

Southeastern Elementary Handbook



2018-2019

ARRIVAL AT SCHOOL

Students should arrive no earlier than 7:45 A.M. on any given day. Classes will begin at 8:15 A.M. Students arriving between 8:15 A.M. and 9:00 A.M. will be counted tardy. Students arriving after 9:00 A.M., or leaving before 2:00 P.M will be recorded at ½ day absence.

SCHOOL ATTENDANCE

Attending school is both necessary and the law. State requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Southeastern has an attendance policy to avoid these negative consequences.

Ross County Attendance Policy

1. To receive a passing grade in class, a student must be in attendance at least 85 percent of the days due.
2. After a student has accumulated 72 hours (12 days) absence in a school year he/she must provide the school with a medical excuse for any more absences to be excused.
3. A student being excused more than one hour during either half a school day will be counted as absent for half the day.
- 4.

Habitual Truant- a habitually truant student is any student of compulsory school age who is absent without legitimate excuse for 30 or more consecutive school hours (5 days), 42 or more hours in one school month (7 days), or 72 or more hours in a school year (12 days) according to Ohio Revised Code 2151.011.

Any excuse for absence from school may be approved on the basis of any one or more of the following conditions:

1. Personal illness. The approving authority may require the certificate of a physician if deemed advisable.
2. Illness in the family. The absence under this condition shall not apply to children under 14 years of age.
3. Medical or dental appointments.
4. Quarantine of the home.
5. Death of a relative. This is limited to three days unless reasonable cause can be shown for a longer absence.
6. Observation of religious holidays.
7. Buses cannot reach a student's home.
8. **Pre-approved vacation. No more than five days per school year.**
9. Emergency or set circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school. If at all possible, prior arrangements should be made with the superintendent or building principal.

Upon the return to school following an absence from any part of a school day for any reason, students shall present a written excuse from a parent or guardian to

the teacher. When no excuse is presented, the absence is counted as unexcused and all work may not be made up.

If the teacher does not approve the excuse, the student will not be allowed to make up tests or work missed during the period of unexcused absence.

Any absence which is judged to be unexcused by the teacher may be referred to the principal for appeal. However, as a rule only those absences for the reasons listed above will be excused.

All work missed during an excused absence will be made up according to the following formula: number of days excused plus one day equals number of school days for make up work. All grades for work missed during an unexcused absence will be a zero.

Tardies - For the purpose of maintaining accurate records, students who arrive late but before 9 a.m. will be counted tardy. Arriving after 9 a.m. or leaving before 2 p.m. will be recorded at ½ day absence.

Also, 6 unexcused tardies (a.m. or p.m.) will result in an assigned Friday School.

It is important that students arrive to school on time. Students who are late to school are accumulating a negative school record, developing a poor habit for future success in any endeavor, and causing a disruption to those students who meet the obligation for arriving on time.

Anyone may be late due to an occasional circumstance beyond his/her control, but habitual tardiness cannot be accepted.

Students who are tardy to school for any reason will report to the school office to sign in. All tardies that are not accompanied by a note from a medical official that indicates that the student has visited the doctor or dentist during the morning will be unexcused. Work missed during an unexcused tardy may not be made up.

COURSE CREDIT BASED ON CLASS ATTENDANCE
ATTENDANCE REQUIREMENT:

For a student to receive a passing grade and credit in a course, he/she must be in that class eight-five (85) percent of the scheduled class time. Regular class attendance is critical for the student to receive full benefit of the education program. A student who misses **twenty-seven (27) days in a school year** and does not fit into the medical exemption would be retained at that grade level regardless of grade average. Possible exemptions to the list may exist and warrant an excused absence. Such situations would be handled by the principal.

EXTENDED ILLNESS:

Home instruction of students being tutored for extended illness documented by a physician's statement or an administrator would be exempt from the required eighty-five percent (85) attendance requirement of receive course credit.

MISSING CHILDREN'S ACT

The state legislature passed the Missing Children's Act on April 9, 1985. The law in an attempt to put into statute a process by which missing children can be identified and located quickly.

