



Eagle Elementary

Of Akron

2023 ~ 2024

Parent and Student Handbook

&

Code of Civility

2199 5th St SW, Akron, OH 44314

August, 2023

Dear Parents:

Thank you for choosing **Eagle Elementary of Akron** for your child! The 2023-2024 *Parent and Student Handbook* and *Code of Civility* are designed to guide you and your child through this exciting time. We encourage you to read both sections of this booklet thoroughly and discuss them with your child.

The Parent and Student Handbook includes contact information for the school's leadership team, general information about our proven curriculum and instructional design, and specific school policies and procedures which, if followed consistently, will contribute to the development of our community and the success of Eagle Elementary. The *Code of Civility* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the school's leadership team, or your child's teacher.

At Eagle Elementary, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,

Lisa Cook

Lisa Cook
Principal

School Overview

MISSION

At Eagle Elementary we believe all students should experience high quality education, personal growth, and a safe positive environment to reach their highest potential. We believe an education should serve its students in the real world by providing knowledge, critical thinking and problem-solving skills. We believe that the development of self-respect, self-worth, and self-esteem can dramatically improve a child's outlook and is equally as important as academics.

LEADERSHIP

The school's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns at the following numbers:

- ❑ **Lisa Cook**, Principal
330-773-1100
- ❑ **Brittany Johnston**, Assistant Principal
330-773-1100
- ❑ **Colin Howard** Office Manager
330-773-1100
- ❑ **Allie Byrne** Director of Academics, Tatonka Education Services, Inc.
abyrne@tatonkaeducation.org
- ❑ **Carol Hansen**, President, Tatonka Education Services, Inc.

Other important phone numbers include:

- ❑ School Attendance Line 330-773-1100
Leave a message before 8:30 a.m. to let the school know if your child is going to be absent for the day.

Management

Eagle Elementary is part of a national network of schools. As such, it offers students and families the proven strength of a rigorous curriculum in all subject areas, a character education program, physical education, school uniforms, art, and an extended school day. Tatonka Education Services supports our students, staff, and community to ensure all students receive a high-quality education.

School Day

Instruction will begin promptly at 8:30 a.m. and ends at 3:00 p.m., Monday through Friday. No student will be admitted into the school building before 8:00a.m. **There is no adult supervision for children until 8:00a.m. Students are late to school starting at 8:40 a.m.**

Students are dismissed each day beginning at 3:00p.m. **It is the policy of the Eagle Elementary that students may not be released early for pick-up between the times of 2:15p.m. and 2:45p.m.** We ask that all efforts are made to arrange appointments outside of school hours, however we know sometimes this is not possible. **Students should be picked up before 2:15 p.m. if early release is necessary.**

Breakfast & Lunch

Students at the Eagle Elementary are eligible to receive free breakfast and lunch each day. Breakfast begins daily at 8:00 a.m. and ends at 8:25a.m. **Any student who arrives late will not receive a breakfast unless the student arrives on a late bus.** All students will have a designated lunch period for their grade level. Any food allergies must be reported to the Office Manager at time of enrollment to ensure the proper accommodations are made for the student. Students also have the option to pack their lunches if desired.

Title 1 Services

Eagle Elementary is a School Wide Title 1 funded school. Students can qualify for Title 1 services after academic performance data is analyzed. Title 1 services are put in place to provide support to students who struggle academically and need additional academic services to improve overall performance in Math and Reading. A quarterly data analysis is completed by administration and Title 1 staff to provide proper support to meet the academic needs of each student that qualifies. Students who receive Title 1 services are given opportunities to test out of the services if appropriate growth is recorded.

Notice of Parent's Right to Know

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following: I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications. You may ask for the information by returning this letter to the address listed above or you may e-mail your request to info@eagleelementary.org.

Testing

Students enrolling for grades K-5 will complete an assessment in Reading and Math for the grade they are enrolling in. Administration will use the data to determine the best setting for the students in our school.

Students at Eagle Elementary are assessed on a weekly basis throughout the school year. Our teachers collect data on each student and use the data to meet the academic needs for every individual in all subjects. Assessment tools include Kindergarten Readiness Assessment (KRA), iReady for grades K-5, Ohio State Assessments (AIR) for grades 3-5, Dibels, K-3 State Diagnostics, and teacher generated assessments. The data is very closely monitored from week to week in order to provide appropriate instruction and support to all students.

The Eagle Elementary is a community school established under Chapter 3314. Of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose

upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

Homework

The research on homework and its impact on academic achievement is inconclusive at best. There is some research that shows an impact in middle and high school but none that shows a strong impact on elementary students. On the contrary, there is research that shows that homework for elementary students can increase stress, anxiety towards school, lack of quality family time and negatively impact sleep.

