



# BOARDMAN CENTER INTERMEDIATE SCHOOL

## I. INTRODUCTION

### Welcome

Dear Students and Parents:

I would like to extend a cordial welcome to all Boardman Center Intermediate students and their families as we begin another school year. We take great pride in our school and the traditions of academic excellence at BCIS. It is important that each student understands that our main purpose is to assist students in discovering their full potential and unique abilities as they experience the intermediate school years. Success at school depends on you, your parents and the entire BCIS staff. Good luck, and let's have a great year.

Mr. Randall Ebie, Principal	Mrs. Alice Rhodes, Secretary
Mr. Matthew Beard, Assistant Principal	Mrs. Candy Greene, Secretary
Mr. Nick Hewko, Assistant Principal	Mrs. Jill Vaughn, Cafeteria
Miss Kendra Baltes, Guidance (4th)	Mr. Michael Salser, SRO
Mrs. Linda Frease, Guidance (5th )	Mr. Doug Blue, Head Custodian
Mrs. Melinda DePietro, Guidance (6th)	Mr. Doug Blue Jr., Custodian
Mrs. Kalbasky, PTA President	

Please call upon us whenever we may be of service. The Boardman Center Intermediate School phone number is (330) 726-3400.

Sincerely,

Randall Ebie  
Principal

## **BOARDMAN CENTER INTERMEDIATE SCHOOL**

### **PHILOSOPHY**

School is to enforce the belief that each student has a right to educational opportunities of a quality caliber, which will develop their potential as individuals and citizens in a democratic society. It is our firm belief that education must be efficient and effectively conducted in a humane, disciplined, and safe teaching and learning environment to help each child develop a wholesome self-concept and a feeling of personal worth.

Center Intermediate is committed to providing each student with a positive learning experience and an opportunity to master the basic intellectual skills. This can be best accomplished by encouraging each student to play an active part in the learning process, by providing a diversified curriculum flexible to individual and societal change, and encouraging the use of the scientific methods.

### **BCIS FOUNDATIONAL BOULDERS:**

LOOK FOR THE BEST IN OTHERS

TREAT OTHERS THE WAY YOU WANT TO BE TREATED

CHOOSE POSITIVE INFLUENCES

SPEAK WORDS OF KINDNESS

FORGIVE YOURSELF AND OTHERS

It is our belief that the partnership between home and school plays an important role in nurturing the growth and development of each child, and in maintaining the tradition of academic excellence at Boardman Center Intermediate School.

## MISSION STATEMENT

Our purpose is to assist students in discovering their potential and unique abilities as they experience the intermediate school years.

To accomplish this mission we must . . .

- foster a strong partnership with the home and community,
- reinforce the values that contribute to growth of character, and
- provide a nurturing environment where academic achievement is honored.

## DISTRICT MISSION STATEMENT

- Together we transform lives through academics, athletics, and the arts.



## CURRICULUM

### COURSES

The main purpose of BCIS is to help each student attain his or her maximum academic growth. To achieve this, there must be some definite direction to the learning experience. The subjects offered in each grade level are listed below.

#### **Fourth Grade**

Science  
English  
Math  
Social Studies  
Art (9 weeks)  
Physical Education (Semester)  
General Music (Semester)  
Technology (9 weeks)  
Spartan Success

#### **Fifth and Sixth Grade**

Science  
English  
Math  
Social Studies  
Art (9 weeks)  
Physical Education  
Band, Orchestra or Chorus  
Technology  
Spartan Success (3 nine weeks)

### GRADES

Grades, either A, B, C, D or U, will be assigned to students four times during the school year. At the end of the year, these four grades will be averaged and placed on the student's permanent school record. The school grading scale will be provided by the individual instructors.

- A = EXCELLENT PROGRESS - Consistently scores well on quizzes and tests, and completes assignments. Actively takes part in class discussions. Frequently goes beyond the regular assignments to do extra projects.
- B = GOOD PROGRESS - Takes part in class discussions and does well on quizzes and tests. Completes assignments, and sometimes offers to do extra work.
- C = SATISFACTORY PROGRESS - Sometimes takes part in class activities. Usually scores in the middle of class on quizzes and tests. Usually completes assignments. Overall work is of average quality.
- D = SLOW PROGRESS - Needs encouragement before taking part in class work. Does not do well on quizzes or tests. Frequently comes to class unprepared.
- U = MINIMUM PROGRESS - UNSATISFACTORY - Does not take part in class activities. Gets low grades on quizzes and tests. Does not complete assignments. Often does not take advantage of the help available.