We are asking the following of all parents:

1. If your child will be absent from school, please call the office between 8:00 and 10:00 a.m. to report this. Because many calls may be received during this time, please be brief; just give the child's name, his/her teacher's name, your name, and the reason for the absence.
2. Parents who do not have a phone are asked to notify the school of their child's absence by any of the following means: 1) Using a pay phone or a neighbor's phone; 2) Sending a note to the office on the morning of the absence with a brother or sister, neighbor, or bus driver; 3) Coming to school to notify us in person.
3. If the school is not notified of a child's absence by 10:00 a.m. , we are required to notify the parents that the child is missing. Contact will be made via phone. Please provide the school with current, work, and emergency telephone number.

Hopefully, this law will achieve its very worthy goal of reducing child abduction.

LEAVING DURING THE SCHOOL DAY

Each student leaving early whether for a dental or doctor appointment, illness or any other reason, **must be signed out by the person with whom they are leaving.**

If a student is to leave during the school day with someone other than the parent or guardian, the student is to bring a note from the parents or guardian giving permission. Positive identification may be required of that person.

MOVING FROM THE DISTRICT

Parents should inform the student's school office of the approximate date of withdrawal. The name and address of the new school should be given.

Parents must then go to the new school and sign a form to release records. Records will then be released directly to the new school.

Please be sure that all textbooks and library books have been returned and that all fees for workbooks, lunches, and fund-raisers, etc., have been paid.

It is necessary for these steps to be followed and a prompt request transfer of records be received by our district. The student will then be removed from our attendance records and a smooth transition will be made into the new school district.

ACCIDENTS

Any accident occurring on the way to, from, or at school should be reported to the office as soon as possible.

Only approved first aid measures will be used in the event of accident or injury. Cases requiring doctor's attending, or hospitalization will be handled in the following manner:

1. Mother or father will be called at home.
2. Mother or father will be called at work.
3. Emergency number (neighbor or relative) will be called.
4. Family physician will be called.
5. If none of the above-mentioned persons can be contacted, doctor's attention or hospitalization will be arranged at the discretion of the principal.
6. A form will be sent home with your child to obtain emergency information for school use. It is imperative that this form be completed and returned to school as soon as possible.

MEDICINES IN SCHOOL

There have been numerous students, particularly at the elementary level, needing to take prescribed medications sometime during the school hours. No prescription medication will be given at school unless the proper consent form is completely filled out and signed by the physician and parent. If at all possible, medication should be given at home by the parent. **Medication must be brought to school by the parent in original container. If the parent is unable to bring the medication to school, the medication should be given to the bus driver and the driver will give the medication to the school nurse. AT NO TIME SHOULD THE CHILD HAVE POSSESSION OF THE MEDICATION ON THE BUS OR AT SCHOOL.**

The Emergency Medical form that must be completed for each student each year has a section to give permission for the school to administer certain "over the counter" medications. If this is your wish, please indicate this on the form when you receive it.

DRESS AND GROOMING

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

1. Clothing may not expose too much. It should not expose the midsection or undergarments. This applies to boys and girls.
2. Students may not have facial piercing except for ears.

3. Students may not have any unnatural hair coloring.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, he/she may be removed from the educational building.

CURRICULUM

The following subjects are being taught at all grade levels:

Reading	Music	Writing	English	Art
Spelling	Social Studies	Physical Education	Math	Science

GRADING

Kindergarten and Elementary

- A. Kindergarten students will receive marks indicating satisfactory, improvement shown, improvement needed, or unsatisfactory.
- B. Students in grade 1-4 will receive numerical grades on report cards with the following exceptions:
 1. Grades one and two will receive marks of satisfactory and unsatisfactory in Science, Social Studies, Physical Education, Music and Art.
 2. Grades three and four will receive marks of satisfactory and unsatisfactory in Art, Music and Physical Education

Marking System- Scholarship Grading

93 – 100 A = Excellent Achievement
85 – 92 B = Very Good
84 – 77 C = Average
76 – 70 D = Below Average
Below 70 = Failing Grade

ELEMENTARY HONOR ROLL

Elementary students become eligible for the Honor Roll by receiving no grade lower than 85 percent on the report card.