These are the school-wide expectations if you chose to assign homework:

- ☐ Homework must be purposeful and directly relevant in class- no busywork!
- ☐ Homework must be differentiated- the assignment must address the various levels of your class.
- ☐ Students will be **rewarded**, not punished, for completing homework- preferably a whole class reward

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian for the student to participate in a field trip.

Students without signed permission slips will remain at the school in another class. Participating students will be provided a bagged lunch if participating through the school's regular lunch program. **Babies and children who are not enrolled in the school, may not accompany parents assisting the field trip.**

Equal Education Opportunity

It is the policy of Eagle Elementary to provide an equal education opportunity for all students.

Any person who believes that Eagle Elementary or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint can be made in writing to the Academy's Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raises or files a complaint.

Grade Level Placement, Promotion and Retention Policy

The Eagle Elementary recognizes that the personal, social and academic growth of children will vary, and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Currently enrolled students will be promoted to the succeeding grade level when she/he has in the opinion of the professional staff, achieved the instructional objectives set for the present grade; and demonstrated the degree of social and emotional maturation necessary for a successful learning experience in the next grade.

Decisions regarding a student's promotion and/or placement will be determined on an individual basis. No less than 2 measures from the below list will be used to make a determination regarding promotion and/or placement within the academy.

- Academic Report Card
- K-3 Diagnostics
- iReady
- State Assessments (AIR)
- DIBELS
- KRA
- Teacher Recommendation
- Personalized Student Achievement Plan

Students who are placed or retained below chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutorial
- Summer School
- Individual Assistance through the Intervention Assistance Team

Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504

Will be promoted or retained in accordance with their performance as well. The progress towards meeting individual IEP goals will be the primary measure to determine promotion or retention.

School Wide Expectations

The following concept is a part of our school's culture and will be the guidelines that will allow us to create the school climate that we know is essential for students to be successful.

Positive Behavior Interventions and Supports (PBIS) is a school-wide system for explicitly teaching appropriate behaviors and expectations in a positive manner.

We will S.O.A.R!

Safe- students are expected to be safe to themselves, others, and the school to foster a safe learning environment for all

Organized- students are expected to be organized with their belongings, work completion, and other aspects required to be successful in school

Accountable- students are expected to be accountable for their learning and their actions

Respectful- students are expected to be respectful to themselves, others, and the school to foster a safe learning environment for all

DRESS CODE

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

****HOODIES may be worn to school but students must refrain from wearing the hood on their head inside the classroom.**

If a student has selected a manner of appearance that is disruptive to the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

CODE OF CONDUCT

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. Schools' ability to ensure this experience is influenced greatly by individual and school-wide discipline.

The code of conduct is the behavioral framework by which Eagle carries on its day to day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment.

Students must follow the School's Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, at breakfast and lunch, and on the way to and from these activities. Students may also be subject to discipline, regardless of where misconduct occurs, if the misconduct is directed at School staff or their property. Students' behavior must not keep any of the members of the school community from doing their jobs.

The code that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are examples of the types of misconduct likely to result in discipline. This list should not be construed as all-inclusive, nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct that interfere with the good order of Eagle, the proper functioning of the educational process, or the health and safety of students, staff and visitors.

The administrators of Eagle Elementary will issue consequences and enforce violations of the Code of Conduct. It is our goal to treat each situation consistently; while also taking into consideration the unique nature of each incident of misconduct and the restorative discipline needs of the individual student and the population as a whole. The Eagle administrators reserve the right to make decisions based on experience and knowledge of individual cases.

Progressive Discipline

First Level Offense

1. Teacher explains or reviews class and School rules and warns the student of possible consequences.
2. Teacher applies appropriate school consequences.

Second Level Offense

3. Teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.
4. Teacher personally communicates the problem(s) with the student's parent(s).
5. Teacher sends a written report home and a copy to the office.

Third Level Offense

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct for his or her grade level, the Principal may suspend the student from School, not to exceed ten School days, subject to Policy 273.

Fourth Level Offense

Subject to Policy 273, if actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct for his or her grade level, the highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy 273.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Principal and/or the highest level administrator of the School likened to a Superintendent.

Infractions and Likely Disciplinary Action

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet materials, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other Students or Staff, and running and/or making excessive noise in the building.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2- 4 disciplinary action.
Dress Code Violations	See Dress Code	Change into school provided uniform for the day and return it at the end of the school day. Excessive dress code violations may result in additional consequences (Levels 2-3)		
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, iPods, gaming devices, etc.) without approval on School property from the beginning of the day to the conclusion of School.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.

Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student. See also Gang Policy.	Levels 1-3	Level 2-4	Level 3-4

Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community. See also Dignity Policy.	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/ Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.

	technologies, including but not limited to email, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School. See also Anti-Bullying.			
Knife	Bringing a knife capable of causing serious bodily injury to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife capable of causing serious bodily injury at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Lying	Intentionally giving untrue communication.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students. See also Fighting Policy.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.

Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Minor Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to: <ul style="list-style-type: none"> • Talking during safety drills • Running, pushing, yelling, or other inappropriate behaviors • Any inappropriate playground behaviors • Minor insubordination to adults 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.
Major Safety	Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to <ul style="list-style-type: none"> • Leaving the school building or grounds without permission • Other acts which could harm the student or others 	Level 2-4	Level 2-4	Level 2-4

Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Drugs and Alcohol.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia (including e-cigarettes, vapor-based nicotine, and lighters). See also Use of Tobacco on School Premises.	Level 1-2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 2- 4 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> • Defacing textbooks, library books, and other school materials 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.

	<ul style="list-style-type: none"> • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property including desks, walls, lockers, etc. • Failure to respect the property of other students, teachers, school personnel, etc. • Gum chewing on school property • Improper use of restrooms and/or supplies • Stealing 			
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See Harassment Policies.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	<p>School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:</p> <ul style="list-style-type: none"> • Bringing toys or distracting objects to school • Creating toys or distracting objects at school 	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.

Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.

Anti-Harassment, Intimidation, and Bullying Policy

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: (1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or (2) violence within a dating relationship. The definition of "harassment, intimidation, or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying."

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying, and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying, or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyber-bullying range from positive behavior intervention up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and Code of

Conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See **Appendix 264.1-A** Form for Reporting Incidents of Harassment Intimidation and Bullying). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers, and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy promptly and in good faith.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying, and Students who deliberately do so will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims from new or additional harassment, intimidation, or bullying, and from retaliation: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation, or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct

that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying, and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually, including a written or verbal discussion of the consequences for violations. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students.

R.C. 3313.666, 3313.667, 3319.073

See also Policy 271 Student Code of Conduct; Policy 273 Expulsion and Suspension; Policy 232 Technology and Internet Acceptable Use; Policy 234 Electronic Communication Devices; Policy 261 Student Expression; Policy 262 Student Bill of Rights/Responsibilities; and Policy 264 Sexual and Other Forms of Harassment.

Restorative Discipline



Source: Orange County School District

Restorative Discipline (RD) is an approach that focuses on building relationships, empathy, and righting a wrong. Traditional punishments may stop an unwanted behavior in the moment but does not lend to teaching necessary social skills required to be successful in schools and everyday society. Restorative Discipline teaches students rules to live by while holding themselves accountable for their actions.

Eagle Elementary uses a Restorative Discipline approach school wide. Students will participate in morning meetings, where they will learn skills necessary to regulate their emotions and handle conflict among peers. This is the preventive aspect to RD.

When there is an issue, students will work with those involved (peers, teachers, etc.) answering these essential questions-

1. Who has been hurt?
2. What are their needs?
3. What caused the hurt?
4. What is needed to make things right?

Classroom Management

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers take time to build relationships with each child, get to know their interests, and help them identify goals for the future.

"No significant learning occurs without a significant relationship" - James Comer

We know that students must feel safe, be heard, and be engaged in order to learn. Teachers will explicitly teach and allow students to practice S.O.A.R expectations throughout the school year. When a student is not following schoolwide expectations, teachers will work with the student and family to address behavioral concerns.

Our goal is for all students to be actively engaged in their learning. However, if a student habitually disruptive or unsafe in this learning environment, he/she may be removed from the regular class setting.

Bus Infractions

All bus infractions will be handled according to the Code of Conduct. Students can and will be suspended from riding the bus. Busing is a privilege and can be revoked depending on the number of infractions, and the type

of infractions.

Suspension

Students who engage in serious misconduct or have accumulated a record of misconduct that, in the Principal's view, reflects unwillingness to abide by school rules, the Principal will recommend suspension of up to 10 days. **Students who are suspended will continue to do assigned work while suspended; however, it will only count towards partial credit towards their grade.** Suspensions may be appealed to the Board of Directors.

