

# Wilcox Primary School Student/Parent Handbook 2024-2025



9198 Darrow Road, Twinsburg, OH 44087  
330.486.2030



# Twinsburg City School District 2024-2025



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Teacher Work/Records Day  
No School for Students



Staff Report  
No School for Students



No School



School  
Begins/Ends



End of Quarter

## August 2024

11 - Staff First Day

Soft Reopening

14 - PK - 8, 9th Grade only @ THS

15 - PK - 8, all THS students

18 - PK - 8, all students 7-12

19 - All Students Report PK - 12

30 - Data Day - No School

## September 2024

2 - Labor Day - No School

## October 2024

2-4 - Rosh Hashanah

3 - Curriculum Day - No School

11-12 - Yom Kippur

11 - NCEA Day - No School

18 - End of 1st Quarter

## November 2024

5 - Election Day/Professional Meeting Day

25-29 - Thanksgiving Holiday

## December 2024

20 - End of 2nd Quarter

23-Jan 3 - Winter Break - No School

25-Jan 2 - Chanukah

25 - Christmas

## January 2025

6 - 1/2 Teacher Work/Records Day

1/2 Professional Meeting Day

7 & 8 - Professional Meeting Day

9 - School Resumes

20 - MLK Day - No School

## February 2025

10 - No School

17 - President's Day - No School

## March 2025

14 - End of 3rd Quarter

24-28 - Spring Break - No School

31 - Data Day - No School

31 - Eid al-Fitr

## April 2025

1 - School Resumes

12-20 - Passover

18 - No School

20 - Easter

## May 2025

26 - Memorial Day - No School

29 - Last Day for Students/

End of Quarter

30 - Teacher Work/Records Day

1st Quarter - 46 days

2nd Quarter - 48 days

3rd Quarter - 47 days

4th Quarter - 47 days

Dear Wilcox Families,

It is our pleasure to welcome you to our incredible 2018 OAESA Hall Of Fame School! For many of you, your child's entrance to Wilcox will be your first experience with the Twinsburg City School District. Our staff is committed to helping all of our students grow and develop in a warm, nurturing, and structured environment.

We are constantly studying and implementing the latest developments in curriculum and best instructional practices to make your child's years at Wilcox productive. It is our goal to help each child discover their independence, make friends, develop talents, and to love learning!

This Student/Parent Handbook was created to help you learn some of the most important procedures and expectations at our school. It is not meant to be comprehensive, but attempts to answer some frequently asked questions. Please read it, help your child understand the rules, and keep the handbook for reference throughout the school year.

We are always available to talk with you, answer your questions, or address your concerns. Please feel free to stop in or give us a call.

Again, welcome to Wilcox Primary School, where Tiger Cubs take their first steps on a long educational career!

Sincerely,

Lynn Turner  
Principal

Scott Astey  
Assistant Principal



## **Mission**

*Our mission is to ensure learning for all students that cultivates individual growth and achievement for a challenging and ever-changing world.*

**We  
Inspire  
Life-long learning,  
Curiosity, and  
On-going  
eXcellence**

Wilcox Primary School serves all of the preschool, kindergarten, and first grader students in the Twinsburg City School District.

Lynn Turner - Principal 330.486.2031, [lturner@twinsburgcsd.org](mailto:lturner@twinsburgcsd.org)

*follow Mrs. Turner on X: @Wilcoxprincipal*

Scott Astey – Assistant Principal, 330.486.2023, [sastey@twinsburgcsd.org](mailto:sastey@twinsburgcsd.org)

*follow Mr. Astey on X: @Wilcox\_AP*

Vicki Robbins – Psychologist, 330.486.2080, [vrobbsins@twinsburgcsd.org](mailto:vrobbsins@twinsburgcsd.org)

Kara Morgart – School Counselor, 330.486.2059, [kmorgart@twinsburgcsd.org](mailto:kmorgart@twinsburgcsd.org)

Kathy Dinkeldein – EMIS secretary, 330.486.2034, [kdinkeldein@twinsburgcsd.org](mailto:kdinkeldein@twinsburgcsd.org)

Joanie O'Hara – Preschool Secretary, 330.486.2035, [johara@twinsburgcsd.org](mailto:johara@twinsburgcsd.org)

Katri Batchelder – Secretary, 330.486.2031, [kbatchelder@twinsburgcsd.org](mailto:kbatchelder@twinsburgcsd.org)

Kathi Powers – Superintendent, 330.486.2002, [kpowers@twinsburgcsd.org](mailto:kpowers@twinsburgcsd.org)

*follow Mrs. Powers on X: @TwinsburgSupt*

## **Forward**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference to you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules at the time of Board adoption. If any of the rules or administrative guidelines herein are referenced after the date of Board adoption, the language of the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **Student Responsibilities**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school.

In order to keep parents or guardians informed on their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the School's administrative office. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

## **An exciting day at Wilcox...**

Students attend **art, music and physical education** classes once every three days for 45 minutes with highly qualified teachers.

**Breakfast and Lunch** are offered at Wilcox daily. The district provides healthy meal choices and offers free and reduced breakfast and lunch to students that qualify.

**Bucket Filling** - Students earn 'warm fuzzies' throughout the school day for positive choices and behavior. Once a bucket is filled, they receive a special reward from the principal.

**Computers** - students will be issued a personal Chromebook.

**Dance Party Fridays** occur throughout the year to celebrate a successful week at school.

**Library** Students attend library once a week for 45 minutes where they listen to a story, visit centers and check out books to take home for the next week.

**Paws on Child Hunger** provides a bag of child-friendly nutritious food items each Friday to Wilcox children who participate in the free or reduced lunch program, ensuring that our Tigers have healthy food to enjoy over the weekend.

**P.T.A.** - the Wilcox P.T.A. coordinates many committees and activities throughout the school year in support of our students and staff.

**Pledge of Allegiance** - students in first grade take turns leading the Pledge during the morning announcements.

**Recess** - students have a variety of options for recess, including a walking track, independent play and discovery zones.

**Veteran's Day** is an exciting time at Wilcox, where Veterans are invited in for a special program and honored with lunch and visits with the students.

**Wilcox Reads Week** - Each March, students participate in a variety of exciting reading activities based around an exciting theme.

**The "Wilcox Rocks Because of Me!" Award** recognizes students for making outstanding choices. It is given to students at Board of Education meetings throughout the school year.

**Zones of Regulation** is a District adopted social-emotional program to help teach our youngest students how to manage their emotions and responses to help them be available for learning.



# **General Information**

*Wilcox procedures and guidelines from A-Z*

*Information outlined in the Wilcox Student Handbook may be subject to change*

## **Absence Reporting**

Contact the school office before 8:30am at 330.486.2030 on any day your child will be tardy or absent. A voicemail system is in place 24 hours each day by calling the Attendance Secretary's line at 330.486.2034. Messages must include the student's name, teacher's name, date of absence or tardy, and the reason for the absence. If no parental call is received the day of the absence, a phone call will be made to the student's primary contact person's phone number by the Blackboard Connect Rapid Notification Service.

We ask your assistance by reporting absences early, so time-consuming verification calls by our office staff are kept to a minimum.

### **Absence Reporting Quick Reference:**

Attendance Line (voicemail)

330.486.2034

Fax

330.963.8332

Email

kdinkeldein@twinsburgcsd.org

## **Academic Integrity**

Artificial Intelligence (AI) programs are not a replacement for creativity, originality, and critical thinking. However, in specific circumstances and with permission from the instructor, as well as with proper citations, AI programs may be used as a tool. The use of artificial intelligence is academic dishonesty and violates the student handbook if using artificial intelligence without attribution or without expressed permission from the instructor.

## **Attendance** – Miss a day...miss a lot! (See also Truancy, page 39)

Regular school attendance and punctuality are essential to develop personal responsibility and to allow for continuous academic and social growth. Time lost in the classroom can never be fully made up completely since students who are absent miss many extras beyond the textbook content.

Attending school daily is also the law. Students are required by compulsory attendance laws in Ohio to attend school for the full time school is in session.

The following "medical excuses" **will not** count toward a student's excessive absence hours:

1. personal illness,
2. illness in the family necessitating the presence of the child,
3. quarantine of the home,
4. health care provider appointments (doctor, dentist, mental health provider, etc.),
5. medically-necessary leave for a pregnant student in accordance with Policy 5751,
6. death in the family, or
7. other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

An excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or a parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. Medically excused absences will be accepted through this process for students participating both in-person. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to the recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

No student who has been absent for a school day may participate in a extra-curricular activity scheduled for the afternoon or evening of that school day or for the day following his/her absence.

### **Birthday Celebrations and Party Invitations**

Parents wanting to celebrate their child's birthday may celebrate with inedible objects (i.e. pencils, erasers, fidgets, etc) or donate a favorite book to the class or the library on the child's special day. Elaborate birthday parties with elaborate treats are not appropriate for school and should not be planned during school hours. Treats must be individually wrapped with ingredients listed due to allergies.

At times, students would like to invite some friends from school to a party outside school. Please do this by using the classroom (if available) or PTA contact list to mail invitations to children's homes. This saves hurt feelings among classmates



who may not be invited. Teachers may distribute invitations as long as the entire class is invited. The school office is not authorized to share the names, phone numbers, addresses, or any other contact information for students.

### **Blackboard Connect Rapid Notification Service**

Keeping you informed is a top priority for the Twinsburg City School District. We have adopted the Blackboard Connect Rapid Notification Service which allows us to send telephone messages to parents/guardians about school emergencies. We use this system to notify families of school delays and school cancellations due to inclement weather or other calamities in our district. The Blackboard Connect email notification will also provide information about school events.

What you need to know about the Blackboard Connect system:

1. Your Caller ID will display the school or district's main phone number when general attendance or informational calls are made.
2. Your Caller ID will display 411-000-0000 if the message is an emergency. Up to three people designated as emergency contacts will get this type of call.
3. Blackboard Connect will leave a message on any answering machine unless it has a privacy manager.
4. Blackboard Connect can only leave a message using direct dial numbers – no extensions.

It is vitally important that you keep your emergency numbers current and notify Wilcox with any changes as soon as they occur.

### **Building Security**

Our school is equipped with an electronic security system and interior and exterior cameras. All exterior doors to our school are locked at all times. In order to gain access to the building, you must enter through the Welcome Center at the main entrance and present a valid driver's license.

