



Champion Central Elementary School
5976 Mahoning Ave., Suite C NW
Warren, Ohio 44483
330-847-2328
www.championlocal.org

Student Handbook 2018-2019

The administration and staff wish to welcome our students and parents to the 2018-2019 school year. We look forward to working together with you as CES continues to be a place where students learn, grow and become better citizens each day. Many of our policies and helpful information are contained in this handbook. Please contact us for any information that you may need, which is not contained herein.

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
330-847-2328

Transportation
330-847-2399

Mission Statement of Champion Schools

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



Our Building Vision:

C – Character Counts
E – Excellence in
Education
S - Safety, Security and
Success

Table of Contents

New Students, Registration, Daily Schedule, Early Dismissal	3
Absence from School	4-5
Make-up Work, Vacations, School Programs, Physical Education, Recess, Workbook Fees	5
Grade Level Library Books, Textbooks, Student Lunches, Field Trips, Cellular Devices, Lost and Found, Emergency Medical Forms	6
Change of Address, Administering medicines, Building Security,	7
Grading Policy, Report Cards, Interim Reports, Parent/Teacher Conferences, Honor Roll, Promotions/Placement/Retentions	8
Student Records, Playground Rules, Items Not Permitted in School or Bus	9
Transportation, Bus Rules, Conduct on the Bus	10
Conduct on the Bus, Dress Code	11
Dress Code, School Closings, Birthday Invitations, Holiday Parties, Fundraising	12
Code of Conduct and Disciplinary Action	13
Infractions of the Student Conduct Code.....	13-16
Corrective Actions Defined	16-19
Levels of Misconduct	19-22

Registration for New Students

Parents/Legal guardians may register their children in the principal's office or call (330) 847-2328 for enrollment information.

Registration Documentation

The parent/guardian must provide original copies of:

1. Birth Certificate
2. Applicable court papers
3. Proof of Residency /Residency Verification
4. Immunization Record
5. Previous report card for (Grades 1-4)

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.

Daily Time Schedule

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

- **8:20 AM** is the **earliest** that your child can be dropped off (this is for your child's safety).
- **8:30 AM** students arrive by parents and buses. **(Cars or adults are not permitted in the back of building during school hours.)**
- **8:45 AM** students are considered tardy and parents are required to bring student to the principal's office for sign in.
- **3:15 PM** 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 and/or last minute changes will not be accommodated.**
2. Building principal must approve all emergency requests.
3. Parents must come into the office to sign the student out.

4. 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.
5. 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

The Missing Child Act, Senate Bill #321, requires that the school notify the home every day that a child is absent from school unless the parent notifies the school of the absence. Parents should call the school to report student absences before 9:00 a.m. If no call is received, the school is required to telephone the parent. 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 330-847-2328, 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. Stated below are the Ohio Revised Code excusable absences. **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. Family death/funeral
5. As determined by the Superintendent

A note stating the date and reason for the absence should be sent to school with your child when s/he returns.

The student is considered **tardy if arrival occurs after 8:45 a.m.** Students who are tardy need to be signed in at the office by the person bringing the child to school. A note should be given to the office stating the reason for the tardiness. If the student was tardy due to a doctor/dentist appointment, a note from the doctor/dentist should be given to the office to excuse the absence.

In accordance with the Ohio law change regarding student attendance, a student will be considered "habitually truant" if absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or for 72 hours or more in one school year. As a student gets close to the month or year threshold, the school will notify parent(s) and have a team meeting including the parent(s) to develop a plan

to ensure regular attendance for the remainder for the school year. If the plan has failed to make satisfactory progress, the school will file truancy charges on day 61 after the plan was implemented.

Make-up Work

Students will not be provided with make-up work prior to absences. Please request make-up work when calling off your child by 9:00 a.m. so the teacher will have time to prepare the work. Make-up work will be available at dismissal time only.

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 be made through the student's teacher or principal.
4. Homework can be requested after the student has missed 2 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**. Vacations are considered unexcused absences. The state attendance 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.

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.**

Grade Level Library Books

Students have the opportunity to check out books. Books checked out must be returned before another book can be checked out. 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 Lunches

If your child is buying lunch, please place money in an envelope or plastic bag with your child's first and last name and teacher's name on it with permanent marker. Please specify if return change is needed, though the cafeteria would prefer not to make change.

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.**

Cellular Devices

Students may bring cellular phones to school at their own risk. The school is not liable for stolen, lost or broken phones. Cell phones must not be visible and must remain off at all times unless they are used at the teacher's discretion. Students are not permitted to use electrical devices to record/store/send/transmit the spoken word or visual image of any person, including other students or staff members or educational instruments/documents. Students are also prohibited to use electronic devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. The school will reserve the right to hold any electronic device that is being used against our policies, in the principal's office until a responsible adult, related to the student, is able to retrieve the device.