## SUMMER SCHOOL

Each year, Boardman Schools offers a summer school program for its students. Intermediate school offerings are in the four major academic areas. Because summer school must be self-supporting, a tuition fee is charged. Parents of children who need these summer experiences are advised to enroll early, since classes are usually formed very early in June.

## SPECIAL EDUCATION

Boardman Schools provide special educational opportunities to students who qualify under state standards. If you think your child qualifies for or needs one of these educational opportunities, you are urged to discuss it with a guidance counselor or an administrator.

## MUSIC

Boardman Center Intermediate School has a complete music education program for all grades. Music is required of all students in grades four, five, and six. In fourth grade, students will participate in General Music. In fifth and sixth grade, students may choose Band, Chorus, or Orchestra.

Boys and girls who play a wind or percussion instrument may choose band. Some students own their own instrument, but others rent from the school or from a music store. Instruments may be rented from the school for \$32.00 per year in grades five and six. Only group instruction is provided by the school, so private lessons are strongly recommended. Parents interested in instrumental music or instrument rental for their children, should contact the instructor.

Boys and girls who play a string instrument may choose orchestra. The same policy applies to instruments and private lessons. Instruments may be rented from the school for \$32.00 per year in grades five and six.

Changes to music placement **will not** be honored once school begins. All requests for music changes must be submitted in writing to the building principal.

## PHYSICAL EDUCATION

Physical Education classes are required of all students in all grades. To be excused for medical or health reasons, a note from a doctor giving reasons must be on file in the office. A student may be excused from a particular class because of sickness or injury by bringing a note from his or her parent.

Gym outfits are required for grades five and six; white or gray tee shirts and maroon shorts. Outfits may be purchased from the school. All students must provide their own gym shoes and clean socks. To address safety concerns, all gym shoes must tie. Slip -on shoes are not permitted.

A gym locker will be assigned to each fifth and sixth grade student, however students must furnish his or her own lock. Lockers must be kept neat and orderly at all times. Since lockers are owned by the school and loaned to students, they should not be defaced in any way.

## **LOCKERS**

Each pupil will be assigned a hall locker, which must be kept neat and orderly at all times. Since lockers are owned by the school and loaned to students, they should not be defaced in any way.

Each student is to use only his/her own locker. Money and other valuables should not be left in lockers. Students may provide their own lock for their hall lockers. However, if any problem arises, the principal has the authority to have the lock cut off.

Students should develop the habit of going to their hall locker approximately three times each day. When students arrive in the morning, they must leave their coat and bookbag, and select the necessary books for their morning classes. Bookbags, without wheels, may be brought to and from school, but must remain in the student's locker throughout the day. Midway through the school day, students should exchange their morning books for their afternoon books. Finally, at the conclusion of the school day, students should obtain their coat, bookbag, and books to be taken home.

## **GUIDANCE AND COUNSELING**

The general purpose of guidance in the intermediate school is to help children develop academically, socially, morally and emotionally to the best of their own ability, so that they can become self-directed, self-reliant and self-respecting individuals, and thereby, become worthwhile citizens in our society. Each student is assigned to a counselor. The counselor is available for conferences with the student and/or his/her parents regarding vocational and educational planning, as well as, personal and social adjustments. Guidance counselors serving Boardman Center Intermediate School students are: Miss Kendra Baltes (Grade 4), Mrs. Linda Frease (Grade 5), and Mrs. Melinda DePietro (Grade 6).

## **BCIS BELL SCHEDULE**

8:50 a.m.	Students Enter Building
8:55 a.m. – 9:06 a.m.	Homeroom
9:10 a.m. – 10:01 a.m.	1 <sup>st</sup> Period
10:05 a.m. – 10:56 a.m.	2 <sup>nd</sup> Period
11:00 a.m. – 11:51 a.m.	3 <sup>rd</sup> Period Grade 4,6 Lunch/Recess
11:54 a.m. – 12:45 p.m.	4 <sup>th</sup> Period Grade 4,5 Lunch/Recess
12:49 p.m. – 1:40 p.m.	5 <sup>th</sup> Period
1:44 p.m. – 2:35 p.m.	6 <sup>th</sup> Period
2:39 p.m. – 3:30 p.m.	7 <sup>th</sup> Period