Morning parent drop-off takes place at the back (playground) doors. Drivers should proceed slowly counterclockwise around the playground perimeter and stop when you get to the drop-off area. Children must be able to operate their seatbelts independently. Students proceed to their classroom/locker unassisted or with the help of a Wilcox staff member.

To facilitate parent pick-up in the afternoon, the rear entrance gate is opened at 3:30pm and manned by staff members who will escort students from the library

for pick-up. Please make sure your parent pick-up tag is visibly displayed on your rear-view mirror.

While these security measures might present an occasional inconvenience, the safety of our children depends upon using this security system and monitoring visitors to the school.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **Bullying Prevention**

The staff at Wilcox makes anti-bullying education a priority. Through our on-going character education program, classroom guidance, small group and individual guidance, positive behavior procedures, and assemblies, students are taught about bullying and what to do if they are bullied or witness someone else being bullied. Please support this effort at home by reminding your child to tell an adult right away if they see someone bullying another student. Please also refer to the Code of Conduct RULE 22: Harassment/Bullying at the end of this handbook and Board of Education Policy 5517.01.

### **Cafeteria Programs and Procedures**

Student breakfast and lunch programs are designed to provide every student with balanced meals that are both nutritious and tasty. So that no student is neglected, a government-subsidized, free and reduced breakfast and lunch program is available for families who qualify. Students who were using the program at the end of the previous school year will continue with the program until new applications are required by September 18th. Any family not using the program last school year, but who may now qualify, may request a temporary application by calling the school. All applications must be re-submitted annually, as required by the state of Ohio.

#### **Fruit and Veggie Patrol at Wilcox and Bissell Elementary**

Catching Students in in the Act...Of Eating Fruits and Vegetables

Please remember to pack fruits and vegetables in your student's lunch or to encourage them to purchase fruits and vegetables in their school cafeteria each day. One day each month, the Fruit & Veggie Patrol will "walk the beat" during

the Wilcox and Bissell lunch periods to catch students eating their fruits and vegetables. If they are “caught in the act,” they receive a fun prize!

### **What counts as a fruit or vegetable?**

Any fruit or vegetable counts, whether it is a school lunch or a packed lunch!

•Fresh fruit, Dried fruit, Canned fruit, 100% fruit juice or vegetable blend, Salad, Veggies: On the side, in a sandwich, in pasta, in soup, in a casserole, in anything!

### **What is the goal of the program?**

To promote and encourage fruit and vegetable consumption among students.

### **Why fruits and vegetables?**

The program is a fun way to get students excited about eating healthy in an effort to help meet the 2010 Dietary Guidelines developed by the USDA. The guidelines call for decreased consumption of refined grains, excess sugars, and fats, and an increased fruit and vegetable intake. Most fruits and vegetables are naturally low in fat and calories, but high in vitamins, minerals, and dietary fiber. Eating a diet high in fruits and vegetables may reduce the risk of obesity and chronic diseases when combined with an overall healthy diet.

Follow this link to the American Academy of Pediatrics for tips to increase fruit and vegetable intake in your student:

<https://www.healthychildren.org/English/healthyliving/nutrition/Pages/How-to-Get-Your-Child-to-Eat-More-Fruits-and-Veggies.aspx>

**LUNCH/BREAKFAST PROGRAMS AND PROCEDURES:** Student breakfast and lunch programs are designed to provide every student with balanced meals that are both nutritious and tasty. So that no student is neglected, a government-subsidized, free and reduced breakfast and lunch program is available for families who qualify. As the Summer Seamless Program is no longer offered through the USDA, it is important for parents to apply for the Federal Meal Program. Applications for the Federal Meal Program should be submitted prior to the first day of the school year. All applications must be re-submitted annually, as required by the state of Ohio.

Twinsburg City School District allows students (from grades K-8) to charge a maximum of two lunches. Students who have outstanding charges and come to school without lunch money will receive our standard elementary “Field Trip” brown bag lunch, which will provide all required protein, grains, vegetable, fruit and milk (barring a dairy allergy). If a student comes to school with no money on more than two consecutive days, cafeteria managers are required to contact

the child's parent/guardian to investigate and determine the cause of the situation. High School students will be allowed to charge a maximum of two lunches. Students will not be able to charge breakfasts, but a complimentary fruit and milk will be provided.

For the 2024/2025 school year, school lunches will cost \$3.25 at Wilcox and Bissell, \$3.50 (Dodge, RBC, and THS). For students who want to purchase milk only for packed lunches, the cost is \$.50. Breakfast is \$2.00 (Costs are subject to change). Meals may be paid for in advance. The preferred method of repayment for meals and extras is using our new online option, MySchoolBucks. This new online option will enable parents to view student purchases and transfer funds between siblings. Payments can be made by check or cash, but should be done on Monday or the first day of the school week only. PLEASE NOTE THAT CASH WILL BE ACCEPTED AT ALL SCHOOLS, BUT ONLY FOR PREPAYMENTS, AS WE WILL NOT HAVE THE ABILITY TO MAKE CHANGE FOR STUDENTS OR PARENTS. If parents at Wilcox or Bissell would like to have the option to have to prepay for milk for their child, please contact Mark Bindus at [mbindus@twinsburgcsd.org](mailto:mbindus@twinsburgcsd.org) so that this a la carte option can be enabled for your child in our Point of Sale computer system. Each students' account must be enabled to allow for such purchases. Parents can also utilize our deposit drop boxes in our Welcome Centers of each school to drop off checks (made payable to Twinsburg Food Services).

Students who choose not to buy lunch may pack a lunch from home. The school is not able to accept deliveries (such as Door Dash or Uber Eats) for students.

### **Calamity Days**

There will be no practices, meetings, contests, or other related activities on a day when school is cancelled by the superintendent due to inclement weather or other district calamity. Any special events to occur will do so at the discretion of the superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be made on the District's website, local television and radio stations. The first day the students return, they will follow the special rotation for the color day of the 1<sup>st</sup> cancelled day.

### **Clinic and Medical Information**

INJURY OR ILLNESSES occurring during the school day should be reported immediately to the supervising teacher. He/she will issue an excuse admitting the

student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or **dispense medication without a medical authorization form, including aspirin.** Students who are too ill to attend class are generally too ill to remain in school or attend extracurricular events that evening (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) Parents will be notified to arrange for transportation when necessary. Students should remain home for 24 hours, fever-free, without fever reducing medicine. Students should be kept home for 24 hours after the last episode of vomiting. The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. Student emergency information is on file in the office for this purpose.

**All communicable diseases should be reported to the school nurse.**

**MEDICATION POLICY:** Should it be necessary for a student to take medication at school, parents **MUST** adhere to the Board of Education procedure 5330. See the information and form included in student folder. Forms are available in the school office.

**USE OF MEDICATIONS:** Students, who must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
4. Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the School Nurse by the

student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

5. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
6. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
7. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
8. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
9. The School Nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
10. Non-prescribed (Over-the-Counter) Medications - No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be

confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **Control of Casual-Contact Communicable Diseases**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;



- D. filing of reports as required by statute and the State Department of Health.

Please see refer to BOE policy 8453 for Control of Noncasual-Contact Communicable diseases and 8453.02 Control of Blood Born Pathogens

### **Immunizations**

Students **MUST** be current with all immunizations required by law, included but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should contact the Wilcox principal.

### **Vision and Hearing Screening**

The purpose of vision and hearing screening is to aid in the detection of school-age children who have or are at risk for developing a vision/hearing disorder. These screenings are required by the Ohio Department of Health on an annual basis and will be administered during the school year to the following students:

1. All new students (with no previously documented screenings)
2. All students in grades K, 1, 3, 5, 7 (vision only), 9 and 11
3. All students with undocumented follow-up from the previous school year

### **Code of Conduct** (See also "Discipline")

Students are afforded rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by the district Code of Student Conduct or actions taken thereunder.

Students are subject to all provisions of the Twinsburg City Schools Code of Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities and field trips involving Twinsburg Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of the Code of Student Conduct may include: verbal warning, written warning, alternative Learning Environment (ALE)/detention, emergency removal, out-of-school suspension, expulsion, and/or other forms of disciplinary action in conjunction with restorative practices to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures.

*Please note: The Twinsburg City Schools Code of Conduct and Discipline Guidelines appear at the end of this handbook.*

### **Communication**

You may reach your child's teacher or a staff member via a note, email or telephone. Please allow staff 24 hours to respond to your message or inquiry. If you need immediate assistance, please contact our Board of Education Office at 330.486.2000. A directory of staff is available at the end of this Handbook and also on the district webpage: [www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us).

### **Custody**

Students must reside within the Twinsburg City School District with legal guardian/parent to attend the Twinsburg City Schools. A copy of the legal document giving parent custody (in case of parent separation or divorce) is required when students are enrolled. IMPORTANT: For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights must be submitted, as soon as possible, to a building administrator to be placed in the student's file. Please reference Board Policy 5111 for more details.

### **Debts**

Students have the responsibility of paying all financial obligations before the end of the school year. Report of grades and copies of records will be withheld on a nine-week basis for fees, fines, athletic equipment, or damaged property, and charges that have not been paid. Contact the principal if you have any difficulty with meeting the deadlines.

## **Directory Information and FERPA**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designated as student “directory information”: a student’s name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, or awards received. Please also refer to Board of Education Policy 8330 regarding Student Records.

Parents and eligible students may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board within twenty (20) days after receipt of the Superintendent’s annual public notice.

## **Discipline (See also “Code of Conduct”)**

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their ability. It is necessary to establish basic rules that all students must follow in order to provide an environment that is conducive to effective learning.

The Board of Education:

1. expects the teacher-pupil relationship to be one of mutual respect,
2. recognizes the teacher (or other supervising staff member) as the person of authority in the classroom and building,
3. authorizes principals to use such reasonable disciplinary measures necessary to ensure a properly functioning school, and
4. gives full support to teachers and administration in their efforts to maintain a positive atmosphere for learning within the school.

A list of disciplinary actions that are part of the Twinsburg City Schools Discipline Guide appear at the end of this handbook. This list has been created as a sample of consequences a student might experience at Wilcox. It is a representative list and is not meant to be comprehensive. Specific disciplinary actions will depend on the severity of the offense and the violator’s previous behavior. Please keep in mind that more than one disciplinary action may be applied at a time and repeated violations of the Student Code of Conduct will warrant increased discipline, including possible recommendation for expulsion.