Honor Rolls are reported at the close of each nine (9) week grading period.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held two times yearly. All parents are encouraged to come to school at this time to discuss their child's progress with their teacher.

A parent should feel free to contact the teacher at any time they have a concern about their child. However, we ask that you call and make an appointment for a time when the teacher is available.

Our school system uses several approaches to communicate student progress to parents: progress book, report cards, interim reports, emails, and face-to-face

conferences. The conference is the most effective means of exchanging information about a child. If it is carried out well, it can be a fine way of building good relationships between home and school and helping the individual student.

INTERIM REPORTS

Interim reports will be sent home at the middle of each nine week grading period with all students.

The interim reports must be signed by the parent and returned to the teacher.

GRADE CARDS

Grade cards are issued at the end of each nine week grading period.

At the close of the school year, grade cards will be withheld from those students who have outstanding bills. Grade cards will be released upon payment.

All elementary grade cards are computer-generated. If you feel an error has been made on your child's grade card, contact the Principal immediately.

PROMOTIONS AND PLACEMENTS

Promotions in the elementary grades shall be at the discretion of the teacher and principal. In cases where a student passes all subjects except one or two "minor" subjects, the teacher may "place" the student in the next grade on condition. (It is generally understood that Math, Reading, Language Arts, Social Studies and Science are not "minor" subjects).

In case of a student of advanced age, who has done his/her best, but has still received a majority of "F" grades, the teacher, upon advise from the elementary principal and superintendent, may decide whether the student will profit more by being "placed" in the next grade or by repeating the same grade.

TEACHER REQUESTS

Student placement with teachers and classrooms will be at the discretion of the Elementary Principal. Parent requests to have their child placed with a particular teacher will not be accepted.

KINDERGARTEN

Children who are five years of age before August 1st and live in the Southeastern Local School District may register for Kindergarten. Registration is held in the spring of each year.

Our Southeastern Kindergarten has four classes of all-day/every-day Kindergarten.

LIBRARY

Our elementary library is staffed with a library aide. Our library has been re-organized to meet the needs of the grade levels. If a student loses or damages a library book, it should be brought to the immediate attention of the library aide.

GUIDANCE

The Southeastern Elementary School is fortunate to have the services of a certified guidance counselor. Some of the duties of the elementary guidance counselor include: organizing and arranging the schedule for all student psychological tests, assisting in the placement of students in special programs, and counseling the teaching staff on classroom guidance programs.

INCLUSION

Our elementary follows a Model IV Inclusion program. Teachers of handicapped students and regular education teachers have received training to incorporate inclusion into our special education programs. Students with an Individualized Education Plan (IEP) are placed into the regular education classroom. The Intervention teachers team-teach and work closely with the classroom teachers to ensure success for all students. Resource rooms are utilized for individual and small-group instruction.

I.A.T. and R.T.I.

An intervention team called I.A.T. (Intervention Assistance Team) has been incorporated in our elementary school. Grade level teachers meet with the guidance counselor and principal to discuss student progress after intervention has been tried within the regular classroom setting, and/or during R.T.I. time. Teachers may refer students who are experiencing academic or behavioral problems to the I.A.T. team for assistance in solving the problems. **Parents are encouraged to be active participants if and when their child is referred.**

CAFETERIA

Students may purchase a cafeteria lunch or bring a lunch from home. Applications for free and reduced price lunches will be available. **Students are not to bring carbonated beverages (in cans or bottles).**

VENDING MACHINES

Vending machines and microwaves are located in the cafeteria for middle and high school students use only. Elementary students' are not permitted to use the vending machines or microwaves during the school day.

Good lunch room habits and manners are encouraged. Misconduct and disrespect for others can result in a denial to eat in the cafeteria. Although students are encouraged to eat all that is placed upon the tray, no one is made to eat everything or to sample a food that is either new or disliked. To aid both students and parents in regard to their decisions concerning the cafeteria, a monthly menu is planned and a copy is sent home with each student.