## **ONE OR TWO HOUR DELAYED START OF SCHOOL**

The safety of students and employees is our primary concern. When a delayed opening is broadcast, the adjusted school opening and all transportation schedules will be delayed as announced. A one hour delay means that the buses will pick up students one hour later and school will start one hour later. A two hour delay means that the buses will pick up students two hours later and school will start two hours later. Therefore, parents should not drop off students prior to 10:50 a.m. An adjusted daily schedule will be followed at each school. Students will arrive home at their normal time. Breakfast will not be served, and there will be no before-school care.

## **PICTURES**

Center intermediate permits a school photographer to take pictures of the students. The photographer provides record pictures and other services free to the school for the privilege of taking the pictures. Parents are under no obligation to buy these pictures.

In September, individual pictures are taken of each student, and a color packet offered to parents. A prepayment plan is used for all pictures. The student who wishes to purchase a picture or packet must pay on the day the pictures are taken.

## **PARENT TEACHER ASSOCIATION**

Boardman Center Intermediate has an active PTA organization. All parents and teachers are urged to join and become active members. The membership drive is held during the first part of the school year. Interesting and informative meetings are planned and presented by the program committee.

The intermediate school years are critical to the growth and development of a child. Parents need to share ideas and keep BCIS informed of the needs of their children.

## **STUDENT SAFETY**

Safety is important. Rules and regulations at school are established to express a caring concern for the safety of each student. Safety instruction occurs throughout the year, and we ask parents to support our efforts at home.

## **INSURANCE**

Boardman Schools offer parents an optional student accident insurance policy from an independent insurance agency. This policy covers accidental injury to the student on the way to, from or in school. Twenty-four hour coverage is also available at an additional cost. This policy is intended to serve as a supplement to a family's personal insurance policy.

Every boy and girl who participates in any interscholastic athletic program must be covered by an insurance policy.

## **ATTENDANCE PROCEDURES**

### **ABSENCES**

Regular attendance at school is necessary to gain the maximum benefits. Frequent absences will almost surely result in lower grades and academic problems. Skipping classes or truancy is usually the first step towards serious discipline problems.

When you are not able to come to school, a parent should call the school office (330-726-3400) before 9:00 a.m. to report the absence and the reason. If the absence is to be for an extended time, the reason can be given and it will not be necessary to call each day.

Ohio law lists the following as reasonable excuses for a student absence from school: (1) personal illness (a doctor's note is required when absence becomes excessive), (2) serious illness in the family requiring the student's presence (age 14 and older), (3) quarantine of the home, (4) death of a close relative (usually limited to 3 days), (5) needed at home because of required parental absence, (6) observance of religious holidays, and (7) emergencies as judged by school authorities.

After any absence, students must bring a note from their parent or doctor stating the days of absence and the reason for the absence. A doctor's excuse must be received by the school within two school days of the student's return to classes in order to receive "excused absence" status. This note should be taken to the attendance office, located by the main office, when arriving at school. The attendance office teacher will complete an excuse pass for you to take to your other teachers.

Students will have the total number of excused absences, plus one day, to make up work. If your absence extends for three consecutive days, you may request the school to send an assignment sheet to your teachers so that you can work on your studies at home. Please do not ask for an assignment sheet if you will only be absent one or two days.

## **TRUANCY**

Unexcused absences will be considered truancy. A student will be considered habitually truant if the student is absent without legitimate excuse for thirty (30) or more consecutive school hours, forty-two (42) or more school hours in one month, or seventy-two (72) or more hours in one school year.

The first seven absences your child has will be marked "Unexcused Verified" if a parent note documenting the absence is sent to the attendance office. Approved vacations are included in this seven day parameter. After the first seven day window, medical documentation will be required for your child to have an excused absence.

Boardman Center Intermediate School may refer truancy cases to the Mahoning County Juvenile Court for prosecution.

## **HOUSE BILL 410 ATTENDANCE LAW**

### **HABITUAL TRUANT**

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

### **EXCESSIVE ABSENCES**

- a. Absent 38 or more hours in one school month **with or without** a legitimate excuse; or
- b. Absent 65 or more hours in one school year **with or without** a legitimate excuse.