Lost and Found

The lost and found is located in the cafeteria. 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 parents cannot be contacted, the school authorities will provide or authorize necessary health care.

1. All emergency forms should have a minimum of **three** working phone numbers (home, cell and work).
2. All emergency forms must provide a current residency for students and parents/guardians.
3. Proof of residency is required for the address of the student on the Emergency form.
4. Emergency medical form must list all persons who have authority to pick up the student.

Change of Address/Phone Number

Parents/Guardians are responsible for notifying the school office in writing of any change of address, phone number or custody. Proof of residency is required for all address changes. The school cannot be held responsible for failure to communicate if it is not informed of such changes. **It is very important that the school has current phone numbers in the event of an emergency. Please notify the office immediately if there is any change.**

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 main elementary entrance and requires a buzzer entry. All visitors to Champion Central Elementary MUST go directly to the main office upon entering the building, and officially register as a guest. Anyone entering the building for any reason is considered to be a visitor (other than Central's staff members). You will receive and wear a visitor's badge during your visit. **Visitors are not permitted to go directly to classrooms or other areas of the school.** Direction and/or permission will be issued only by the office staff. Parents are expected to respect the teachers' duty to provide instruction from 8:30 a.m. – 3:15 p.m. All classroom visits are to be pre-arranged by a teacher or administrator.

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 K-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.

Interim Reports

For the most current grade updates, an interim report will be available on P.A.M. (PARENT ASSIST MODULE) for grades 1-4. Parents can track their student's progress at the elementary school throughout the school year. The Parent Assist Module (P.A.M.) allows parent 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. Interims will be sent home at the middle of the second and fourth grading periods for families that do not have internet access.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year (refer to the school calendar). Conferences must be by a scheduled appointment, only. Conferences may not be held when the teacher is responsible for class instruction. We encourage all parents to take advantage of the conferences scheduled on the school calendar.

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, Placement and Retention

Optimal school achievement is obtained when the students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. The promotion of each student will be determined individually.

An Intervention Team is appointed by the principal each year to consider situations in which it is possible that students may not be promoted to the next grade. Such a team includes: classroom teachers, counselors and

the building principal. The decision to promote, advance or retain a student in a grade may be made on the basis of the following factors: standardized test scores, state achievement test scores, class performance, mental ability, physical maturity, emotional and social maturity, attendance, and teacher recommendations.

The final decision regarding promotion, placement, or retention rests with the building principal.

Student Records

1. Student records are confidential and are protected by FERPA. Only the school staff and the child's parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the Privacy Act. Directory information includes name, address, phone number, age, etc. Parents may request in writing that the school not release this information.
3. Parents have the right to receive copies of their child's records.
4. A divorce or a change in custody does not change the rights of a natural parent to their child's records, unless a court document states otherwise. A non-custodial parent may request and receive a copy of the child's report card and the permanent record. They may also request and hold a teacher conference. Only the custodial parent has the right to make educational decisions regarding school matters.

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:

Students are not permitted to bring toys, gaming devices or other personal items to school unless given permission by their teacher to do so. Students are responsible for the care of their own personal property. Valuables should not be brought to school. This would include such items as: collections, extra money, jewelry

and items of sentimental value. The school will not be responsible for personal items. Students are not permitted to bring any item that is too large to put in their book bags. Students are not permitted to bring any items which could be considered a weapon or weapon look alike.

Transportation

Transportation Secretary - 330-847-2399

All questions concerning transportation should be directed to the transportation office. The transportation office is located 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 on a one (1) time basis to a friend's house, grandparents' house, or anywhere that is not arranged by an approved alternative bus form.
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. Our busing can transport a student to a sitter, daycare, or grandparents' everyday if the house is in the Champion Local School District.

School Bus Rules:

Before boarding the bus:

1. Be at the designated pick-up at least 5 minutes prior to bus arriving.
2. Stand ten (10) feet off of the road, where driver can see you.
3. After the driver signals, board the bus promptly.
4. Take your assigned 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. Sit quietly in your seat. Quiet conversing is permitted.
3. No food or beverage should be consumed on the bus.
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. Talking at railroad crossings is not permitted.

10. Students do 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 maybe confiscated.
13. Keep hands and feet to self at all times.