The goal of discipline is not solely to punish a student. We recognize that disciplinary consequences can also be learning opportunities and strive to allow students to move beyond a mistake and try to make better choices in the future.

### **Dress Code Guidelines**

All students are expected to be dressed appropriately for age and weather conditions. A neat appearance and good personal hygiene are expectations for a school environment. Clothing containing reference to chemical substances, tobacco, profanity, sex, weapons, or gang affiliation is unacceptable. Other unacceptable clothing items include spaghetti straps, halter tops, see-through clothing, and bare midriffs. Clothing guidelines include facial coverings and masks. Children will be asked to remove hats and hoods indoors. Flip-flops, open-toe sandals, and Crocs are not recommended for school. For maximum protection of little feet, sturdy athletic-type shoes are recommended.

The principal reserves the right to deem inappropriate any clothing that brings undue attention and/or causes a classroom or school disruption. The matter of inappropriate dress will be discussed privately with the child and parents will be contacted to bring replacement clothing.

### **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require notice or a meeting, or be subject to appeal.

There are two facets to due process: substantive and procedural. Substantive due process provides for the fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such actions. The student will be given the opportunity to explain their actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the parent(s)/guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and their parent(s)/guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include the reason(s) for the possible expulsion and the time and place of the appeal.

hearing. Within twenty-four (24) hours after the time of an expulsion, the Superintendent will send written notice to the student and their parent(s)/guardian(s). The notice shall specify the duration of the expulsion and the reason(s) for the expulsion. It shall also include notification of the right to appeal.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

For more information, please see Board of Education policy 5611.

### **Early Pick Up**

The school day ends at 3:50PM. Early parent pick-up of students is for emergencies and appointments only and will require written notification via the online form and QR Code. Emails to the teacher are not sufficient notice as the teacher may be absent and their email will not be accessed. This is to ensure your child's safety. We require advanced notification due to the large number of parent pick-ups. End-of-day parent pick-up takes place on the back playground (*Refer to "Parent Pick-up and Drop-off on page 28*). Please notify the office by 2:30pm if your child will be picked up that day. During the day pick-up is in the school office. Photo identification is required every time for parent pick-up. If someone other than a parent will be picking up your child, please be sure they appear on your child's emergency medical card.

### **Emergency Closings and Delays** (See also "Blackboard Connect")

In the event of severe weather or other calamity necessitating the closing or delay of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be made on the district's website, local television, and radio stations. Parents and students are responsible for finding out about emergency closings and delays.

### **Emergency Drills**

Wilcox Primary School complies with all fire safety laws and will conduct fire, tornado, and grade-level appropriate ALICE school safety drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building or where to seek a safe environment should a tornado alert or the presence of an unauthorized person require a building lockdown.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the fire alarm. Students will practice with their teacher to recognize the different alarms systems.

### **Emergency Medical Authorization**

The State of Ohio requires that all students have an Emergency Medical Authorization information on file before a child can attend school. Your child must have all the required information on file by the end of the first week of school. For liability reasons, failure to submit the required information will result in your child being sent home and prohibited from returning until the information is completed and given to the school nurse. Students will not be permitted to attend field trips if Emergency Medical Authorization is not current.

When a student becomes ill at school, parents will be notified if it is necessary for the student to go home. If there is no one at home, the student will remain in the office until someone is located to take care of them. It is important to designate the name of a relative or neighbor to take over in case of illness or in case of emergency. NOTE: In case of a changed telephone number or a change in address, please notify the school as soon as possible. Current information on your child's school records is extremely important!

### **Equal Education Opportunity**

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Director of Pupil Services  
330.486.2400

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

### **Facility Use**

Use of the school facility must be cleared with the appropriate principal/supervisor/coordinator/director for any activity held in a school during

the evening, over weekends, and/or during vacations. Completion and approval of the Facility Rental Application must be made for access to the school.

## **Fees**

The Twinsburg City School District will charge the following Student Academic Fees for the 2024/2025 school year: \$75 for the Integrated Preschool Program (IPP), \$85 for the Kindergarten Preparatory Program (KPP) Pre-school, \$95 for kindergarten, \$95 for Grade 1, \$105.00 for Grades 2 & 3, \$105 for Grades 4-6, \$90 for Grades 7 & 8, \$50 for Grades 9 -11, and \$55.00 for Grade 12. This fee covers part of the District's expense for testing and consumable items like workbooks. All students are expected to pay this fee. However, those with a financial hardship who are part of the free lunch program will have their student fee waived. For those receiving reduced price lunches, the academic fee will be reduced by 50%. Course fees and co-curricular fees may also apply and are also eligible for a fee waiver/reduction depending on free or reduced price lunch status. In addition, fees will be assessed to students participating in extracurricular activities. Extracurricular activity fees, including those charged for participation in athletics and club activities are eligible for a fee reduction. Please refer to the Board approved Student Fee Schedule which can be obtained through your child's school office or found on the District website at [www.twinsburgcsd.org](http://www.twinsburgcsd.org).

## **Field Trips**

At Wilcox Primary School, we realize the great value in alternate learning experiences and specifically in field trips. In order to learn any academic subject, one of the best ways is to have a hands-on experience. The subject then becomes clearer and more relevant to the student. Students learn easily and without pressure because the knowledge becomes a part of their life. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. Your child's teacher will send a permission slip home prior to any such trip. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. These trips become a major responsibility for all those involved. First, and foremost in all of our planning is the safety of all students. We feel it is necessary that these trips be viewed as a privilege for those students attending. It is imperative that due to the tremendous responsibility involved, students prove they will be able to handle themselves appropriately on such trips. Students with an excessive amount of office



discipline referrals may not be permitted to attend field trips. The decisions will be at the discretion of the administrators and staff. Additionally, truancy or excessive absence may disqualify a student. Parents will be notified prior to the possibility of their student being excluded from a field trip. It is our hope and expectation that this policy does not exclude students but rather set a minimum level of expectation for daily behavior in school and as representatives of our student body. Parents are responsible for any costs associated with field trips unless other arrangements have been made with building principal. All fees/fines must be paid prior to attending a grade level field trip.

### **Guidance**

The school counselor is at Wilcox 5 days per week. The counselor works with students on an individual and small group basis and provides in-class guidance lessons about character and social skill development. Our school counselor is always willing to talk to families and students about concerns or issues that may be troubling or affecting a student's performance in school. Please call the Wilcox office to reach the school counselor.

### **Grading and Progress Book**

Grades will be available for electronic viewing throughout the year. Parents that do not have access should call the Wilcox office at 330.486.2030. The grading periods and the dates report cards are sent home are located on the school calendar. Parent-teacher communication is encouraged.

Parents have online access to their child's grades in Progress Book. Unlike at the upper grades, in a primary school you may not see much grade information until the interim and end of each grading period. This online tool is a good way for teachers to communicate comments and updates about their classroom. Once you receive your password (typically before the first interim time) we encourage parents to check Progress Book frequently.

### **Homebound Instruction**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

## **Homework**

Distributing homework assignments is the responsibility of your child's classroom teacher. Homework can serve as a communication tool between school and home, offer your child an opportunity to review, extend, or enrich classroom learning, and give students the opportunity to reinforce skills and concepts learned at school. Successful completion of homework is essential to the development of independent work habits.

Keep in mind that in kindergarten and first grade teachers will assign a wide variety of home tasks, some of which you may not recognize as traditional homework. Also, the amount and frequency of homework will vary from grade to grade, and sometimes, from class to class. Although our teachers work cooperatively in planning teams and cover the same curriculum, your child may not have the same homework at the same time as your neighbor's child.

## **Individuals with Disabilities**

Twinsburg City School District provides a full spectrum of services for students with disabilities and complies with IDEIA and ADA. If you suspect your child has a disability that affects their learning or full functioning in school, please contact our school psychologist at 330.486.2080.

## **FinalForms Enrollment**

The Twinsburg City School District uses FinalForms Enrollment instead of emergency cards. All students must have all necessary information completed in need two (2) contacts other than the parent and identify the persons that the child may be released to in the event of illness, emergency, or for transport. All registration information will be entered online instead of on paper. At the time the registration information is entered, there will be an opportunity to schedule an appointment as well as print out required forms and documents to submit to the Wilcox Office for verification. If you do not have internet access, please contact the main office for assistance. Students must have current emergency contact information on file to be eligible to attend field trips.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the clinic. An appropriate adult in the clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **INTERNET/NETWORK USER POLICY**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read and sign their school's handbook or agenda containing the Acceptable Use Policy (AUP). All students are bound and required to adhere to all Network/Internet bylaws and policies established by Administration and the Board of Education. Approved accounts will be created for students in grades pk-12.

When you obtain a Twinsburg City School District (TCSD) network account, it is understood the account is to be used for class work or individual school related research. You are responsible for your account's use or misuse. The school code of conduct applies.

TCSD may also provide students with Google Apps for Education (GAFE) accounts. Google Apps for Education run on an Internet domain purchased and owned by the school and is intended for educational use. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home. Students are responsible for their own behavior at all times. Students should take all reasonable precautions to prevent others from being able to use their account. Passwords must be constructed so that they are not obvious or easily determinable. Under no conditions should a student provide his or her password to another person.

Your accounts (TCSD and GAFE) and the files on them are school property, not your private property. School personnel reserve the right to inspect its property. Students should have no expectation of privacy.

Access to the TCSD network and GAFE is considered a privilege. TCSD maintains the right to immediately withdraw the access when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred for further investigation and account restoration, suspension, or termination.

The use of personal communication devices (hereafter referred to as “PCDs”) on campus is a privilege which the District grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in Policy 5136 & 5136.01. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”, e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. All policies set in place in the AUP continue to apply when the student uses their PCD on campus. In addition, cell phone watches are also considered PCDs and fall under the guidelines set forth in Policy 5136 & 5136.01.

Students may connect to the TCSD wireless network from a PCD (and only wirelessly) with their network username and password for educational purposes only. However, they may not do so in a classroom without explicit teacher approval.

The District reserves the right to inspect a student’s PCD if there is reason to believe that the student has violated any School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Students must surrender their PCD to district personnel upon request. See policy 5136 - Personal Communication Devices.