## JUVENILE COURT INTERVENTION

Boardman Schools have been working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and supports for our students and families experiencing difficulties with, but not limited to, attendance, grades and behavior.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibilities in the education process. If a principal determines that all other measures have been exhausted in addressing a students' attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program, may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court for up to \$250.00, and may be incarcerated up to 30 days in the Mahoning County Jail.

## EARLY DISMISSAL

A note from the parent is also required when you are to be excused early. This note should be brought to the attendance office teacher, and the same procedure followed as for an absence.

When you are to be excused early (emergency), a parent should call the school office (330-726-3400) before 3:00 p.m. to report the early dismissal and the reason.

## VACATIONS

Parents are strongly encouraged to schedule family vacations at such a time as not to interfere with the adopted school calendar. However, the Board recognizes that there are times when families cannot control the dates when vacations must be taken. Therefore, if there is no alternative to a family scheduled vacation during the time when school is in session, the school district may honor the request based on the following criteria:

1. **The vacation will not require the student to miss more than five school days per school year.**
2. The vacation is a family vacation, with at least one parent or guardian participating.

3. The student's record of prior absences for this school year is within the 10% limit, and the student is not a habitual or chronic truant as defined.

**All vacation days must be pre-approved, otherwise they are unexcused.**

## **RESIDENCE REQUIREMENTS**

Any child who is a resident of the Boardman School District and is of legal age (5-21), may attend the Boardman Public Schools. A student is considered a resident of the district if he/she resides with a parent or parents or a person or government agency with legal custody whose place of residence is within the boundaries of the Boardman Local School District.

## **PUPILS MOVING WITHIN THE DISTRICT**

A pupil changing residence **within** the Boardman School District during the second semester may complete the year at the school which he/she has been attending, subject to the approval of the Superintendent. In such a case, the parent of the student will be responsible for his transportation to and from school.

## **RECESS**

When weather permits, there will be outdoor recess during the school day. **All children are expected to be outside unless a parental excuse is presented. After five (5) days, a medical excuse is needed.**

## **PARENT REQUESTS REGARDING SCHEDULING**

Boardman Intermediate School principals and teachers will **NOT** accept requests from parents for specific teachers. Parents who have legitimate learning concerns about their child, can write a letter to the principal explaining their concerns; however, **letters requesting a specific teacher will not be accepted.**

## **CLASSROOM VISITATIONS**

Classroom visitations by parents or guardians of current or prospective students will not be honored. However, a mutually agreed upon visitation time may be scheduled with an instructor before, during, or after school when students are not receiving instruction.

## **REPORTING TO PARENTS**

A vital part of Boardman Schools is our home-school communication concerning each child's progress in school. Each nine weeks, parents are updated on progress through report cards or parent conferences.

We are very appreciative of concerned and supportive parents. If there is a need for additional parent-teacher communication, parents should feel free to set up a time to contact the child's teacher, it should be done during the teacher's school day. If the teacher has a class when the parent calls, the call will be returned during the teacher's planning/conference period if possible.

## **HOMEWORK**

Homework is assigned throughout each week. Homework assignments are beneficial to developing study skills and responsibility. These assignments will increase in number, amount of work, and regularity as the student becomes older.

## **HONOR ROLL [FOURTH, FIFTH & SIXTH]**

High Honor Roll - A's and O's in all subjects

Honor Roll - A's, B's, O's or S's in all subjects

## **CHEATING/PLAGIARISM**

Cheating in any form, including plagiarism, is unacceptable. Students involved in cheating will be subject to an academic consequence at the discretion of the instructor.

## **PROMOTION AND RETENTION**

Students completing the school year with passing grades in 75% or more of their academic subjects are promoted to the next grade. Students are expected to attend summer school for each subject they failed before the next school year.

Pupils failing two or more of their major academic subjects (English, Math, Science, Social Studies), are candidates for retention. Each student in this category is carefully evaluated, and parents are consulted. A conditional letter of retention will be mailed to the parents no later than April 30th. A final letter of retention will be mailed to parents as soon as the final decision is made.

## **RESPONSIBILITY FOR TEXTBOOKS AND WORKBOOKS**

At the beginning of each school year, each student is charged a flat fee for consumable materials.

Also, at the beginning and the end of the school year, each student's books are evaluated as to their condition. Where it is evident that irresponsible care and accidents have caused excessive damage, a pro-rated fine is levied based on the number of years the items are expected to last with reasonable care. In no case will the book be depreciated to less than 40% of its replacement cost.