Expulsion

Students may be expelled for certain serious conduct for up to 80 days, or in limited circumstances up to one year. The principal shall consider the age of the student, his or her prior discipline record, the seriousness of the behavior, the intent of the student, and if the health, safety, and welfare of other students and or staff have been in danger. Expellable infractions include but are not limited to, alcohol on property; arson; battery; breaking and entering; bomb threats; explosives on property; drug possession, use, or sale; false fire alarm; use or possession of a firearms (mandatory one year expulsion); inciting, leading, or participating in any act which substantially disrupts the orderly of school or a school function; theft over \$300 in value; vandalism over \$1,000; sexual harassment ; violation of re-entry plan; and making a direct threat by word or act to do violence or cause harm to any person or school property.

Expulsion Process

1. Parent will be notified of the School's intent to expel, including the reason for the expulsion
2. Expulsion hearing will be scheduled within 3-5 days of the notice of intent to expel.
3. The Superintendent will conduct an informal hearing regarding the expulsion. Parent/guardian and student can attend hearing, however it is not mandatory.
4. If the Superintendent determines that expulsion is appropriate, parents/guardians have the right to request an appeal to the Board. Parents/guardians have 14 days from the hearing to request an appeal.
5. If the parent/guardian exercises his/her appeal rights, the Board will hear the appeal.

Removal (Emergency removal from school pending parent meeting)

Any time students are sent to the Principal for disciplinary consequences, a Referral Form will be generated. This form briefly describes the behaviors that caused the student to be removed from class, hallway, playground, breakfast/lunchroom or bus. The Principal keeps an electronic record of all infractions.

If a student causes danger or continuing threat of danger to any person or property, or poses an ongoing disruption to the academic process taking place, the Principal, or designee, will have them removed from immediately by a parent. Removals may also be necessary if a student is threatening self-harm.

Corporal Punishment Policy

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. However, within the scope of employment, school employees may use reasonable force and restraint to when necessary to prevent the child from injuring himself/herself, others, or property or to prevent bodily harm or death to another.

Searches

The following section delineates The School's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law, and the search is reasonably related in scope and not excessively intrusive in light of the student's age, sex and the nature of the suspected offense.

Personal Possessions and a Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Parent Involvement and Communications

Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as assisting with workshop groups and storytelling. Volunteers may also be involved in student drop-off and pick-up, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. A log of volunteer hours is kept in the school office. A recognition night for volunteers is held at the end of the year.

All volunteers must complete an Application for Employment and a Character Questionnaire, and each must be fingerprinted (for federal and state clearance). Volunteers receive structured training and must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the school policies, the Principal has the right to relieve the volunteer of his or her responsibilities.

Parent Conferences

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding students' progress. Letters will be mailed home two weeks prior to the conference week. Conference Dates have been scheduled on the School's calendar. Additional conferences may be requested at any time with your child's teacher.

Eagle Elementary maintains an open-door policy, and parents are encouraged to visit their children's classrooms to see them in action. We do ask that parents notify the office at least 24 hours prior to visiting the school so as to keep disruptions to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year.

Parent Newsletters

Parents will receive monthly newsletters from the Principal with announcements of upcoming events and School-wide activities. These will always be sent home on the first day of the month. Each parent will receive a calendar of events for the entire school year, the second week of school.

Progress Reports and Report Cards

Progress reports and Report cards will be sent to parents two times during the quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive report cards with cumulative data on their children's performance and progress.

Textbooks and Supplies

Eagle Elementary furnishes textbooks and instructional materials that remain school property. Parents will be required to reimburse the school for lost or damaged books, before new books are issued. Students are asked to furnish some of their own supplies.

School-Family Compact

The School and all Parents and family members (family) of students, including the family of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act ("ESEA"), agree that this compact outlines how the family, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and family will build and develop a partnership that will help children achieve the State's high standards.

This school-family compact is in effect during the school year _____.

School Responsibilities

The School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's academic standards as follows: Eagle Elementary uses current research based curriculum, teaching practices, and data driven instruction to ensure each student's needs are met.
2. Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual child's achievement. Those conferences will be held in November and March.
3. Provide family with frequent reports on their children's progress. Specifically, the school will provide interim report cards quarterly.
4. Provide family reasonable access to staff. Specifically, staff will be available for consultation by email (located on our website) and scheduled appointments.
5. Provide family opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows: Parents are encouraged to volunteer in class or during school events.
6. Treat all members of the School's family with respect and dignity.
7. Know the curriculum and state standards.
8. Establish clear rules for acceptable behavior, class participation, grades and assignments.
9. Discipline students in a fair and consistent manner.

Family Responsibilities

We, as family, will support our children's learning in the following ways:

1. We will treat all members of the School family with respect and dignity.
2. We will know and understand school rules and cooperate with school personnel in the enforcement of school rules.
3. We will support the school's policy toward any physical aggression.
4. We will communicate our comments, questions, and concerns to the appropriate personnel.
5. We will send our child to school in accordance with the school dress code.