LUNCH AND BREAKFAST PRICES

Lunch prices are:

Regular price - \$1.75

Reduced price-\$0.40

Breakfast prices are:

Regular price-\$0.75

Reduced price-\$0.30

FREE AND REDUCED PRICE MEALS

The District will send Applications for Free and Reduced Price Meals and/or Free Milk to the parents of all children enrolled within the first week of school and to any interested community groups who request them. Within fifteen (15) days of the receipt of a completed application, a decision regarding eligibility will be made and parents will be notified in writing of the decision. A child, who is new to our school district or who was not receiving benefits at the end of the previous school year and is determined eligible will begin receiving the free or reduced-price meal and/or free milk immediately.

A family may apply for benefits any time during the year. If a family is not eligible at the beginning of the school year but has a decrease in household income, becomes unemployed, or has an increase in family size during the course of the school year, they should reapply for benefits at that time.

FIELD TRIPS

Properly planned and executed field trips are an invaluable educational tool which can provide both the student and the teacher with a rewarding experience.

Trips made within the immediate community and not requiring bus transportation (nature walk, etc.) will be approved by the principal. Trips requiring bus transportation require approval by the principal, local superintendent, and the Board of Education. Also, a signed parental permission slip for each student is required.

Parents will be well informed of the impending trip and adequate supervision.

Parents of students going on field trips are often called upon to aid in the supervision of students. Southeastern policy requires a chaperone list be pre-approved by the School Board before each trip.

PRE-SCHOOL CHILDREN

Pre-school children are not permitted to go on field trips. Those adults coming to school parties are not to bring pre-school children.

HEAD LICE PROCEDURES

Pediculosis, commonly known as head lice, is a recurring and bothersome problem that afflicts many school-aged children every year. All children are susceptible to this problem. If the school is informed or suspects the problem of head lice, school officials will use the following procedures:

- A. A letter will be sent to parents of all students in the classroom informing them of the problem. Upon receipt of this letter, parents are responsible for checking their child for head lice. If lice and/or nits are found, they should be treated in the recommended manner. School personnel are authorized to check for head lice.
- B. In the event school officials discover that a child may have head lice, parents will be notified and should come for the child immediately. In most cases, thorough treatment can be effective in one (1) day, however, school officials may grant up to two (2) days of excused absence for treatment of the problem.
- C. Recommended treatment: It is best to seek medical help for diagnosis and advice for treatment of the problem. A prescription shampoo is available through the child's personal physician or from the Ross County General Health District. It is recommended that this be used.

HEALTH EXAMINATIONS

The following screening programs are recommended to be administered to all students to protect the school community from the spread of communicable diseases:

- A. Growth and development evaluation in Kindergarten (vision, hearing, language, fine motor skills, gross motor skills, and speech)
- B. Dental examination- Grade 1
- C. Vision examination- Grade 1,3, and 5
- D. Hearing examination- Grade 1 and 3
- E. Other examination as the need arises.

All staff members are to observe students continually for conditions that indicate physical defect or disability and report such conditions promptly to their principal and the Ross County Health nurse.

INCLEMENT WEATHER

It sometimes becomes necessary to close school in case of inclement weather or "acts of God". If parents or students suspect that school might not be in session, they should tune their radios to their local stations, or log onto www.wkkj.com for the necessary information. Also, an automated call system will be used for such notifications. Please be sure that we have your most recent phone number on file. Do not call the Superintendent, Principal, or the teachers as it is necessary to keep their lines open.

MESSAGES/VISITATIONS TO SCHOOL

Written or telephone messages from parents to students are to be handled through the office. Only when permission has been given by the office can students use the school telephone.

For the Safety of our students, parents/visitors must check into the office upon arrival at school. In order to keep distractions and interruptions to a minimum, please do not go directly to your child's classroom unless you have been directed to do so by school personnel.

EARLY SCHOOL DISMISSAL

The calendar adopted by the Southeastern Board of Education allows for the early dismissal of school (12:45 p.m.) on the following dates:

November 21.....	Thanksgiving Vacation
December 18.....	Christmas Vacation
April 18	Easter
May 23.....	Last day for students

NECESSARY NOTES FROM PARENTS

A note from the parent to the school office is necessary when:

A student is going home with another student (by bus or car). Students are not to ride another bus unless they bring a note from home stating that the parent or guardian approves. The note will be then sent to the elementary office to be approved. One note of permission for regularly scheduled activities such as Scouts, 4-H, etc., is sufficient for the year. Extra activities require a note.

CHILD CUSTODY

The school should be notified when there is a change of custody of a child. In order to comply with the requests of custodial parents restricting who may pick up or see their child at school. A copy of legal documentation must be on file in the school office.

PTO

Parents are encouraged to participate in the PTO and attend the scheduled meetings. Meetings are scheduled and will be listed in the PTO handbook, and on the school calendar.

SALES

No sales of any type will be made in the school unless sanctioned by the elementary supervising principal. Students are not to sell items for other organizations either on the bus or at school, without permission from the principal.

Students are not permitted to sell or purchase personal items to or from another student in the building, school grounds, or bus.

TORNADO/FIRE DRILL

Tornado/Fire drills are held monthly to practice the proper procedure used in evacuating all students and personnel from the building in a safe manner. Each room has

a card mounted near the door showing the exit route to be used. Practices are held by the classroom teacher at the beginning of the school year to acquaint the pupils with the drill procedures.

PARENT VOLUNTEERS

Volunteers are always welcome in our school. In order to volunteer, please contact the principal to receive information.

TRANSPORTATION

Nearly all children enrolled in the Southeastern Schools ride a bus to and from school. It is a major responsibility transporting the students in a safe and timely manner. The safety and well being of our children come first and foremost. We cannot and will not tolerate anything in any way that compromises the safety of the children.

The bus driver is in complete charge of children after they board the bus. If the driver feels the behavior of a child is not satisfactory on the bus or interferes with the safety, after due warning, the student may be removed from the bus for a period of time or permanently.

Should a student accidentally miss the bus at school dismissal time, the student is instructed to go to the office or to their teacher. **UNDER NO CIRCUMSTANCES SHOULD THE STUDENT LEAVE THE BULDING.** The principal will notify the parents and make arrangements for the student to get home.

BUS SAFETY

With the ever present possibility of a school bus accident, it is extremely important that we emphasize bus safety to the children. Please review and emphasize the following:

1. Obey the driver.
2. Stay in the seat when the bus is moving.
3. No arms or legs out the window.
4. Quiet talking is permitted except when crossing a railroad crossing-then absolute quiet.
5. Fighting on the bus will result in removal from riding for a period of time.
6. Stay away from bus wheels. **NEVER** crawl under a bus. If papers, a book, or clothing falls under a bus, **NEVER** go after them. Have an adult get them.
7. When crossing the road to get on or leave the bus:
A: **ALWAYS** look both ways. Cars may not stop.
B: Be far enough in front of the bus that the driver can see you.

STUDENT CONDUCT ON THE BUS

Transportation is provided for students who live in the Southeastern District. Continued provision of the bus service to individual students is dependent upon the ability of each student to obey regulations necessary for safety and good conduct.

Disciplinary action for violations of the rules governing the behavior of children riding busses may be as follows:

1. First Offense- Warning. A letter or phone call notifying parents of the violation.
2. Second Offense- A letter or phone call notifying parents of the violation.
3. Third Offense- Suspension of the students' bus privileges will be given. A conference **may** be held with the parent, student, principal and driver.
4. Fourth Offense- Could result in suspension from bus riding for an undetermined amount of time.

Note: In some cases the nature of the violation may be waived and the second or third step immediately imposed. In some rare cases, the nature of the violation may be so severe that all steps of the disciplinary procedure will be waived and bus privileges revoked.