Procedure when leaving the bus:

1. Exit promptly and carefully when the bus stops.
2. Exit the unloading zone quickly.
3. 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. Watch your bus driver for his/her hand signal that it is safe to cross the street.
2. Stop. Look. Listen. Proceed across the street with extreme caution.
3. Step off of the road as soon as possible. Never stop at the mailbox after exiting the bus.

Bus tips for parents and guardians:

1. Display your child's bus number boldly on school bag.
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 a student cannot be dropped off for any reason, the driver will return the student to the principal's office, where the parent or other adult on the Emergency Medical form, will need to pick up the student at the Principal's office. Proper identification will be needed.
5. Communicate with the driver any potential problems or concerns.
6. Encourage your children to talk with the driver if there is a problem.
7. Lost and found items from the bus are brought in to the principal's office.
8. Have your child be at the pick-up point and ready prior to their scheduled pick-up time.

DRESS CODE

Styles constantly change. Every possible situation regarding dress and appearance cannot be predicted or determined. Generally, the concepts of modesty, cleanliness, appropriateness, safety and distraction are the foundation of these general guidelines. Interpretations and adjustments will be handled by the administration.

1. Shoes must be worn. Prohibited are, "flip-flops", high heels, cleats, spiked shoes, open backed sandals and roller-type shoes. This is due to safety concerns. Students are encouraged to wear tennis like shoes.
2. The entire torso must be covered. This includes the stomach and back. Mesh or see-through material is not permitted on shirts. Tank tops (shoulder straps less than 2 inches wide) are not permitted. Writing or illustrations on shirts and coats must not be obscene, vulgar, comment on drugs or alcohol, or be sexually suggestive or racially/culturally offensive.
3. Proper undergarments must be worn.
4. Bathing suits, pajamas, or clothing designed for purposes other than school are not permitted.
5. Torn or unclean clothing will not be permitted. This includes clothing that is marketed and sold torn.

6. Headwear of any kind is not permitted inside the building. Headwear that is worn outdoors during any school function must comply with item number 2 above.
7. Coats are not to be worn in class.
8. Undergarments may not be worn as exterior garments. Undergarments must also be covered at all times.
9. Shorts may be worn, if loose fitting, and extend at least to mid-thigh. Cutoffs are not to be worn. Skirt length must be longer than the fingertips when arms are extended down. Pants and shorts are to be worn at waist level.
10. Sunglasses are not permitted to be worn in the building.
11. Extreme hair styles and hair colors are not acceptable.
12. The administration will make the final determination regarding violations to the appearance code.

For students who violate the dress code the following consequences may apply:

1. Parents will be called to bring appropriate clothing to school.
2. The school may provide alternative clothing for the remainder of the 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.

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

The Champion Local School District 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.

Holiday parties

Only parents that have signed up with the classroom teacher may attend the Holiday parties. Middle school or high school students are not permitted to attend. Please do not bring preschoolers to the parties.

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.

Failure to Follow Regulations of the School, which have been adopted by the champion Board of Education and/or enacted by the school administration by the authority delegated to it by the Ohio Revised Code.

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.

Total Disregard for School Rules shall include any multiple infractions (5-10). Administration discretion will be used to determine corrective action.

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 enough to create 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 are 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, are 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.

In-School Suspension is held every other Friday. Students will be removed from the classroom and any other activities happening throughout the day, including lunch and recess. Students will be required to complete work provided by the classroom teacher.

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, has 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, is 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, drug paraphernalia or narcotics and using student's inhalers/including "look-a-likes" or counterfeit controlled substances or over-the-counter medicine)	*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			
Financial obligations, care of textbooks, equipment, supplies, etc. and return of fundraisers (items or money)	* 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	

NATURE OF MISCONDUCT	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
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/any act of violence	*Admin. Discretion/OSS *Referral to Police	*Admin. Discretion/OSS /Expulsion Referral to Police	*Admin. Discretion/OSS /Expulsion Referral to Police	
Forgery of parent or staff signatures	* 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; to include but not limited to throwing food, popping bags, etc.	* Admin. Discretion	* Admin. Discretion	* Admin. Discretion	
Inappropriate Department	* 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			
	*10 day/OSS * Referral to Police * Possible reduction of OSS days with documented treatment	* 1 Day OSS * Referral to Police * Recommendation for Expulsion		

NATURE OF MISCONDUCT	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
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, nicotine, nicotine products to include electronic cigarettes	* 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/Written or Verbal	* 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/Verbal, Nonverbal or Written	* 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 at school or to personal property at school	*Admin. Discretion/OSS/Expulsion *Restitution of Damages * Referral to Police	*Admin. Discretion/OSS/Expulsion *Restitution of Damages * Referral to Police		

NATURE OF MISCONDUCT	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE