



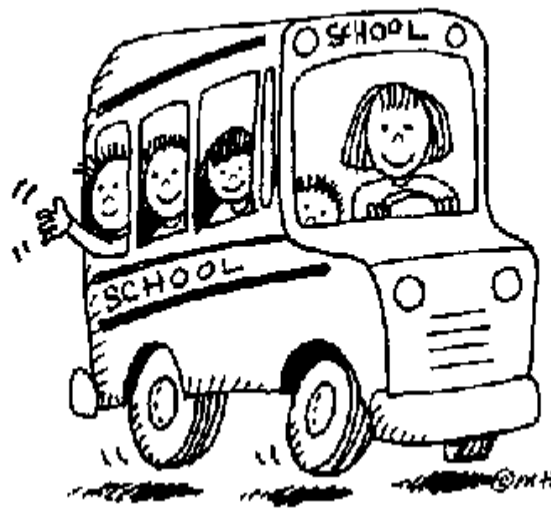
**Champion Central Elementary School**  
**5976 Mahoning Ave., Suite C NW**  
**Warren, Ohio 44483**  
**330-847-2328**  
[www.championlocal.org](http://www.championlocal.org)

## **Student Handbook 2021-2022**

The administration and staff wish to welcome our students and parents to the 2021-2022 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.

### **Champion Central Elementary School Vision**

Champion Central Elementary School is a community of learners. Champion students are expected to stay ***focused***, want to ***learn, accept*** themselves and others, stay ***safe***, and be ***helpful (focused learners: accepting, safe, and helpful)***. We are all here to learn, grow, and become productive citizens through modeling appropriate social-emotional behavior and allowing for daily practice to help students succeed throughout their academic and social career at Champion Local Schools and beyond.



Dear Champion Central Parents and Community,

As principal of Champion Central Elementary School it is with great pride and excitement that I welcome you back to another great year in Champion. I am honored to lead a school with such a rich tradition of excellence. Along with the teachers and staff, I will continue to honor the legacy of success established by the Champion Local Schools by building strong relationships with parents, students and community partners. If you are new to the Champion community, I extend a warm welcome and wish you a smooth transition into our school. If you have any questions, please do not hesitate to call our friendly office staff, Mrs. Abrahamson and Mrs. Worley.

It is our mission to help every child feel welcomed, connected and part of our Champion family. Additionally, we strive to challenge each student to grow in his or her academic abilities. At Central, we have great teachers who spend hours creating and planning classroom activities to engage our students in learning. All of us at Champion Central Elementary School are eager and excited to bring what promises to be the best year ever. We will continue to provide academic experiences for our students that are rigorous and relevant while helping them build relationships and make real world connections.

We believe parents are the main influence in their children's lives. Our goal is to build a relationship with the child and with the family. When a child's social and emotional needs are met, he or she can fully participate in the many opportunities available at school. Children will become familiar with the routines of a classroom environment and benefit from gaining a sense of what it is like to be part of a larger group. We like to build connections between the child's day at school and their life at home.

Stay connected by checking out our district website. Dates for events and activities are updated on a regular basis on the calendar. Also follow Champion Central Elementary on Facebook and @MrsNannicola on Twitter for an inside peek of our day.

Once again, welcome back! Let's make it another great year in Champion together! Please feel free to contact me at any time at [alexandra.nannicola@championlocal.org](mailto:alexandra.nannicola@championlocal.org).