STUDENT BEHAVIOR CODE

A violation or attempted violation, even though unaccomplished, of any rules may result in disciplinary action. The disciplinary action may include any of the penalties listed within the next section entitled Possible Penalties for Violation of the Student Behavior Code. All rules apply to extra-curricular as well as curricular activities in any school building or premises thereof, or going to and from school if such conduct affects the orderly operation of the school. The rules are as follows:

1. Damage, Destruction or Theft- Students shall not cause or attempt to cause damage, destruction, or theft of school property or personal property.
2. Assault- A student shall not cause or attempt to cause physical injury or insults to any school employee, student, or other persons.
3. Threatening Others/Disruption of School Events- Students shall not engage in, nor urge others to engage in, the use of any type of violence, force, noise, intimidation, or any conduct which would cause disruption of any function of the school.
4. Disregard of Reasonable Directions, Requests, or Commands- Students shall not disregard directions or requests by the teachers, substitute teachers, teacher aides, the principal, or other authorized school personnel. This includes being disrespectful by verbal or physical remarks. A student shall not fail to accept other forms of discipline which are prescribed by the principal or the certified teaching staff.
5. The Use of Tobacco- Students shall not use or possess tobacco anywhere on or about school property. This rule applies during all school functions and while riding aboard school vehicles.
6. Alcohol and Drugs- A student shall not possess, conceal, use, transmit, sell, or be under the influence of any illicit drugs including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, mind-altering chemical substances, or alcoholic beverages of any kind. This also includes look-alike drugs or any "Counterfeit controlled substance". No student shall possess or conceal any drug-related paraphernalia or appariti.

7. Weapon- Students shall not possess, conceal, handle display or transmit any object that can reasonably be considered a weapon.

8. Student Dress and Grooming- Students should be neat in appearance and wear clothes that conform to good grooming and promote the general welfare of the school. Students' appearance and dress shall not be a safety hazard, health hazard, vulgar, or suggestive in a manner which is destructive to the student body or staff, nor interfere with the educational process. Hats and sunglasses shall not be worn within the building.

9. Electronic Devices- Students shall not use or possess cell phones, ipods, or other similar devices on school grounds without the expressed consent of the principal.

10. Profanity and Vulgar Language- Students shall not use profanity, written or verbal. Included in this prohibition or the use of obscene gestures, signs, pictures, clothing, or publications which could be offensive to others.

11. Public Display of Affection- Proper boy-girl relationship are not discouraged but the display of such affections is considered improper in the context of school.

12. Unauthorized Sale or Distribution- The act of selling or attempting to sell, trade, or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Southeastern Local School Board is prohibited.

13. Cutting Classes- Skipping or cutting class is defined as not being in the assigned classroom or location during a designated time. Students shall not engage in the cutting of specials, assembly, homeroom, cafeteria, class, detention, or other such assignments.

14. Forgery- A student shall not, in writing, use the name of another person to falsify times, dates, grades, addresses, or other date on school forms or correspondence directed to the school.

15. Unauthorized Presence in Halls, Restrooms- Students shall not be in the halls or restrooms during classes without permission, leave a classroom before dismissal, or be in any location other than that to which assigned.

16. Improper Cafeteria Behavior- Students shall not leave a messy eating area, fail to return trash and tray to the proper area, take food from another student, throw food, cut in line, etc.

17. Cheating and Plagiarism- Students shall not copy from the work of another student, use illegal notes, or claim as their own the work of another.

18. Improper Conduct- Students are expected to conduct themselves in a quiet, orderly fashion without running or yelling in the halls.

19. Habitual Tardiness- Students are expected to report on time to all scheduled classes. Six unexcused tardies will result in a Friday School.

20. Leaving School without Permission- No student may leave school without permission. Whether walking, driving, or riding a bus, they are not to leave the building premises at any time without permission of the building principal.

21. Search and Seizure- Individuals, individuals lockers, and autos may be searched by school officials, without warning, when there is reasonable reason to believe that dangerous objects or contraband are included therein. However, systematic and secretive searches of areas where there is good reason to believe that the health and/or safety of students, faculty, or the public is involved.

22. Other Undesirable Behavior- Since it is impossible to outline each specific offense which may occur, students who display behaviors that are considered disruptive to the mission of the school will be assigned an appropriate penalty for the infraction.