Avoid illegal activities. These include tampering with computer hardware or software, unauthorized entry into computer files, or vandalism or destruction of computer files. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL 94-553 and PL 96-517 Section 117, and U.S. Code 2510.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Students must respect the right of others in the school and on the internet at large. Personal attacks are an unacceptable use of the network.

Harassment, intimidation, or bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

If you are the victim of a personal attack (“flame”), respond rationally if a response is appropriate and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the internet that could potentially be offensive to certain groups or users. The Twinsburg City Schools cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy is subject to change per Board of Education Action during the school year.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites

**To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct (See Rule 11: Disruption of School).**

Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you met on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

Artificial Intelligence (AI) programs are not a replacement for creativity, originality, and critical thinking. However, in specific circumstances and with permission from the instructor, as well as with proper citations, AI programs may be used as a tool. The use of artificial intelligence is academic dishonesty and violates the student handbook if using artificial intelligence without attribution or without expressed permission from the instructor.

This language aligns with the newly revised BOE Policy 7540.03.

### **Locker Searches**

Lockers are Board property and assigned to students for their personal use. Lockers are not to be shared with friends and classmates, unless two students are directed to share a locker by the teacher. Any locker difficulties should be reported immediately to the office. Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.

Book bags and draw string bags are to be kept in lockers and are not permitted to be carried during the school day. For further reference, see Board Policy 5771. Students should not leave items in any locker over vacations. Any item left in any locker is at the student's own risk. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is

not responsible for the loss or theft of money that students bring to school and/or keep in their lockers.

### **Lost and Found**

Throughout the school year, personal items frequently end up in the school office. There is a Lost and Found area in the main office where students and parents may find misplaced items. At the end of each grading period, unclaimed items will be sorted and donated to charity.

### **Make-up Work Due to Absence**

An excused absence gives a student the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work as the student was absent from school.

### **Make-up Work Due to Travel**

The Twinsburg City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations will not be excused by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be taught again by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the office, in writing, at least a week prior to leaving. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school.

### **Masks and Facial Coverings**

During times of elevated communicable disease/community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolutions in alignment with public health officials and in accordance with government edicts. Because school settings can be a source of community spread, wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.



The Twinsburg City School District Face Covering Policy is as follows:

All students in Grades K-12 shall wear a face mask unless they are unable to do so for a health or developmental reason. If a student refuses to wear a mask parents will be contacted and the student will be sent home for the school day. Preschool students are encouraged to wear face masks.

Any student who is unable to wear a mask due to a health reason will need to present medical documentation from a physician. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons cannot or should not wear a mask. Students are also required to wear masks, as noted in this policy, while being transported on District school buses or other modes of school transportation.

Cloth face coverings/masks should:

1. fully cover the mouth, nose, and chin,
2. fit snugly against the side of the face so there are no gaps,
3. not create difficulty breathing while worn,
4. be held securely through either a tie, elastic, etc. to prevent slipping, and
5. be worn as intended.

Cloth face coverings/masks should not:

1. include respirators (unless medically necessary), or
2. include masks designed to be worn for costume purposes.

Students who disregard the requirement to wear a face covering/mask will face the following consequences:

1. **1st Offense** - The student will receive a verbal warning and a new mask to wear. A call to the student's parents will also be made.
2. **2nd Offense** - The student's parents will be called and the student will need to be picked up from school.
3. **3rd Offense** - The student may be reassigned by the Superintendent or designee to an online/virtual learning environment if it is determined that the reassignment is necessary to protect the health and safety of the student or others. However, considerations for students identified disability or social/emotional needs will be given.

All student face coverings/masks should also comply with dress/grooming requirements outlined in the Student Code of Conduct (Rule 12), or disciplinary action may be taken. Finally, any person may be required to temporarily remove

a face covering/mask when instructed to do so for identification for security reasons. Failure to comply with such a request violates this policy and may lead to disciplinary or other action. (*Board Policy 8450.01*)

### **Non-Discrimination Statement**

## **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Twinsburg City School District affirms that no person shall, on the basis of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This policy shall prevail in all Board policies concerning school employees and students.

Copies of the District's complaint procedures, Administrative Guideline 2260B and 2260.01B, may be obtained from the District Compliance Officer. A formal complaint concerning Title VI of the Civil Rights Act of 1964 (race, color, and national origin), the Age Discrimination Act of 1975, Title IX of the Civil Rights Act of 1964 (sex), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (disability) can be made in writing to the District Compliance Officer listed below:

Director of Pupil Services  
Twinsburg City School District  
11136 Ravenna Road  
Twinsburg, Ohio 44087  
330.486.2400

Inquiries concerning the application of this policy may be referred to the District Compliance Officer or the Superintendent of Schools. The Superintendent may be reached at:

Superintendent of Schools  
Twinsburg City School District  
11136 Ravenna Road  
Twinsburg, Ohio 44087  
330.486.2000

### **Parent Conferences/Classroom Observation**

Parents who wish to discuss the progress of their child are encouraged to do so. Please call the school and arrange an appointment with the classroom teacher.

Special days in the fall and winter are set aside for parent conferences (see district calendar).

## **Parent Pick-up and Drop-Off**

In our continued efforts to enhance the safety and security of our school, the following drop-off and pick-up procedures are in effect for all parents/guardians.

### **MORNING DROP-OFF**

8:50am-9:00am

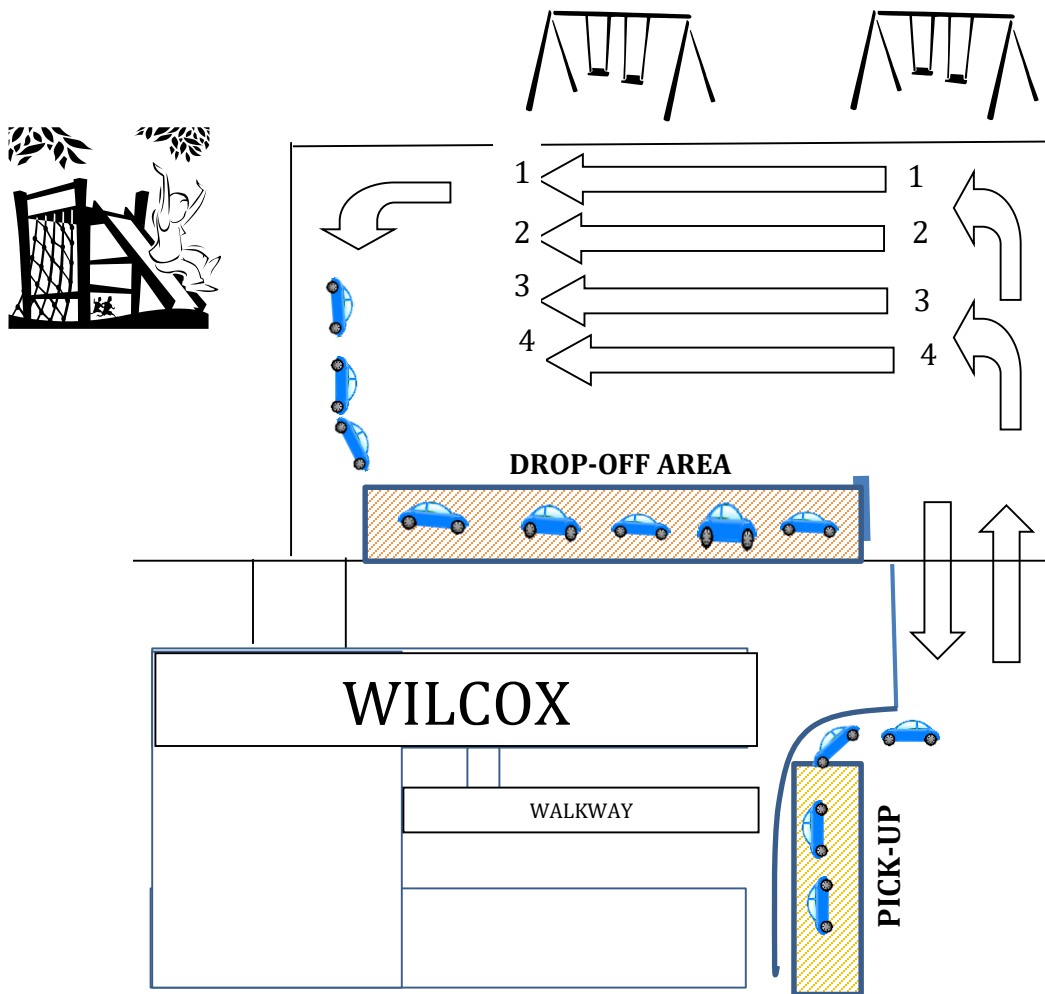
1. Playground gates and doors will be locked at 9:00am.
2. Wilcox staff will be present
3. Students must be on passenger side
4. Parents may not exit their vehicles
5. Students who are tardy need to be signed into the Welcome Center by an adult

### **AFTERNOON PICK-UP**

3:50 – 4:00pm

1. Playground gates will be unlocked at 3:30pm
2. Wilcox staff will be present
3. Parents may not exit their vehicles
4. Adult driver must have Wilcox “pick-up” tag visible in car window

- Student drop-off will take place by the back double doors of the Wilcox playground.
- Student pick-up will take place at the sidewalk by door 33.
- **Cars must SLOWLY enter the playground (speed limit is 5 mph), travel counterclockwise around the perimeter and ferry lines and stop to drop off children in the designated areas.**
- Children will exit cars (morning) and enter cars (afternoon) from the passenger side back door. Drivers should not exit their vehicle. It is important that children are able to operate their seatbelt, open the car door on the passenger side, and handle their backpack/belongings independently.  
**\*\*\*\*Please have children ready to exit the vehicle\*\*\*\***
- Wilcox staff will be by the back doors to greet and dismiss students.
- **FOR AFTERNOON PICK-UP:** Parents who plan to pick-up their children in the afternoon MUST complete BEFORE 2:30 the [CAR RIDER REQUEST FORM](#) and have a Wilcox “pick-up” pass. Each family will be assigned a number that will be used to identify children for the appropriate vehicle. Families may request **1 or 2 passes** to put in your vehicles for pick-up. Drivers without a pass will have to park and go to the main office before children will be released.
- Ferry Lines will be used and released to the drop-off/pick-up area in the order in which they arrive



## **Parking Lot**

The front of the building at the main entrance is to be used by buses only. Visitor parking during the day is located on the south side of the bus loading area. Parents who wish to drive their child to and from school must drop off and pick up at the rear of the building (playground). There is a set traffic pattern and no parking areas that allow everyone access to the back door and exit from the lot.