Sincerely,

*Alexandra Nannicola, Principal*

Champion Central Elementary School

## ***Champion Central Elementary School Staff***

Ms. Alexandra Nannicola, Principal

Mr. Austin Handrych, Assistant Principal

Mrs. Christy Pompoco, Director of Pupil Services

Mr. Mark Harper, Director of Cafeteria and  
Transportation

Mrs. Holly Sandy, School Counselor

Mrs. Rebecca Bucco, School Nurse

Mrs. Sheryl Cozad, School Nurse

Mrs. Melanie Shipman, School Psychologist

Miss Caitlin Keaton, School Psychologist

Mrs. Mindy Abrahamson, Administrative Assistant

Mrs. Gen Worley, Administrative Assistant

Mrs. Lisa Carpenter, Head Cook, Cafeteria

Mrs. Kayla Weingart, Preschool

Mrs. Brittany Cornelius, Kindergarten

Miss Kayleigh Gabriel, Kindergarten

Mrs. Erin Jordan, Kindergarten

Mrs. Samantha Miller, Kindergarten

Mrs. Melanie Basalyga, Grade 1

Mrs. Toby Jugenheimer, Grade 1

Mr. Jeff Moritz, Grade 1

Mrs. Bonny Stumph, Grade 1

Mrs. Kelly Hendrick, Grade 2

Ms. Heather Smith, Grade 2

Mrs. Stephanie Tice, Grade 2

Mrs. Megan Wagner, Grade 2

Mrs. Desiree Click, Grade 3

Mrs. Courtney Schimley, Grade 3

Mrs. Erin Smith, Grade 3

Mrs. Jennifer Soloman, Grade 3

Mrs. Jennifer Wilson, Grade 3

Miss Joyce Davison, Grade 4

Mrs. Megan Kandel, Grade 4

Mrs. Haylie Keylor, Grade 4

Mr. Tyler LeMon, Grade 4

Miss Meghan Yanci, Grade 4

Ms. Ashley Conrad, K-4 Interventionist

Miss Elisa Morello, K-2 Interventionist

Mrs. Stephany Chronister, Gr. 3 Interventionist

Miss. Caitlyn Olsson, Gr. 4 Interventionist

Ms. Susan Jacobs, Deaf Education

Mr. Josh Cokrlc, Music Education

Mr. Greg Kittle, Art Education

Mr. Bryant Wilson, Physical Education

Mrs. Tanya Romanini, Speech and Language

Ms. Diane Piacquadio, Occupational Therapy

Mr. Paul Zigmont, Occupational Therapy

Mrs. Shanna Laraway, Title I

Mrs. Kelly Moritz, Title I

Mrs. Rachelle Severn, Title I

Mrs. Laura Walters, Library/Imaginarium

## ***Parent, Student and Teacher Expectations***

The goal of Champion Central Elementary School, as well as the parents of the students we serve, is to ensure that each child is successful on a daily basis.

Parents are to help their child (ren) by:

- Provide a safe and nurturing home environment with adequate nourishment and rest.
- Seeing that the child is on time and attends school regularly.
- Encouraging the child to solve conflicts in positive ways.
- Establishing a time for homework and reviewing it regularly.
- Maintaining an interest in what the child is learning as well as his/her progress in school.
- Communicating and working with school staff to support, encourage, and challenge the child

Students are expected to do their best by:

- Attending school regularly.
- Coming to school prepared with all necessary materials.
- Completing and returning homework assignments on time.
- Working hard to do their best in class and on school work.
- Respecting and cooperating with other students and adults by following classroom and school rules.
- Helping to keep the school safe.
- Respecting the individual and cultural differences of others.

Teachers are expected to help students by:

- Providing high quality curriculum and instruction.
- Providing assistance to parents so they may help with their child's learning.
- Maintaining ongoing communication with parents.
- Showing that they care about all students.
- Having high expectations for themselves and their students.
- Providing a safe, positive and healthy learning environment.
- Respecting the individual and cultural differences of students and their families.
- Providing information to parents and students about students' progress.

## **Registration for New Students**

Parents/Legal guardians may register their children in the 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.

## **Proof of Residency Required**

Proof of Residency must be provided before your child can attend Champion Local Schools.

**Homeowner** - Must provide one item of EACH listed below:

- Current mortgage statement, property deed, home insurance or tax bill.
- Current bill for electric, gas, water, sewer, cable or landline (cell phone not acceptable).

**Renting from a rental company or individual** - Must provide one item of EACH listed below:

- Current rental agreement or land contract containing the signatures of the renter and the rental associate or property manager.
- Current piece of government mail, car note, bank statement, bill for electric, gas, water, sewer, cable or landline (cell phone not acceptable).