## **TELEPHONE USE**

Children are not permitted to use the phone except in case of an emergency. No calls will be permitted for forgotten items, and use of personal cell phones is completely prohibited, including texting. If a student is observed with their phone at any time, discipline will take place, and the phone will be confiscated.

## **SCHOOL MEALS**

Students may participate in the breakfast program. The breakfast program meets the dietary guidelines as outlined by the United States Department of Agriculture. Center Intermediate meal price is \$1.50 for breakfast, and \$2.50 for lunch. If your child has been approved for free or reduced lunches, he or she will qualify for free or reduced-price breakfast. Reduced-price breakfast is \$.30 and lunch is \$.40. Reduced lunch applications can be obtained in the school office or completed online.

Students who bring their lunches, may purchase milk, juice, or bottled water for \$.50 each. Children, who do not purchase the full lunch, will not be permitted to buy a la carte food items.

If a child has a life-threatening allergy/disability related to consuming milk or any other item, the parent must supply a medical note from a licensed physician that describes the child's condition. The physician may prescribe a substitution for milk which may be water or lactose-free milk. This note must be on file in the Food Service Supervisor's office. If a child does not have a life-threatening allergy/disability related to consuming milk or other items, no substitution will be made for that child.

Monthly menus are available at <http://www.boardman.k12.oh.us>.

Parents may prepay for lunches online at [www.payschoolscentral.com](http://www.payschoolscentral.com).

Another convenient option to pay for school lunches is to simply send cash or a check to the school office. As each student passes through the lunch line, a code is entered (their student ID), and the amount is deducted from the current balance that the parent has prepaid.

Students are permitted to charge up to three lunches once their account has reached a balance of zero. The next monies sent in will absorb those charges. Please note that an alternative lunch will be provided for a student who is past the three lunch charge limit and/or for students who do not have lunch money for the day. If payment for lunch is made by check, the student's name and ID# must be listed on the check. If a check must be returned due to insufficient funds, checks will no longer be accepted for that student.

Good eating habits are important to health and health education. We attempt to give each student a portion suitable to his or her desires. Students are no longer required to take a full lunch. They must take only three or more of the basic items offered: meat/meat alternatives, grains, vegetables, fruit, milk. Parental support is appreciated.

## CLINIC

The school's clinic is next to the office. The school nurse is available at all times each school day in the event of an emergency. The nurse screens for vision, hearing, and provides other routine care on a systematic basis and/or parental request.

If a student is injured coming to school or while in school, they should report to the clinic immediately to see if first aid treatment is necessary. In cases determined to be serious, the instructions given by the parents on the emergency medical form will be carried out. Parents will be notified as soon as possible. It is the parent or legal guardian's responsibility to keep the student's health and contact information (telephone numbers, address, etc.) updated. The fire department rescue squad will be called if necessary. A student will not be sent to the hospital without the parent's authorization except under extreme emergency. The parent/legal guardian is responsible for all expenses and transportation.

When a pupil becomes ill at school, he or she should report to the clinic. The students shall bring a pass from the teacher to the clinic. In cases determined by the nurse to be a non-serious illness, the student may be permitted to rest in the clinic, then return to class. Where there is vomiting or a fever registering a temperature of 100 degrees or higher, parents will be called to pick up the student. **Students shall not call home or leave school without authorization from the nurse.** Non-serious injuries will receive basic first aid, and the student will be sent back to class.

Medication should be given by the parent at home. If this is not possible, and the student needs medication during the school day, only the nurse or designee will dispense prescription/non-prescription (over the counter) medication to the student in accordance with the following:

1. A Parent or Guardian Request to Administer Medication Form has been completed, signed by both the physician and the parent/guardian, and returned to the clinic by the parent/guardian. A separate form must be used for each medication.
2. Medication must be brought directly to the clinic by the parent or guardian. Parents must assume responsibility to supply the school with enough medication needed by their child. Anytime there is a change of medication, dosage, or administration time, the nurse must be notified immediately, and a new Administration Medication Form must be completed and submitted. New forms must be submitted on a yearly basis.
3. Medication must be received in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Medication will be safely stored in the school during the entire school year.
4. Medication must not be transported to and from school by a student except when the doctor orders the medication to be carried on the student's person for emergency use, i.e.: inhalers, epi-pens.
5. It will be the responsibility of the student to notify the classroom teacher when it is time to report to the clinic for medication.
6. The first dose of any new medication will not be administered at school in case of an allergic reaction.
7. Cough drops will not be dispensed from the school clinic.

