	* 10 day OSS * Referral to Police * Referral to County intervention	* 10 day OSS * Recommendation for Expulsion
Profanity	* Admin. Discretion	* Admin. Discretion *Detention/OSS	* Admin. Discretion *Detention/OSS	
Public Display of Affection	* Admin. Discretion *Detention/Call home	* Admin. Discretion *Detention/Call home	* Admin. Discretion *Detention/Call home	
Refusing in-house suspension	* Admin. Discretion *OSS	* Admin. Discretion *OSS		
Setting off fire alarm/Bomb threat	* 10 day OSS/Recommendation for Expulsion * Referral to Police	* 10 day OSS * Recommendation for Expulsion		
Sexual misconduct/"Sexting"	* Admin. Discretion *Detention/OSS * Expulsion	* Admin. Discretion *Detention/OSS * Expulsion	* Admin. Discretion *Detention/OSS * Expulsion	
Tardy to school	* After 3rd tardy, 1 Detention	* After 4th tardy, Saturday school	* Administrative Discretion	
Theft or Removal without permission	*Admin. Discretion/OSS *Referral to Police	*Admin. Discretion/OSS *Referral to Police	*Admin. Discretion/OSS *Referral to Police * Recommendation for Expulsion	
Threat Group/Gang Activities	* 10 day OSS with possible expulsion	* Recommendation for Expulsion		
Threatening	* Admin. Discretion *Possible Suspension/Expulsion *Referral to Police	*Recommendation for Expulsion		
Truancy	* 2 Detentions *Administrative Discretion *Referral to County Truancy Officer	* 3 Detentions/OSS * Referral to County Truancy Officer	* 3 Detentions/OSS * Referral to County Truancy Officer	* 3 Detentions/OSS * Referral to County Truancy Officer
Use of cell phone	* Detention * Parent must pick up device	* 2 Saturday Detentions * Parent must pick up device	* Administrative Discretion *OSS/Expulsion	
Vandalism	*Admin. Discretion/OSS/Expulsion *Restitution of Damages * Referral to Police	*Admin. Discretion/OSS/Expulsion *Restitution of Damages * Referral to Police		

Central Phone Numbers

Attendance Office 330-847-2324

Board of Education 330-847-2338

Central Fax 330-847-2322

Clinic/Nurse 330-847-2323

Guidance Office 330-847-2327

Principal's Office 330-847-2315

Transportation 330-847-2399

Champion Local School District

Visit us on the website:

www.championlocal.org