**Residing with a Champion resident** - Must provide one item of EACH listed below:

### ***Champion resident to complete the following:***

- Residency verification letter provided by district must be notarized.
- Current mortgage statement, property deed, home insurance or tax bill.
- Current bill for electric, gas, water, sewer, cable or landline (cell phone not acceptable).

### ***Parent/Guardian residing with Champion resident to complete the following:***

- Residency verification letter provided by district must be notarized.
- Current piece of government mail, car note, bank statement, bill for electric, gas, water, sewer, cable or landline (cell phone not acceptable).

A residency verification study shall be conducted by the Champion Board of Education and/or the Champion School Resource Officer. Champion Local Schools has permission to complete a residency check. Knowingly falsifying this information of Ohio Revised Code Section 2921.13(A) (6) which is a FIRST DEGREE MISDEMEANOR punishable by a prison term of six months and/or a fine up to \$1000. Furthermore, the affiant will be charged (and prosecuted in court, if necessary) to collect all back tuition which may be due. Finally,

inaccurate and/or false information will result in immediate withdrawal of your child from Champion Local Schools.

### **Change of Address/Phone Number**

Parents/Guardians are responsible for notifying the school through Final Forms of any change of address, phone number or custody. New custody paperwork should be turned into the school office. 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.**

### **Immunization Requirements for Enrollment**

#### **Board Policy 5320**

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.

- **8:30 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.
- **8:45 AM** students are considered tardy and parents are required to bring their child to the main office where they will be temperature screened, sign in and be given a pass to enter class.
- **3:10 PM** Car Dismissal bell.
- **3:15 PM** Bus Dismissal bell.

### **Early/After school pick-up**

Any parent/guardian with a student needing to be dismissed before the 2:40 dismissal bell or any student who needs to be picked up after school (who normally rides a school bus) will need to fill out the Parent Pickup Request Form on [www.championlocal.org](http://www.championlocal.org) at the beginning of the school day. Your loop pass number will be required, along with other important information. The pickup loop pass must be displayed in the mirror with the pass number facing out and leave it there until you exit. If you do not have a pass tag, you must come inside and sign out your child.

**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 called out to their vehicle by teachers on car duty.

### **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 are to report their child

absent using the SchoolMessenger mobile app, website (go.schoolmessenger.com) or phone 1-844-380-7214. The student must bring a note on the day following the absence stating the date (s) of the absence, the reason, and the parent's signature. Notes should be given to the teacher and sent to the office. If no call is received, the school is required to telephone the parent. 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 5200**

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 physician's 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 of 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. Work will be available in individual teachers' Google Classrooms.

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.

### **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**.

### **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 a permanent marker. Please specify if return change is needed, though the cafeteria would prefer not to make change. Breakfast will be delivered daily to students' classrooms.

### **Outstanding Lunch Fees**

When a student has less than \$5.00 prepaid lunches remaining in his/her lunch account, the cashier will remind the student to bring in lunch money. If however a child's account reaches into the negative, the Food



Services Department will allow a maximum of \$22.50 worth of negative meal charges for any student, so he/she can continue to receive the nourishment needed, unless a student's parent / guardian has specifically provided written permission to the school to withhold a meal. If a student has reached the \$22.50 threshold of negative meal charges, and still does not have money on their account or cash in hand to purchase a meal, the student will be offered an alternative meal. This meal will consist of a sandwich, fruit and milk. Parents will be notified via an email, phone call and/or letter home that account funds have surpassed the \$22.50 threshold and that payment of all meal charges must be made. If after two alternative meals and attempts by the Food Services Department to reach parents are unsuccessful, then the school's counselors, principals or others will contact the parent / guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate. Adults are not permitted to charge.

### **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.

### **Personal Property at School**

At times, a student may bring personal property to school to share with friends or to use in the classroom. For 2021-2022, students may not share toys with others to eliminate the transmission of COVID-19. The Board assumes no responsibility for any personal property brought to school. Each school has a Lost and Found that students and parents should check for any lost items. Unclaimed items are given to charity on a regular basis. Parents are encouraged to clearly mark their children's coats, rainwear, sweaters, hats, gloves, boots, lunch boxes, backpacks, and other personal items so that they may be easily identified and may be easily returned if they are, in fact, misplaced.