Immunization Requirements: The Ohio Department of Health, under the authority granted in Section 3313.67, Ohio Revised Code, has established the following minimum immunization requirements for school children:

1. Diphtheria/Tetanus/Pertussis (DPT, DtaP, DT, Td): A minimum of four doses are required for grades K-12. Five doses are required for entry if the fourth dose was administered before the child's fourth birthday. One booster dose of Td or Tdap must be administered prior to grades 7-12.
2. Poliomyelitis (OPV, IPV): A minimum of three doses are required for grades K-12. Four doses are required for entry if the third dose was administered before the child's fourth birthday.
3. MMR (Measles, Mumps, Rubella): Two doses required for grades K-12. The first dose must have been administered on or after the first birthday.
4. Hepatitis B: a minimum of three (3) doses are required for entry into K-12.

5. Varicella #1: Required for grades K-9. If the child has had natural chickenpox and presents a signed statement to that effect, he/she is not required to be immunized.
6. Varicella #2: Required for grades K-5.

A record of each student's immunization status must be kept on file at the school. Parents must present written evidence of the child's immunization record during school registration. The record must be an official record from the physician's office or health clinic. Section 3313.67 provided that pupils be given fourteen (14) days (beginning with the first day of school) to comply with immunization requirements before they are excluded from school.

## **PUPIL TRANSPORTATION**

Pupil transportation is available to all students residing in the Boardman School District. To receive pupil transportation, pupils must wait in a location clear of traffic, preferably in their driveway, at least 10 feet from the roadway. Pupils shall be outside at their designated place of safety five minutes before the school bus is scheduled to arrive. Pupil transportation pick-up and drop-off times will be established within the first week of the beginning of the school year. Parents are advised to have students at their designated place of safety approximately 45 minutes prior to the time school begins for morning classes for the first week of school or until parents know the school bus arrival time.

School bus transportation is the safest mode of transportation in the United States of America. Parents are encouraged to have pupils ride our school buses to and from school. When children ride our school buses, their day becomes safer. The number of children riding our school buses also benefits our school district through state funding. Students will be permitted to ride only the school buses to which they are assigned.

Parental requests for students to be transported on school buses to or from alternate locations, must be consistent and remain in place for the entire school year. These requests must also be submitted in writing to the District Transportation Department for approval. All written parental requests for alternate student transportation must contain all involved student names and addresses, parent names and addresses, phone numbers, requested days of the week for transportation, and school of attendance. All parental requests for alternate student transportation must be submitted to the Boardman School Pupil Transportation Office one (1) week in advance of the requested change (Fax: 330-726-3416). In the event of an extreme family crisis or medical emergency, the Pupil Transportation Office may honor a written request for alternate student transportation that does not meet the one (1) week advance

notification guideline. Pupil Transportation staff members will not be permitted to transport any student to or from an alternate location without written approval from the Supervisor of Pupil Transportation. Parental requests for alternate student transportation that change school bus pick-up and drop-off locations or days of the week from the initial request will **not** be permitted. Parental requests for alternate student transportation to and from places of employment or daycare facilities will **not** be permitted. Parental requests for alternate student transportation involving shared parenting must be signed by **both parents**.

While on the bus, the pupils are under the authority of and directly responsible to the bus driver. Pupils are expected to obey the following rules:

- a. Pupils shall be outside at the bus stop before the bus is scheduled to arrive.
- b. Immediately upon entering the bus, pupils shall take their seats keeping aisles and exits clear.
- c. Pupils shall obey instructions and requests of the driver without question.
- d. Pupils shall remain in their seats until time to leave the bus.
- e. Pupils shall conduct themselves in an orderly manner while on the bus.
- f. Pupils shall not be loud or use improper language at any time.
- g. Windows shall not be adjusted without permission of the bus driver, and pupils must not put heads or arms out of the bus window.
- h. No pupil shall attempt to get off or on the bus until it has come to a full stop.
- i. Waste paper and rubbish must not be dropped on the floor of the bus.
- j. Pupils shall not stand in the road while waiting for the bus.
- k. Pupils shall never throw anything within or from the bus.
- l. Pupils shall not eat, drink, or chew gum while on the bus.
- m. Pupils may carry only objects that can be held in their laps on the bus.