POSSIBLE PENALTIES FOR VIOLATION OF THE STUDENT BEHAVIOR CODE

The Board has established the following penalties in accordance with Ohio law in regard to infractions of the Student Behavior Code:

- A. Detention/Reflection Room- Detention/Reflection Room may be assigned to a student as penalty for violation of the Student Behavior Code or for refusing to participate in assigned class activities. Detention/Reflection Room may be assigned by the teachers and supervision of the detention will be arranged by the assigning teacher.
- B. Suspension of Privileges- Suspension of privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include but are not limited to the following:
 - 1. Riding a school bus to and from school.
 - 2. Attending extracurricular activities.
- C. In-School Restriction- At the discretion of the principal, the student may be detained on the school premises during the school hours, but denied the right to participate in any regular classes. The student shall be responsible for all class time missed. All procedures for suspension will be followed. The student will remain in the area designated by the principal during the course of suspension.
- D. Friday School- Students violating the Board adopted Student Behavior Code may be placed in the Friday School Program. The placement into this program will be by administrative decision and will not necessarily be assigned before out-of-school suspension or other penalties. This program will be held on Friday afternoons from 2:50 until 4:30 p.m. Specific guidelines governing Friday School will be given to students assigned. Friday School will be assigned often in place of suspension. Students will not receive a zero grade as in the case for suspension out of school. It is hoped that this action will prevent the need for any other disciplinary measure. **Students who accumulate 10 detentions will be assigned a Friday School. Also, 6 unexcused tardies (a.m. or p.m.) will result in an assigned Friday School.**
- E. Suspension- Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code. The procedure for suspension shall consist of the following steps:
 - 1. Written notification of the reasons must be given to students.
 - 2. The student must be given an informal hearing.
 - 3. If the student has been suspended, the parent, custodian, or guardian must be notified within twenty-four (24) hours.
 - 4. Academic lessons and/or test missed may not be made up.

- F. Emergency Removal- The immediate removal of a student from school premises may take place if the student's presence disrupts the educational process, endangers other persons, or damages property. The following procedure shall be taken:
1. A hearing must be scheduled to be held as soon as practicable, but not later than seventy-two (72) hours after the initial removal and written notice of suspension or expulsion given.
 2. The individual who ordered, caused, or requested removal must be present at the hearing.
- G. Expulsion- Ohio law authorizes the Superintendent of Schools to expel a student from school for a period not to exceed the lesser of eighty (80) school days or the number of school days remaining in the school year in which the incident that gives rise to the expulsion takes place, and provides that the parents or guardians may appeal the expulsion ruling to the Board.
1. The student shall be suspended from school, in the manner described above, pending the outcome of a request to the Superintendent for expulsion.
 2. The parent or guardian shall be notified by certified mail within twenty-four (24) hours, regarding the expulsion request. The reason or reasons for the request shall be specified.
 3. The Superintendent shall provide a hearing within five (5) days on the request of the student and his/her parent or guardian. The student may state his/her case at the hearing.
 4. The Superintendent shall notify, in writing, the parents or guardian of the student being expelled.
- H. Rehabilitation- Mandatory attendance in a drug treatment program may be substituted by the administration for suspension or expulsion due to a violation of rule F. "Alcohol and Drugs".
- I. Legal Action- The student may be turned over to the proper legal authorities. Charges may be filed with Juvenile Court.

General Guidelines for Administering the Student Behavior Code.

1. Teachers may suspend privileges or assign detention.
2. The elementary school will maintain individual behavior cards for students with infractions.
3. Students who don't meet obligations with teacher-assigned detentions may be assigned Friday School.
4. Students who do not attend assigned Friday School may be assigned more Friday School or suspended out of school.
5. Generally, the penalties for violation of the Student Behavior Code are presented in an increasingly punitive order. Persistent or continued negative behavior may be assigned increasingly severe penalties.
6. Principals may assign penalties as determined by the nature of the violation. For example, students who have committed a suspendible offense should not expect a lesser penalty simply because those have not been previously assigned.