Parking is limited at Wilcox. Please be aware of fire zones as the police will ticket cars that are parked illegally. The speed limit in school parking lots is 5 mph at all times. Please watch for children and drive slowly and cautiously. Parking at the businesses on Darrow Road is discouraged. Cars parked there may be towed at the owner's expense.

## **PTA**

Wilcox has an active parent teacher association that supports our school through many activities and fundraisers during the year. Meetings are held monthly at 6:30PM.

## **Personal Property**

All personal property (shoes, boots, lunches, personal books, etc.) should be marked with the student's name. Children are discouraged from wearing good watches, jewelry, or other items they do not want to lose. Toys, video games, iPods, etc. should not be brought to school. Toys that resemble weapons (guns, knives, swords, light sabers, etc.) are a violation of the Code of Conduct. Students may be suspended from school for bringing these items.

## **Pets**

Due to allergy concerns and insurance liability, students are not permitted to bring their family pets to school.

## **Preschool**

Twinsburg City School District operates an Integrated Preschool Program (IPP) for students ages 3-5 who have been identified as having a disability. A limited number of typically developing peers are selected annually through a lottery and screening process to serve as peer models in the IPP. The preschool currently operates four, ½ days per week. Typical peers pay tuition for the program.

The Twinsburg City School also operates the Kindergarten Preparatory Program (KPP) which is a program for students who are at least four years old by August 1 and not beginning kindergarten that school year. The Kindergarten Preparatory Program is a 5-half day a week, project-based program with sessions in the morning or afternoon. It will provide a rich pre-academic and social-emotional foundation for all who are age eligible. Students pay tuition to participate in this program. Scholarship opportunities based on financial need are available for those who qualify for the Kindergarten Preparatory Program only.

For additional information specific to preschool, please see the [Wilcox Preschool Handbook](#).

## **Positive Behavioral Interventions and Supports (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through multi-tiered systems of support (MTSS) ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

The Twinsburg City School District believes in recognizing students for their positive accomplishments, not only academically, but behaviorally, as well. Our district PBIS model is based on the following statement, which shows how our students progress from “cubs” at Wilcox Primary School to “tigers” at Twinsburg High School:

At Wilcox Primary School, our students start out as “cubs.” Once they get their footing, they move onto Samuel Bissell Elementary School, where tigers learn to “roar.” When our tigers have found their voices, our students roar into George G. Dodge Intermediate School, where they earn their “stripes.” Once the last stripe has been achieved, our tigers enter R.B. Chamberlin Middle School, where they learn how to take “pride” in their school and community. Finally, our students, who were once cubs, leave Twinsburg High School, Tiger “Strong!”

Interwoven throughout each of our schools, are the ideas of respect, responsibility, caring and safety, which are consistent in each school’s PBIS program. Please see the Wilcox PBIS Guidebook located on the Wilcox PBIS webpage for more details.

## **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Business Office at the Twinsburg Board of Education Office upon request.

## **Protection of Student Records & FERPA**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designated as student “directory information”: a student’s name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, or awards received. Please also refer to Board of Education Policy 8330 regarding Student Records.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
  - B. mental or psychological problems of the student or the student’s family;
  - C. sex behavior or attitudes;
  - D. illegal, anti-social, self-incriminating or demeaning behavior;
  - E. critical appraisals of other individuals with whom respondents have close family relationships;
  - F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - G. religious practices, affiliations, or beliefs of the student or the student’s parents;
- or



H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov) .

## **Recess**

Children in kindergarten and first grade have a 30-minute recess each day. All children are expected to go outside during recess unless it is raining or the temperature, including wind-chill, drops below 20 degrees Fahrenheit. If your child needs to be excused from recess for health reasons you must send a statement from your child's pediatrician to this effect.

At times students might be removed from part or all of recess for disciplinary reasons. If removal is for more than 15 minutes, they will be placed in an alternative educational environment where grade level work will be done under the supervision of an adult.

### **Recycling**

Wilcox participates in paper recycling to raise valuable dollars for our school. We accept all paper, phonebooks, magazines, catalogs, hard and soft bound books, brown paper bags, mail, and cardboard. The recycling bin is located in our school parking lot.

### **Religious Observance**

As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for a religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include parties, birthdays announced over the PA, the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick him/her up for an excused dismissal from school.

### **Report Cards**

Report cards are issued four times per year or every nine weeks, at the end of each grading period per the school calendar. Interim reports are no longer sent home as parents can access their child's grade information on Progress Book.

### **Scheduling**

The principal will assign each student to the appropriate class and program. Any questions or concerns about the assignment should be discussed with the principal.

### **Services Available in the Twinsburg City School District**

1. Psychological and testing services for students as determined by the Multi-Tier System of Supports (MTSS) team
2. Speech, hearing, and language therapy.
3. Title I Reading assistance and/or remediation.
4. Occupational/Physical therapy.
5. Art, music, and physical education classes taught by highly qualified teachers.

6. Conferences twice a year, or upon request.
7. Special education services.
8. Beech Brook School-Based Mental Health Services

### **Snacks**

All classes take time during the day for a working snack. In preschool this snack is provided to students as part of their student fee. Students in kindergarten and first grade bring individual snacks from home. Snacks are never shared in the classroom and should be something that does not require refrigeration or teacher preparation. We encourage healthy snacks like fruit, cut vegetables, pretzels, etc. but not candy.

Peanuts, peanut-based foods, or foods prepared in a factory where equipment has been exposed to peanuts are not allowed. Due to many children with severe food allergies and/or dietary restrictions, no home-made foods are permitted.

### **Special Education**

The Board of Education, is committed to providing a free appropriate public education to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In order to satisfy the requirements of the *A Guide to Parent Rights in Special Education*, the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the office of the Board of Education.

### **Student Fund-Raising**

*The following general rules apply to all fund-raisers:*

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity unless prior authorization is given by the Principal.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal.

Violation of this policy may lead to disciplinary action.

### **Student Supervision and Welfare**

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal

prosecution and disciplinary action by the Board up to and including termination of employment.

- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy [5722](#).

Since most information concerning a child in school other than directory information described in Policy [8330](#), is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

**Personal Communication Devices (PCDs)** In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is restricted during school hours as per the student handbook.

PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers, etc.) will be permitted as approved by the classroom teacher or principal.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), wearables, and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, during after-school activities (e.g., extracurricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be silenced while stored in the school-provided phone caddy.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs should be stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep their PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person, including posting on social media, shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an

expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Staff members are expected to support the expectations outlined in this policy and as stated in the student handbook. Violations to this policy are to be promptly reported to building/department administration.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### **Tardiness to School**

The school day at Wilcox begins at 9:00 am. Students are expected to be in their classroom ready to begin the day at 9:00 am. If you are dropping your child off in the morning, please have them to Wilcox by 8:55 am to allow time for them to go to their locker and get organized before the 9:00 am tardy bell. Parent drop off is at the back/playground doors from 8:50 am-9:00 am where students will be greeted by a staff member. Parents attempting to drop off students after 9:00 am, or with students reluctant to exit the car, must park their car in a parking spot and escort their children into the Welcome Center to sign in.

Students who arrive after 9:00 am will be considered tardy. All tardies to school are considered unexcused unless the bus is late. Missing the bus and/or getting up late are not considered excused. Students who arrive after 9:00 am must be



escorted to the main office by an adult to be signed in for the day. Students will be given a pass and will proceed to their classroom alone or with the assistance of a school staff member.

Excessive tardiness will be considered truancy and may result in an Attendance Intervention Team meeting (AIT). Circumstances may arise in which it is necessary for students to arrive after our starting time (9:00 am) or to be picked up from school prior to dismissal (3:50pm)

## **Transportation**

Twinsburg City School District provides bus transportation to students in grades pk-8 who live within the district in accordance with Ohio law.

At the beginning of each year (when you enroll, or if there is a change in address), parents are required to complete a “Stop/Change Request” form if the student is to be picked up and/or dropped off at any place other than the home address. This request form can be obtained at the building or online at <http://twinsburg.k12.oh.us>. This form must be turned in at the school office for processing with Transportation. Changes are only permitted once per semester.

Students are to ride the assigned bus to and from school and get off at the assigned stop. Parents may sign up for ONE address schedule for the morning pick-up and ONE address schedule for the afternoon drop-off. No daily changes will be honored.

Parents are responsible for meeting the bus on schedule, the safety of students while going to and from the bus stops, and the safety of their child while waiting at the bus stop. Due to the young age of Wilcox students, the driver will not release a student from the bus unless there is an adult present to meet the child. If an adult is not available to receive the child, the Transportation Department will make arrangements with a parent/guardian to receive the child. Students may be suspended from riding school transportation if an adult is not present for multiple days of student drop-off.

Please take the time to review the following “SAFETY SCHOOL BUS RULES” with your children:

1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.

3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to their assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students must not put head, arms, or any object out of the bus windows.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must leave or board the bus at locations to which they have been assigned.
15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.
16. Students must adhere to social distancing and safety protocol as determined by the District.

The student conduct code applies on the bus just as it does in school. A student shall not engage in any misconduct which endangers the safe operation of the bus or the well-being of the driver and passengers. Minor Behavior Incidents, such as disorderly conduct or refusal to submit to the authority of the driver, will be subject to written bus citations as follows\*:

First Offense: Bus citation issued\*, warning

Second Offense: Bus citation issued\*, parents notified in writing by the building principal (behavior may warrant a phone call to parent), second warning

Third Offense: Bus citation issued\*, contact with parent, bus suspension

\* Depending on the severity of the offense, administration has the authority to move from restorative to suspension for the safety of students and staff.

On the accumulation of three bus citations, the student will be removed from the bus for a period of 2-10 school days. During this period, parents are responsible

for transporting their child to and from school. A child will receive another suspension each time a citation is written after the original suspension.

\*All bus citations must be signed by the parent and returned to the driver, before the student will be permitted to ride the bus the following day.

Parents are responsible for any damage or act of vandalism to the bus by their child.

Video Recordings on School Buses- Video cameras are located on school buses to monitor student behavior.