A uniform disciplinary code for misconduct on the school bus will be strictly enforced at all grade levels. Incidents of student misconduct on the school bus may result in a three (3), five (5), or ten (10) day suspension. The only exception to this policy will be immediate suspension for severe discipline violations or acts of violence that are extreme.

## **CAR TRANSPORTATION**

**All parents are encouraged to have their children ride the Intermediate School bus. Students should NOT be dropped off at school before 8:30 a.m.**

Drop off times for all students are 8:30 a.m. - 8:45 a.m., unless the student is attending the Before School Program. Please drop off your child(ren) at the sign for "drop off" which is located at door 21. Parents will enter through Stadium Drive, proceed to door 21, and then exit onto Market Street. In order to keep traffic light, parents should remain in the car at all times. Teachers are not available before 8:30 am for supervision, school personnel cannot provide supervision nor can they be liable for child safety prior to this time.

Parents/Guardians are expected to be prompt when picking their child up from school. If a parent/guardian is late, and supervision of that child is necessary, the child will be placed in the After School Care Program. The expense for this supervision will be incurred by the parent/guardian of the child. Please refer to the After School Program Handbook to determine the cost of this supervision program.

Parent/Guardians that will be picking up students at the end of day should park in the back parking lot (avoiding bus lanes), and walk to door 25. A staff member will assist in dismissing your child to you. For the safety of students, all parents will be **required** to walk through the green space to door 25 to pick up their child(ren). Students will be available for pick up beginning at 3:30 p.m..

## **FIELD TRIP NOTIFICATION AND PERMISSION FORMS**

A notification letter will be sent home to parents for all field trips to other Boardman Schools or in the community of Boardman.

A permission form will be sent home for parents to sign for all field trips outside of Boardman.

## **BOARDMAN LOCAL SCHOOLS**

### **CODE OF STUDENT CONDUCT**

The rules and standards set forth apply to conduct on school property, our school buses, off of school premises (which directly affects other students, the school, or its staff), and to conduct at school functions of any kind. Conduct while on a field trip approved by the Board or its designee is also subject to the rules and standards defined in this policy. Any conduct which causes or creates a likelihood of causing disruption/interference with any school function, activity, or purpose, or which creates the likelihood of causing interference with the health, safety, well being, or rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of misconduct which will lead to disciplinary action:

- a. Stealing, causing damage to, or destroying school or private property.
- b. Hazing, threatening, intimidating, assaulting, causing or attempting to cause mental or physical injury or harm to any student, employee, or any other person.

Harassment is defined as “annoying, incessant, critical attacks on another person.” These can be gestures, comments, or actions which tend to demean another person on the basis of age, color, creed, national origin, disability, or sex.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district 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 Ohio law, means any intentional written, verbal, graphic, or physical acts 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/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students/personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it immediately to the building principal.

Sexual harassment is defined as “unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or an offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.”

- c. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- d. Possessing, using or transmitting any object that, in fact or under the circumstances can be considered a weapon. Prohibition to include firearms, knives, destructive devices, as well as metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, drugs or other harmful items.

Firearms include any weapon, including a starter’s gun, which will (or is designed to, or may readily be converted to) expel a projectile by the action of any explosive.

The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or similar device. A knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

- e. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person. Included in this prohibition would be the use of indecent or obscene gestures, signs, pictures or publications.
- f. Gambling on school premises, on school buses, or at school events.
- g. Failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized personnel. All school personnel are authorized to make rules to apply to their classrooms, study halls, buses, bus stops, cafeterias, playgrounds, etc., which will aid in the efficient and positive operation of the school system. Any request made by school personnel must be promptly complied with by pupils in a spirit of cooperation and courtesy.
- h. Failure to comply with the minimum personal grooming guidelines as established by students, teachers and administrators.