VACATIONS

Since good school attendance and student success go hand in hand, parents should try to schedule family vacations during times which would not keep their children from attending school regularly. However, students of the Southeastern Local School District may be permitted to accompany their families during out of town vacations within the school year when vacations cannot be scheduled otherwise provided the conditions of this regulation are met. The intention of the regulations is to insure that such absence from school does not jeopardize the education of the student.

- A. The law requires that the absence is unexcused; however, the penalty for this unexcused is reduced. If the family vacation during school time is approved by the elementary principal the county attendance official will not be notified.
- B. For the express purpose of discussing the proposed absence for vacation purposes, a parent/parents must present himself/herself at the school involved (or schools involved), and discuss it with the principal. The principal may deny the reduced penalty for unexcused absence based upon this discussion. The principal may deny the reduced penalty for any of the following reasons:
 - 1. The student or students involved have had poor attendance prior to the conference.
 - 2. The student's grades are below average or below the student's capabilities as judged by the administration
 - 3. The vacation is not a true family vacation. Students should not expect to be excused for the vacation with the family of a friend or relative other than parents or guardians.
 - 4. The vacation will not be in excess of five (5) school days. (Only one vacation per school year will be permitted regardless of the number of days taken.)
- C. The students can be given his/her books. His/her teachers can tell him/her the approximate and pages to be covered, but separate daily assignments could not be given. The purpose of this is to help the student so that he/she will not miss everything upon his/her return.
- D. The time missed will have to be counted as absence and all work missed will have to be made up according to the make-up formula for a regular absence from school.
- E. When he/she returns to classes he/she will not be excused for assuming his/her full responsibilities, nor will tests and assignments be deferred.
- F. This regulation shall not include the last week of either semester when he/she will definitely be expected to be in attendance. (This means student days of attendance).
- G. Exceptions- Exceptions of the above regulation will be made only after a hearing has been held with the elementary principal and/or school personnel.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal educational opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry,

national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Angela Flowers - 774-2003
Elementary Supervisor for Ross County

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

SCHOOL PERSONNEL
Certified Personnel

Brian Justice-Superintendent.....774-2003 EXT. # 4332
Nicole Wills.....774-2003 EXT. #1170

Southeastern Elementary.....774-2003

Janda Eldridge.....Kindergarten EXT. # 1113
Janelle Borland.....Kindergarten EXT. # 1110
Phil Harrington.....Kindergarten EXT. # 1111
Beth Rhoads.....Kindergarten EXT. # 1112
Cheryl Austin.....Grade One EXT. # 1104
Becky Dixon.....Grade One EXT. #1101
Sandy Gillum.....Grade One EXT. #1106
Stephanie Hobson.....Grade One EXT. #1102
Beth Hartshorn.....Grade Two EXT. #1108
Karissa Stauffer.....Grade Two EXT. #1107
Amy Hutchison.....Grade Two EXT. #1105
Chrissy Park.....Grade Two EXT. #1109
Carrie Siders.....Grade Three EXT. #1211
Amy Wills.....Grade Three EXT. #1212
Michele Dyke.....Grade Three EXT. #1208
Tara Higley.....Grade Three EXT. #1209
Ashley Wiseman.....Grade Four EXT. #1205
Anna Lyon.....Grade Four EXT. #1203
Melissa Evans.....Grade Four EXT. #1206
Katie Iman.....Grade Four EXT. #1207
Mike Wilbanks.....Intervention Specialist EXT. #1314
Kim Pugh.....Intervention Specialist EXT. #1118
Cassie Peters.....Intervention Specialist EXT. #1214
Jeremy Iman.....Reading Intervention EXT #1103

Elementary Guidance

Angela Flowers EXT. #1174

Art

Kim Barnes EXT. #1148

Music

Webb Adelsperger EXT. #1151

Nurse

Vicki Snyder EXT. #1324

Physical Education

Matt Queen EXT. #3370

Psychologist (County Assigned)

EXT. #4351

Speech Therapist (County Assigned)

Natalie Ratz EXT. #1213

Special Education Supervisor (County)

Tom Kitchen

Integrated Services

Angela Hafner EXT. #1173