6. We will attend any meeting concerning the welfare and well-being of our child, including report card conferences, IEP meetings, and any other intervention meetings.
7. We will send our child to school on time and on a regular basis as required by the law.
8. We will inform the school of change of phone numbers and addresses.
9. We will support the completion of all homework and our child's reading for 15 minutes daily.
10. We will monitor the amount of television our child watches.
11. We will participate, as appropriate, in decisions relating to our child's education.
12. We will stay informed about our child's education and communicate with the school by promptly reading and responding to all notices from the school.
13. We will serve; to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the School's School Improvement Team, the Title I Policy Advisory Committee, the Policy Advisory Council, the School Support Team, or other school advisory or policy groups.
14. We will be sure that our child attends all Extended Day Educational Services, such as tutoring sessions before or after school or during weekends. We recognize that those supplemental activities are a required part of the child's educational program and the School curriculum and the failure to assure a child's attendance at such sessions could result in retention or discipline under school policy.

Student Responsibilities

I, as a student, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

1. Do my work every day and ask for help when I need to.
2. Read at least 15 minutes every day outside of school time.
3. Give my family or the adult who is responsible for my welfare all notices and information received by me from my school every day.
4. Take ownership in my learning by advocating for me learning needs.

Attendance Policy

Students at the Eagle Elementary must attend school in order to learn! They must come to school daily, and they must be on time. ***State law is clear: No parent, guardian, or person having care of a child of school age shall violate any provision of those laws which govern school attendance.***

Please refer to **Section 3321.28** of the Ohio Revised Code, ***Failure to Send***, and the Revised Code of Senate Bill 181 if there are any questions concerning the laws on attendance.

Excused Absences

The following are examples of valid reasons for non-attendance and apply only to the students who are enrolled and have been in attendance:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Medical & Dental appointment

- A family emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence in school.

Any time your child is absent, you must call the school the morning of the absence and report the reason your child will not be in school. The number to the school is 330-773-1100

When a student is absent, documentation/verification must be provided. A note signed by a parent or guardian must be sent with the student upon his/her return to school and the Principal must approve the absence in order for the absence to be considered excused. **A student absent for three (3) consecutive days will require a physician's statement as to the nature of the child's illness.**

Unexcused Absences

Absences not recognized by the law or approved by the Principal will be considered unexcused. After the third unexcused absence, a letter will be sent by mail to inform parents/guardians of their child's status. If the school's efforts do not lead to a correction of the situation, at the fifth unexcused absence, another letter will be sent home and the school will contact the parents/guardians regarding the absences. At the eighth unexcused absence, a referral will be sent to the appropriate authorities so legal action can be initiated.

Tardiness

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts the beginning of the child's day, but it is also disruptive to the class and infringes upon the rights of others. Habitual tardiness will not be permitted. After the third tardy, a letter will be sent home to parents to inform them of their child's status. At the sixth tardy, another letter will be sent home to parents and the school will contact parents/guardians regarding the tardiness.

****In addition, all absences that total 72 hours of missed instructional time can and will be reported to the Summit County Juvenile Court.**

Technology and Internet Acceptable Use

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, tablets, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

Unacceptable uses of Technology/Internet include but are not limited to:

6. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
7. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
8. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. Do not view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
9. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
10. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
11. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
12. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
13. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. The School monitors the online activities of students. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

The School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The School will also educate students on cyber-bullying awareness and response.

All electronic devices will be turned in to the office and will be returned at the end of the day to avoid distraction to student learning. If a child does not turn in their phone, and it is found on them during the school day, it will be confiscated, and a parent/guardian will be required to claim it.

Please note, that students will not be permitted to make phone calls home from the office. School personnel will make all phone calls home when deemed necessary.

EAGLE ELEMENTARY

The success of the ***Eagle Elementary*** depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of the ***Eagle Elementary***, I pledge to fulfill the responsibilities and uphold the expectations outlined in the *Student Handbook*.

The ***Eagle Elementary*** is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's primary mission—rigorous academic learning.

As the parent of _____ I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to model appropriate and encouraging life skills to ensure the development of citizenship and character in my student
- to support and work with school staff to promote my child's learning

I have read the *Parent and Student Handbook* and support the rules and expectations outlined herein.

Signed: _____ Date: ____/____/____

As a student at the ***Eagle Elementary***, I pledge:

-to always follow S.O.A.R. expectations and to try my best in everything I do. I come to school to learn and will be a positive impact on our community.

Signed: _____ Date: ____/____/____