### **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.

## **Administering medicines to students**

### **Board policy 5330**

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:

#### ***Over the counter Medications:***

Over-the-counter (OTC) medications are drugs that do not require a prescription. Over the counter medications will be administered with a signed parental authorization for Administration of over the counter medications stating the child's name, dose to be given and reason for administration. The OTC form can be found on the Champion Local Schools home page under departments then "clinic". It is the parent's responsibility to deliver the OTC medication to school in the original container and labeled with the child's name.

Please note: The school nurse will not administer any medication without the necessary parental permission as stated above. If your child needs medication and the proper paperwork has not been submitted, you or a designee must come to the school to administer the medication.

#### ***Prescription Medicines***

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 the original 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**

2021-2022-Visitor access may be restricted due to Covid-19 transmission in our community. Please call to make an appointment. 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.

### **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](http://www.championlocal.org). Parents are provided login password information. To get assistance with using your password parents should send an email to [pam@championlocal.org](mailto:pam@championlocal.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: assessments approved by the Board of Education, standardized test scores, state achievement test scores, class performance, mental ability, physical maturity, emotional and social maturity, attendance, and teacher recommendations.

We encourage parents to be part of the decision making process, however the final decision regarding promotion, placement, or retention rests with the building principal.

## **Student Records**

### **Board Policy 8330**

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.

## **Book Bags and Items not Permitted in School 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 complete the CES Parent Request Form notifying the school that they will pick up their child for the rest of the year; as well as a Transportation Form both available at [www.championlocal.org](http://www.championlocal.org).
2. A maximum of one (1) alternate bus change per year will be permitted. Student bus forms will remain on file until cancelled or updated by the parent/guardian. Bus requests will go into effect 48 hours after this form is submitted to the transportation office. 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.
3. Requests 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.
4. 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).
5. 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:**

**2020-2021-Students are REQUIRED to wear facial masks at all times on the bus. It is recommended that students hand sanitize before boarding the bus.**

### **Before boarding the bus:**

1. Be at the designated pick-up at least 5 minutes prior to the bus arriving.
2. Stand ten (10) feet off of the road, where the 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 may be 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 their 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 the 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 into 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 Schools 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.

**Search and Seizure - Board Policy 5771** - The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be



searched without reasonable suspicion or in an unreasonable manner. School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time.  
2020-2021- NO USE OF LOCKERS

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

## **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 Board Policy 5517 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 Board Policy 5517.01 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 (Title IX) 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 (Title IX)

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** – 2020-2021-No Detention

**In-School Suspension** – 2020-2021-No ISS

### **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.
- Students have the opportunity to (1) complete missed classroom assignments and (2) receive at least partial credit for any assignment completed. Grade reductions are possible, however failing grades are prohibited.

H.B. 318 states that students in grades pre-K through 3 may not be suspended out of school or expelled unless the student has committed the acts listed in R.C. 3313.668 (B)(1)(a) or (b).

1. the student possesses or brings a firearm or knife capable of causing serious bodily injury to school;
2. the student commits an act at school that would be a criminal offense if committed by an adult and results in serious physical harm to person or property;
3. the student makes a bomb threat; or
4. the student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, classmates, or school employees.

## **Student Due Process**

### **Board Policy 5611**

- 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-alike 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 postsecondary 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		
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		

## **CHAMPION SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

### *Internet/Online Services/School District Computer Network*

Technology misuse extends to the home while using a Champion Local approved device. Students are subject to the Acceptable Use Policy, as well as the Student Code of Conduct.

Champion Schools in striving to offer our students access to the latest computer technology will offer access to the Internet, including certain online services, and the Champion Schools local computer network. Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources including those from file servers throughout the world. The district's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in an appropriate selection and use of electronic resources.