If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions: A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **Truancy**

Students who arrive after 9:00 am will be considered tardy. All tardies to school are considered unexcused unless the bus is late. Missing the bus and/or getting up late are not considered excused.

Excessive tardiness will be considered truancy and may result in an Attendance Intervention Team meeting (AIT). Circumstances may arise in which it is necessary for students to arrive after our starting time (9:00 am) or to be picked up from school prior to dismissal (3:50 pm)

Students absent for one of the reasons listed below are considered truant.

Truancy might include, but is not limited to:

- 1.) Leaving school without permission.
- 2.) Being absent from school without parent(s) knowledge.
- 3.) Being absent from class without permission.
- 4.) Obtaining permission to go to a specified place and failing to report there.
- 5.) Being absent from school for reasons not excused.
- 6.) 10 or more occurrences of tardiness.

In accordance with the Requirements of Ohio House Bill 410, it is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and

graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools can no longer suspend or expel students for missing too much school. Instead, Districts will amend or adopt policies that outline the district's interventions and plan for students who miss too much school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

1. Notification of student absence to parent or guardian,
2. Development and implementation of an absence intervention plan, which may include supportive services for students and families,
3. Counseling,
4. Parent education and parenting programs,
5. Mediation,
6. Intervention programs available through juvenile authorities, and
7. Referral to Summit County Juvenile Court truancy if applicable.

If a student is truant from school or has an unexcused absence on the day of an evening event, they are not permitted to attend the event (ex. Music concert, bingo night, art show, etc).

### **Vacation**

Any vacation absence from school must be approved in advance by the principal. The request must be submitted at least one week prior to the requested day(s) on a form that is available in the school office. This will enable the teacher time to prepare work if he/she feels it is necessary. All vacations are authorized unexcused absences and are subject to procedures outlined in House Bill 410. Students may be requested to quarantine per CDC and District guidelines upon their return from travel.

## **Visitors**

State law requires that all visitors report to the office before entering the building. No visitors should go to any area of the school without checking in at the office and obtaining a visitors' pass. This rule is strongly enforced as we are concerned about the welfare and protection of children and staff at all times. There is no exception to this rule. Please be aware that if a staff member sees a visitor in the building without a pass, they will ask the nature of the person's business and walk them to the office to check in.

Parents/Guardians may join their child for lunch once during the year. This should occur the week of the child's birthday. Students with summer birthdays may have a parent join them for lunch during the month of May for June birthdays and September for July and August birthdays.

To make arrangements to have lunch with your child, the parent must notify the teacher so the office will expect the parent on that special day. After signing in and receiving a visitor badge, parents/guardians may walk to the cafeteria to meet their student at the appropriate lunch time. For the safety and security of our students, visitors (including parents and guardians) are not permitted on the playground or blacktop during recess time.

Parents who wish to observe their child in the classroom must contact the principal to obtain permission for an observation appointment. The principal will set up a mutually acceptable time for the principal, parent, and teacher. One week's notification may be necessary to choose a time that is not disruptive to the class (testing, schedule changes, other visitors, etc.)

School Board Policy does not permit students from outside schools to attend classes at Twinsburg City Schools.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Siblings are not able to attend class parties, book fairs, student birthday lunches, or be present while a parent/guardian is volunteering at the school.

## **Welcome Center**

The Twinsburg City School District is committed to keeping your children safe while they are in our care. Anyone wishing to visit our schools must first go

through one of our Welcome Centers located at the front of our school buildings. **All visitors must present a current driver's license or state-issued photo identification**, which will be scanned through our schoolSAFEid Visitor System. Once a brief background check is complete, visitors will receive a badge, allowing them to enter the building. The visitor's Driver's License/ID will be held in the office during the visit. Once their visit is complete, visitors must sign-out using that same visitor badge. Items for students, such as lunches, glasses, etc., can also be dropped off in our Welcome Centers and office personnel will deliver them to the appropriate person, without requiring parents to sign in using schoolSAFEid.

### **Withdrawal from School**

Should it be necessary to withdraw a student from school because of a move or change in schools, advance notification (at least one week) should be given to the school. A records release form, available in the office, needs to be signed by the parent/guardian. School records will be mailed directly to the new school. All school-owned books, parent pick-up tags, must be returned to the teacher or fees paid on the child's last day.

### **Zero Tolerance**

No form of violent, disruptive, or inappropriate behavior, specific threats will be tolerated. Please also refer to Board of Education Policy 5500 and 5600.

### **Additional Information**

*Please refer to the district website at [www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us) for the latest information about our schools. You can click on "Wilcox" for specific updates and news about Wilcox Primary School. Teachers use individual web pages to share videos, photos, and information about Wilcox and their classes. You can also receive news and updates on X @wilcoxprincipal. Check often for the latest news!*

### **Twinsburg City Schools Code of Conduct**

***The following is the Code of Conduct of Twinsburg City Schools. Many items listed herein relate to older students and are not relevant to students enrolled at Wilcox. However, Wilcox Primary School will abide by the Code of Conduct as it relates to our students in the elementary grades.***

Students are afforded constitutional rights guaranteed by the United States

Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or actions taken there under.

Consequently, students have a responsibility to conduct themselves in a manner, which contributes to an appropriate school atmosphere. This implies an obligation to be aware of the rights of others and have knowledge of the school. It is the belief of the staff and administration of Twinsburg City Schools that all students have a right to be treated with respect and dignity. Also, students have a responsibility to treat all members of the education community with respect and dignity and to respect the school's constituted authority.

Students are subject to all provisions of the Code of Student Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities involving Twinsburg Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, work sessions, emergency removal, assignment to T.A.P., out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures.

Any violations of the Student Code of Conduct which involve a staff member may result in consequences up to and including expulsion. Additionally, depending on the violation, a police report may be filed.

However, The Twinsburg City School District is committed to building healthy relationships within each school. To that end, restorative practices is a strategy used to build community, repair harm, and restore and promote healthy relationships. To find the root cause of student behavior, rule violations are often best resolved by utilizing restorative practices. These practices include dialogues, peace circles, conferencing, and peer-led mediation. Disciplinary actions start and/or end with restorative practices. At the discretion of Administration, consequences may be reduced or eliminated with the active participation in a Restorative Practice.

## **RULE 1: ALCOHOL, DRUGS**

A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of narcotics, alcohol, inhalants, intoxicants, non-

prescription drugs, prescription drugs, edibles, or look-a-likes. Any type of drug paraphernalia is prohibited. Students who must take prescription drugs during the day must deliver them to the school nurse and have a release form on file. If the illegal substance is found through vaping, rule #32 will also apply. For additional information, please refer to Board of Education Policy 5530. (EMIS Code 10: Alcohol/Code 11: Drugs)

## **RULE 2: ARTICLES PROHIBITED IN SCHOOL**

Problems arise when students bring articles to school which are hazardous to the safety of others, or which interfere in some way with school procedures. Items such as the following should be left at home: cameras, laser pointers, mace, and any non-educational disruptive items. Failure to turn over a prohibited article to staff or administration may result in an out-of-school suspension for insubordination. (EMIS Code 18)

The school is not responsible for the theft, loss or damage that may occur if these items are brought to school. Administration will support an investigation when parents file a police report. Students are not permitted to carry flower or balloon bouquets. The school will not accept or make deliveries of these items. Failure to turn over a prohibited article to staff or administration may result in an out-of-school suspension for insubordination. (EMIS Code 18)

## **RULE 3: ARSON/UNAUTHORIZED USE OF FIRE**

A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including buses. Lighting any flame is prohibited. (EMIS Code 8)

## **RULE 4: ASSAULT**

Unwanted physical contact, or attempted actions that could cause, or threaten to cause, physical injury is strictly prohibited. Any type of assault on school personnel will not be accepted and can result in disciplinary consequences. Assaults on students will result in a first offense 5 day Out of School Suspension (OSS), 2nd offense 10 day OSS. Assaults on staff will result in a 10 day OSS with recommendation for expulsion. (EMIS Code 22)

## **RULE 5: BUS CONDUCT.**

Although the Twinsburg City School District furnishes transportation, in accordance with Ohio law it does not relieve parent(s)/guardian(s), from the responsibility of supervision. When riding the bus to or from school, or waiting at the bus stop, being dropped off at the bus stop, students are expected to conduct



themselves in a mature manner and are subject to all school rules and regulations. Any major infraction may result in immediate suspension of bus privileges. The Twinsburg City Schools views the school bus as an extension of school, meaning students are subject to disciplinary actions if they are to display any behaviors that would result in a consequence within the school building, including: students who use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm. Toys that resemble weapons (guns, knives, swords, light sabers, etc.) are also a violation of the Code of Conduct. Students may be suspended from school for bringing these items. (EMIS Code 18)

#### **RULE 6: CAFETERIA CONDUCT.**

All students will eat in the cafeteria and abide by the following rules

- a. Students must clear their tables of all debris and place waste materials and trays in the designated areas, during the last five minutes of the period.
- b. Voices are to be kept at conversational levels at all times.
- c. Excessive noises, theft, disruptive behavior, throwing of food, or other materials are actions subject to disciplinary measures.
- d. Students are to remain seated when not cleaning tables; no aimless wandering.
- e. Food/drink may not be taken out of the cafeteria.
- f. Students are not permitted to exit the cafeteria during the lunch periods.
- g. Students are to arrive at the commons within 5 minutes and are NOT to linger in the halls, bathrooms, or lockers.

Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), or Alternative Learning Environment (ALE). Students may not have beverages in hallways, classrooms, office areas, or restrooms during lunch periods, or at any other times during the school day, without permission from the administration. (EMIS Code 18)

#### **RULE 7: COMPUTER USE POLICY AND CONSEQUENCES**

##### **Twinsburg City School District Network/Internet User Policy**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read the Network/Internet User Policy. Signature for receipt of the handbook signifies acceptance of this policy.

When you obtain a Twinsburg City School District computer account, it is

understood the account is to be used for class work or individual school-related research. You are responsible for your account's use or misuse. The school code of conduct applies.

Each computer user is to select a password known only to the registered computer user. Passwords must be constructed so that they are not obvious or easily discernable. Maintaining the secrecy of passwords is the sole responsibility of each registered computer user.

Access to other account files and information is prohibited. This is the same as trying to logon using another account. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL-94-553, and PL 96-517 Section 117 and U.S. Code 2510.

Your account, and the files contained in it are school property, not your private property. You are given the account for your work, but school personnel reserve the right to inspect its property if there is reasonable suspicion of illegal or unethical activities. It is important to remember that the computer is not a secure environment for private material.

Avoid illegal activities at all times. These include altering the computer hardware or software in any way, unauthorized entry into computer files, or vandalism or destruction of computer files. Profanity or obscenity will not be tolerated on the network. Students are to avoid using natural language processing tools (eg ChatGPT 3) unless instructed by their teacher to do otherwise. All users should use language appropriate for school situations as indicated by the school code of conduct.

Students must respect the rights of others in the school and on the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack do not respond, and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups or users. The Twinsburg City School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network.

***This policy is subject to change per Board of Education action during the school year.*** (EMIS Code 18)

## **RULE 8: CUTTING CLASS**

Students, who fail to attend a scheduled class due to an unexcused absence, will be considered truant. Students who are later than 5 minutes will be considered truant. Students who leave class without permission will be considered truant. Consequences will include 1st - lunch detention, 2nd - after school detention

3rd – ALE, Students found truant will forfeit the right to make up assignments (bold that text). 5 minutes late = cutting class (EMIS Code 1)

### **RULE 9: DESTRUCTION OF PROPERTY**

A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property, or the property of another, is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action. (EMIS Code 4)

### **RULE 10: DISRESPECT**

Good conduct shows respect for others. No student shall engage in any act, which disrespects, degrades, disgraces another person, gender or race by written, verbal, or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited whether the remarks are directed at a student or staff member and can result in disciplinary action. (EMIS Code 18)

### **RULE 11: DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety, welfare, or the orderly operation of school events or the educational process. (EMIS Code 18)

### **RULE 12: DRESS CODE**

Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.

- A. In reference to what might be detrimental to school property, clothes and footwear (with metal rivets, wheels, cleats or spikes which can damage furniture and floors or may be unsafe) are not permitted.
- B. Students will wear shoes or sandals at all times.
- C. Any appearance creating a disruption or distraction of the educational process will be considered improper. Mode of dress exposing the midriff is prohibited as well as halters, spaghetti straps, severely styled T-shirts, oversized basketball shirts (worn without a T-shirt), muscle shirts, and tank tops making for

inappropriate disclosure of the body. Cut-out or tattered garments that are deemed inappropriate by principals are not to be worn.

- D. Students are permitted to wear shorts and skirts that assure acceptable standards of modesty. Shorts and skirts must cover private areas and undergarments/underwear when sitting or standing. Pockets should not hang below shorts.
- E. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collar, choker chains and “truckers” wallet chains).
- F. Clothing, including masks and facial coverings, advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist or violent messages is inappropriate.
- G. Students are not allowed to wear or carry scarves, gloves, bandanas, wave caps, visors, masks, sweat bands or hats of any kind, sunglasses, goggles, outer wear coats or jackets during school hours, unless approved or for religious reasons. Students are not allowed to wear hoods in the building.
- H. Non-clear book bags or gym bags must be secured in lockers or locker rooms. Student possessions must be secured in the student locker at all times. Students are not permitted to carry a non-clear book bag during the school day.

A student may be asked to change any article of clothing that in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it. (EMIS Code 18)

### **RULE 13: DRIVING (high school)**

Although the Twinsburg City Board of Education provides bus transportation, it recognizes the necessity for some students to drive automobiles to school. Driving is a privilege, not a right. In the interest of safety, student-driving practices shall be subject to strict control by school officials and the city police. Students will be sold parking permits based upon space and availability.

#### **Driving Rules and Regulations –**

- A. All motor vehicles must be registered before driving to school
- B. A parking tag will be issued upon satisfactory completion of the application. Students must have insurance, parental/guardian permission, etc.
- C. Parking permits must be placed on the student’s rearview mirror.

- D. Students are to park in designated student lots only.
- E. All automobiles will be kept locked during regular school hours. Park at your own risk.
- F. No students will be permitted in any automobile during the regular school hours without permission from the administration or parking lot supervisor.
- G. All vehicles must be parked between lines so as not to inconvenience other drivers.
- H. All vehicles must obey all traffic rules (10 m.p.h., not cutting in front of buses, no excessive noise, etc).
- I. No vehicle is permitted to pass any bus while it is parked or moving on school property.
- J. Repeated tardies to school will result in loss of driving privileges.
- K. By parking on school property students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a 10 day Out-of-School Suspension and possible recommendation for expulsion.
- L. Students who park on school grounds without a parking permit may have their vehicles towed at the expense of the owner.

Students who violate the school's driving rules regulations/Code of Conduct may have their permits revoked. This includes violations in which the student used the vehicle to cut class, leave the school property, or engages in any activity that is against school policy. A student's parking permit will be revoked for the remainder of the year if any contraband described under Rule 1 is discovered in their vehicle while on school property. (EMIS Code 18)

#### **RULE 14: EXPLOSIVES.**

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor, is prohibited. (EMIS Code 8)

#### **RULE 15: FALSE ALARMS/BOMB THREATS.**

It is unlawful to set off fire alarms or falsify bomb threats. No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with fire alarm system or security equipment without just cause. (EMIS Code 14)

#### **RULE 16: FALSIFICATION OF INFORMATION.**

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit libel or slander. Libel is defined as defamation expressed in print, writing,

pictures or signs. Slander is defamation by speech. (EMIS Code 18)

#### **RULE 17: FIGHTING.**

**A student shall not retaliate to assault.** Any student involved in, or guilty of, instigating or encouraging others to engage in a physical conflict will be determined to be an active participant. Any type of assault on school personnel will not be accepted and can result in disciplinary consequences. (EMIS Code 3)

#### **RULE 18: FOOD, DRINK, AND SNACKS.**

Food, drink, and snacks are only permitted in the cafeteria or in classrooms with the permission of a teacher. This applies at all times and at all functions. Third-party services such as Doordash are not permitted. All food brought into school from outside eateries or for a snack to share with classmates must adhere to the building snack policy. Please refer to “Snacks” in this handbook. (EMIS Code 18)

#### **RULE 19: GAMBLING.**

Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school. (EMIS Code 18)

#### **RULE 20: GANGS**

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf, or any action that threatens the safety and welfare of others. Students are not permitted to wear gang affiliated “colors,” and/or clothing, use hand signs, graffiti gestures or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police. (EMIS Code 18)

#### **RULE 21: GENERAL MISCONDUCT.**

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic (copying, cheating, etc.), or educational (excessive tardiness) process taking place in school, or which possesses a threat to the safety of persons or property is a violation of the code of conduct. (EMIS Code 1: Tardiness/Code 18: Cheating)

#### **RULE 22: HARASSMENT/BULLYING.**

**Verbal:** Written or oral innuendoes comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, sexual orientation etc. toward a fellow student, staff member, or any other

person associated with the district is strictly prohibited. Conducting a “campaign of silence” is considered a like form of harassment.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, visitor or other person associated with the district.

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**“Cyber-bullying,” identity theft, fraud, libel:** Cyber-bullying is the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: YouTube, FaceBook, TikTok, Instagram, or other similar websites) under another person’s identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that they are is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom the student believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and a copy is to be forwarded to the Director of Human Resources. Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

**“Sexting”** is defined as sending, receiving, sharing, viewing or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or other form. Violations shall result in disciplinary action as defined below and a referral to the Director of Human Resources. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the

subject outside of the investigation. Furthermore, such actions may be reported to local law enforcement and child services as required by law. Consequences for a 1<sup>st</sup> offense of sexting will be a 1-10 day out of school suspension; possible recommendation for expulsion. (EMIS Code 19)

### **RULE 23: INCITING, instigating, OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT**

A student shall not place his or her self in such a position as to allow, **instigate**, or assist another student to be in violation of any school rule. This specifically includes students who serve as lookouts, and students who encourage other to fight by participating as “go-betweens” and encouraging conflict between other students. (EMIS Code 18)

### **RULE 24: INSUBORDINATION/DEFIANCE**

A student shall neither disregard nor refuse to obey reasonable directions, requests, or refuse to identify him or herself. A student shall not refuse to accept a consequence earned as a result of inappropriate behavior. Repeated violations of any rules, directions or disciplinary procedures shall also constitute insubordination. Students must turn over electronic devices upon request. (EMIS Code 18)

### **RULE 25: LEAVING CLASSROOM/SCHOOL BUILDING/SCHOOL GROUNDS**

Students are not permitted to leave their classroom without permission from the teacher. They are also not permitted to leave the school building or grounds without the permission of a principal or designee. The office must have permission from a parent/guardian before they can grant the student permission to leave the building. Students are to sign out at the attendance desk prior to leaving the building; they are to sign in upon re-entering. Failure to follow this proper procedure will result in disciplinary action. Students who leave school will be subject to the third level of consequences. (EMIS Code1)

### **RULE 26: OBSCENITY**

Swearing, profanity, obscenity, vulgar language, gestures or pictures, whether written, verbal, or on devices, will not be tolerated. Conduct of this type directed at a staff member, may be cause for out-of-school suspension. (EMIS Code 18)

### **RULE 27: PERSONAL COMMUNICATION DEVICE (PCD)**

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is restricted during school hours as per the student handbook.



"Personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), wearables, and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, during after-school activities (e.g., extracurricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be silenced while stored in the school-provided phone caddy.

#### **RULE 28: PUBLIC DISPLAY OF AFFECTION.**

A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action. (EMIS Code 18)

#### **RULE 29: REPEATED AND OR FLAGRANT VIOLATIONS OF THE STUDENT CODE**

Students who repeatedly, and/or flagrantly violate school rules code will face increasingly severe consequences leading to school expulsion. (EMIS Code 18)

#### **RULE 30: SEXUAL HARASSMENT/MISCONDUCT**

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

**Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like toward a fellow student, staff member, or other person associated with the district.