Making the Internet available to students carries with it the potential that some students might encounter information identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter in some areas of the Internet. It is possible that your child may find material on the Internet that you consider objectionable. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

On the whole, Champion Schools believe that the tremendous value of the Internet as an educational resource far outweighs the potential risks. Almost all of these risks can be avoided by simply using common sense. However, because of the legitimate concerns, which parents may have, access to computer networks at school should be on a permission basis only. Students without a signed Acceptable Use Policy (AUP) on file will not be permitted to use a computer in the school for any reason. They will be expected to complete an alternate assignment.

#### 1. Acceptable Uses; Limitations

Computer networks shall be used solely for academic purposes or other purposes that support the educational mission of the Champion School District. Computer networks may NOT be used for illegal activities, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco. The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such users. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

#### 2. Security and Safety

The Internet and other computer networks may contain information and images that are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users should not reveal real names, addresses, phone numbers, or other personally identifiable information about themselves or others without the express permission of a supervising teacher should not participate in any real-time communications (such as "chat rooms") without the express permission of a supervising teacher should not agree to meet any person contacted through a computer network without parental permission shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student should exit

immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy and report the incident to a supervising adult.

### 3. Responsibilities of Users

It shall be the responsibility of the user to use the network only for appropriate academic purposes

- to protect their passwords and account numbers and not allow other persons to use their passwords and/or account numbers for any reason to immediately notify a teacher or administrator of computer or network malfunctions to reimburse the School District for any damages or loss incurred as a result of inappropriate use
- to be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful to NOT make deliberate attempts to disrupt the computer system and/or network system or destroy data by spreading computer viruses or by any other means.
- to NOT attempt to gain unauthorized access to a computer system and/or network system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purpose of "browsing".

### 4. General Prohibitions

Computer network users

- may not violate any copyright laws
- may not engage in the unauthorized copying of files, programs, or other software
- may not engage in any form of plagiarism
- may not write to any directory other than their own without permission of the supervising teacher
- may not delete or modify any system files
- may not engage in any interference/sabotage/vandalism of others' computers or software
- may join mail lists only with permission of teacher
- may not post information of any sorts without permission of teacher
- may not read or send email from a personal account
- may not intentionally waste computer resources
- may not load or copy any software or other programs to or from the district's equipment.
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### 5. Loss of Privileges

Computer network access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice. Violations of this policy may also be punishable under the Student Discipline Policy.

### 6. Right of Access

The School District will make every effort to respect the privacy of students using computer networks. However, the School District reserves the right to examine any such communications or other computer-based information when reasonably necessary to investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the AUP, the student disciplinary code, or the law.

### 7. Disclaimer of Liability

The School District shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network.

Due to the nature of electronic communications, it is also impossible for the School District to guarantee the confidentiality of communication sent and received over any computer network.

#### 8. Creating Web Pages

This section is specifically for students creating district-related web pages. All subject matter on Web pages should relate to curriculum, instruction, and school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the Champion Local School District website, or home pages for other individuals or organizations not directly affiliated with the district. Student work may be published only as it relates to a class project, course or other school-related activity and only with written permission from the student and parent. All district AUP provisions will govern material placed on the Web. Web pages shall not contain the full name, address, or phone number of students. First names or first names and the first letter of the last name may be used where appropriate. Web pages shall not display the photographs or videos of any identifiable individual without a signed picture release. Picture releases for students under the age of 18 must be signed by a parent. Web pages shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. Material placed on the Web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information. Users should retain a back-up copy of their Web page(s). All Web pages on the district's server are property of the school district. Any use of advertising or sponsorship that appears on a school web site must be approved by the Superintendent or his/her designee.

Revised 8/24/2020-A.N.

### **Parent Signature Page**

Dear Parents or Guardian (s),

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student entry process at Champion Central Elementary School

and must be returned as a condition of enrollment. Signing below is evidence that parents have or will read and understand the contents of this handbook.

Sincerely,

Alexandra Nannicola, Principal

Signature of Parent/Guardian Date \_\_\_\_\_

Print Name of Student \_\_\_\_\_

Grade of Student \_\_\_\_\_