**Physical:** Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district.

**On-line/texting/sexting:** In the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device in a sexual manner (e.g. pictures, drawings, wording, or similar items). The language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: YouTube, FaceBook, TikTok, Instagram, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that they are a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly on for 5517 F1 and a copy is to be forwarded to the Director of Human Resources and possible police report. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. (EMIS Code 21)

### **RULE 31: THEFT**

Students are expected to maintain a trustworthy posture, respect the property rights of others, and refrain from acts of dishonesty. Extortion, wrongful possession, use without permission, deceit, gambling, games of chance, and stealing are subject to strict disciplinary consequences. (EMIS Code 5)

### **RULE 32: THREATS**

A student shall not act or behave in such a way as to cause another to believe they may attempt to inflict physical injury to any person or their property. Any verbal or written threat that causes or implies extreme or excessive harm to students, staff, or facilities will not be tolerated and will result in disciplinary action. All extreme threats will be referred to the school's Threat Assessment Team. (EMIS Code 19)

### **RULE 33: TOBACCO and/or LIGHTERS/MATCHES/VAPING**

Possession, use, selling, or transmission of tobacco/lighters/matches on school grounds, including after school events, before, during or after school hours, or when school is being used by a school group, or at any school activity, home or away is prohibited. This violation includes holding or passing a cigarette, cigar,

pipe, chewing tobacco, electronic cigarette or a like device in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for a student to be in violation of this rule. Any type of lighter/matches or vapor is prohibited, it will be confiscated, and consequence will be issued. If the device involved is found to include illegal substances, such as THC, then rule #1 will also apply (EMIS Code 9)

### **RULE 34: TRESPASSING and/or loitering**

It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. A student under suspension/expulsion, or in the TAPS program shall not enter upon school grounds without the express permission of an administrator. (EMIS Code 1)

Only parents/legal guardians, grandparents, older siblings and other relatives; i.e. aunts, uncles are permitted to pick up students on school grounds. An administrator or the police will escort other adults and/or former students off school grounds.

### **RULE 35: TRUANCY**

Truancy is an unexcused absence from school or class. Repeated truancy will be addressed through school-based interventions to increase school attendance. However, additional actions may result if truancy is not addressed.

When the Superintendent of Twinsburg City School District receives information that a student, sixteen (16) years or older, has accumulated more than ten (10) consecutive days/63.3 instructional hours, or a total of at least fifteen (15) days/94.95 instructional hours of unexcused absences in any term or semester, the following procedure will apply.

Written notice to the Registrar of Motor Vehicles and/or Juvenile Court may be issued by the Superintendent of Schools on any student who:

- 1) Is classified a dropout.
- 2) Has been absent without legitimate excuse (or extenuating circumstances as determined by the principal) for more than ten (10) consecutive days/63.3 instructional hours or at least fifteen (15) total school days/94.95 instructional hours.
- 3) Is suspended or expelled from school for using or possessing a drug or abuse of alcohol.

As a result of this notification, the student's temporary instruction permit or operator's license will be denied. The Registrar of Motor Vehicles does include Out of School Suspension for license denial.

Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and the student's parents in writing of this action. The student and their parent can request a hearing before the Superintendent/designee to challenge the information provided to the Superintendent. (EMIS Code 1)

### **RULE 36: UNAUTHORIZED AREA**

There are areas "inside" and "outside" of the school and other Board owned properties that are "off limits". These areas include, but are not limited to the; teacher's work room, boiler rooms and maintenance areas, staff offices, staff desk, cabinets, computers, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. In addition, students not in assigned areas are considered being in an unauthorized area. (EMIS Code 1)

### **RULE 37: UNAUTHORIZED TOUCHING AND HORSEPLAY**

This includes contact that could be described as "horseplay," Tripping, wrestling, etc., that may (or may not be) playful in nature, but is inappropriate in an educational environment. (EMIS Code 18)

### **RULE 38: WEAPONS and items used as dangerous instruments**

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm.

### **OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS PUNISHABLE AS A FELONY. STUDENTS GUILTY OF A WEAPONS VIOLATION MAY BE EXCLUDED FROM SCHOOL FOR A YEAR.**

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those that are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives. (EMIS Code 6: Firearm/Code 7: Dangerous Weapon/Code 20 Firearm

Look-a-like)

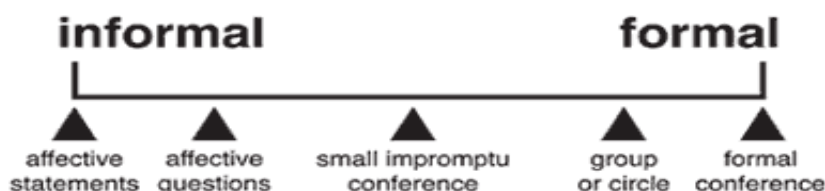
## Twinsburg City Schools Discipline Guide

The Board of Education: (1) expects the teacher-pupil relationship to be one of mutual respect; (2) recognizes the teacher as the person in authority in the classroom and building; (3) authorizes principals to use such reasonable disciplinary measures as seem necessary to insure a properly functioning school; and (4) gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct on or off school property that directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Twinsburg students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion and referral to the Student Resource Officer.

Twinsburg City School District will employ verbal warnings through suspension, in conjunction with Restorative Practices. The purpose of the Restorative Practices Program is the improvement of citizenship in an individual student resulting in the enhancement of the overall quality of life. It is designed to help students take responsibility for their actions, recognize that their conduct caused harm to others, make amends, and reintegrate into the community. There are four key principles of the Restorative Practices process: respect, responsibility, restoration, and reintegration. Students have the option not to participate in Restorative Practices.

### Restorative Practices Continuum



Moving from left to right on the continuum, as restorative practices become more formal, they involve more people, require more planning and time and are more structured and complete. Although a formal restorative process might have dramatic impact, informal practices have a cumulative impact because they are part of everyday life.

#### POSSIBLE DISCIPLINARY ACTIONS AND RESTORATIVE PRACTICES

1. Affective Statements - referred to as “I” statements tell the listener, how the person feels and why it makes them feel that way. They are an effective way to teach students how to express their emotions appropriately.
2. Affective Questions - Questions which elicit expressions of attitude, values, or feelings of the student.
3. Small Impromptu Conference - The adult acts as a facilitator who allows both parties to be heard and participate in finding a resolution to a conflict, making it less likely to occur again.
4. Group or Circles - More structured and used to develop relationships, build communities, and respond to conflicts and problems that arise. Everyone is given an equal opportunity to speak, and be heard.
5. Formal Conference - a structured meeting between offenders, victims and both parties' family and friends, in which they deal with the consequences of the wrongdoing and decide how best to repair the harm.
6. Verbal reprimand/warning
7. Student-teacher/staff member conference.
8. Remedial assignments.
9. Notification of parents in writing or over the telephone.
10. Lunch detention.
11. Loss of privilege - such as recess, assembly, intramurals, field trips, etc.
12. Items removed, collected and/or destroyed.
13. After School Detention. Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
14. Parent-teacher conference.
15. Counseling.
16. Behavior Contract.

17. Referral to the school guidance counselor, school psychologist, or school nurse.
18. Referral to public service or medical agencies.
19. Removal from class.
20. Notification of police, SRO, juvenile court, or other proper authorities. (see BOE Policy 5540)
21. Social Privilege Removal - Students are not permitted to participate in or attend after school events, athletic events, practices, club meetings, dances, etc.
22. Denial of Participation in Extracurricular Activities
23. In accordance with the rules for the activity and/or school rules, coaches or advisors may deny participation in athletic or other extracurricular activities.
24. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function or be on school grounds.
25. Bus Removal - During bus removal students are not permitted to ride any school bus.
26. Alternative Learning Environment (A.L.E.) (1-10 days) During A.L.E., students attend school, but work in an isolated area. Students are to be in the A.L.E. room throughout the entire school day and must leave the school immediately at the regular dismissal time. While serving A.L.E., students may be denied the opportunity to participate in any school activities including athletics, concerts, dances, etc. Failure to comply with the rules of the A.L.E. class will result in additional days of A.L.E., or out-of-school suspension, or expulsion as appropriate.
27. Twinsburg Alternative Program – Suspension alternative program held at the High School.
28. Out-of-school suspension - (1-10 days) During out-of-school suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose

credit for this work.

29. Expulsion - (1-80 days) Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled.
30. In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours. Copies of this correspondence go in the student's record. The student and/or parent has the right to request an appeal hearing before the superintendent, and the right to be represented in such a hearing. An appeal hearing must be requested in writing to the Board within seven (7) calendar days of the first day of suspension.
31. Permanent Exclusion

### **INTERVIEWING OF STUDENTS BY AUTHORITIES/AGENCIES (Board of Education Policy #5540)**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period or during recess, if at all possible.

#### **Investigations of Violations of Law by Law Enforcement Agencies**

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless



compelling reasons for exclusion are provided by the agency.

*Special Note: Incidences involving two or more students from the same or different buildings may result in equal punishment for all students involved.*

## **Board of Education Policy Reference List**

*The Wilcox Primary School Student Handbook does not include every policy. Parents and students should refer to Twinsburg Board of Education Policies, found on the District website, for more information.*

Student Assessment and Academic Intervention – **2623**

Nondiscrimination on the Basis of Sex in Education Programs or Activities - **2266**

Personal Communication Devices - **5136**

FERPA Regulations: An Overview for Parents and Students

Health Services – Physical Examinations - **5310**

Student Conduct - **5500**

Bullying and Other Forms of Aggressive Behavior - **5517.01**

Drug Prevention - **5530**

Interrogation of Students - **5540**

Anti-Harassment - **5571**

Student Discipline - **5600**

Removal, suspension, expulsion, and permanent exclusion – **5610, 5610.01**

Suspension of Bus Riding Privileges – **5610.04**

Prohibition from Extra-Curricular Activities – **5610.05**

Due Process Rights - **5611**

Positive Behavior Intervention and Supports/Seclusion - **5630.01**

Search and Seizure - **5771**

Waiver of School Fees for Instructional Materials - **6152.01**

Facility Security - **7440**

Use of Video Surveillance/Electronic Monitoring – **7440.01**

Student Records - **8330**

Positive Behavior Intervention Supports and Limited Use of Restraint and

Preparedness for Toxic Hazard and Asbestos Hazard - **8431**

Mask and Facial Coverings – **8450.01**

## Wilcox Phone List

# **Twinsburg City School District**

## **2024-2025 Board of Education**

Mrs. Lea Travis, President

Mrs. Rhonda Crawford, Vice-President

Mrs. Tina Davis, Member

Mrs. Beth Egan, Member

Mrs. Maria Hamilton, Member

## **Central Office Administration**

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TBD - Director of Human Resources, 330.486.2020, TBD

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Summer/Breaks: 7:00 am - 3:00 pm