- i. No student shall possess, consume or show evidence of having consumed, offer for sale, or provide any alcoholic beverages, illegal or non-prescribed drugs while in the school building, on the school grounds, or at any school activity. This policy includes counterfeit substances which are thought to be drugs, sold as drugs, or inferred by the seller or buyer to be mind-altering substances or illegal drugs. Also included is the possession or use of any drug apparatus. The penalty for violation of this policy on the first offense shall be immediate suspension for a minimum of 5 days to a maximum of 10 days. The second offense will be a 10 day suspension with a recommendation to the Superintendent that said student be expelled from school and a referral be made to the Boardman Police Department.
- j. Smoking or use of smokeless tobacco on school buses, in school buildings, on or near school grounds or at any school-sponsored activities is strictly prohibited. Violation of this rule will result in suspension. Students will not be permitted to have tobacco in their possession while in the school building. This also includes any and all e-cigarette devices. Students having tobacco in their possession (in pockets, purses, etc.), even though they are not using it, will be given five hours detention for the first violation. The second violation will result in suspension and will be treated as though the tobacco was being used. A cigarette in the student's hand, whether lit or not, will result in suspension and will be treated as though the cigarette was being used. Included in this prohibition, is the intentional or unintentional use of fire which damages or destroys school or private property.
- k. Loitering at any time on school grounds, in buildings, (restrooms, hallways, etc.), or adjacent properties.
- l. Failure to comply with attendance procedures will result in suspension, referral to the Mahoning County Juvenile Court, and/or the recommendation that the student be processed for expulsion.
- m. Truancy from classes and study halls will result in detention and/or suspension. Repeated class cuts can result in removal from the class and loss of credit.
- n. Falsifying the name of another person, falsifying times, dates, grades, addresses or other data on school forms or correspondence directed to the school or to authorized school personnel.
- o. Persistent disobedience or gross misconduct not otherwise defined.

The penalty for the violation of these policies will be decided upon by the administrative staff. Such penalties can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, detention, suspension to a maximum of 10 days, recommendation for expulsion from school and/or referral to the juvenile authorities as well as permanent exclusion.

## **NARCOTICS' DOGS**

The Boardman Schools (BHS, BGJHS, BCIS) and the Boardman Police have entered into an understanding to establish a mutually-acceptable policy and procedure for the use of trained narcotics dogs to detect the possible presence of illegal or unauthorized controlled substances on school grounds. During the school year, without prior notification to the schools, the police will arrive unannounced and request permission from the principal to conduct a sweep with trained narcotics' dogs.

After students and staff have been directed to remain in their classrooms, the narcotics' dogs will visit the halls and lockers. (Students are reminded that their lockers are school property and are subject to random inspection.) When the 15 minute sweep has been concluded and the dogs have been removed, students and staff will be so notified.

## **ELECTRONIC COMMUNICATION DEVICES**

Students are not permitted use/display communication devices (cell phones, beepers, pagers, radios, digital cameras, etc.) during school hours or on school buses. Included in this policy are tape players, CD/MP3/DVD players, video games, radios, or other devices deemed to be distracting. Any confiscated electronic devices will remain in the office until retrieved by the parent or guardian.

## **COMPUTER NETWORK AND INTERNET "ACCEPTABLE USE POLICY AND AGREEMENT"**

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. To this end, the Boardman Board of Education, in collaboration with the Mahoning County Educational Service Center and our Data Acquisition Site (ACCESS), has adopted an "Acceptable Use Policy." Parents/guardians and students seeking access to the computer network

will receive a copy of this document for review. Signatures will be required prior to access being granted.

## **GANGS POLICY**

Gangs which initiate advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment, will not be tolerated by the district. The Board believes gangs or gang activity creates an atmosphere where violations of district policies and regulations, as well as, state laws may occur.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations which are likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm to students are prohibited.

The Board directs the administration to prohibit any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student, will be subject to disciplinary action.

Staff shall be provided with the necessary information that will enable them to identify symbols used by those involved in gang-related activities which include things such as hand signals, apparel, jewelry and/or any other pertinent gang-related information.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection (holding hands, kissing, etc.) are not permitted in school.

## **GUM CHEWING**

Boardman Center Intermediate School does not permit the chewing of gum in school.

## **DETENTION / IN-SCHOOL REASSIGNMENT / SUSPENSION / EXPULSION / EXCLUSION**

Detention is designed as a penalty for many disciplinary infractions. Students receiving detentions by an administrator should report to Room 130 from 8:25 a.m. until 8:50 a.m. Failure to report to assigned detentions may result in a suspension.

More serious student conduct violations or chronic violations of the student code of conduct may result in In-School Reassignment. These students shall report to Room 130 at the very start of the school day.

If a student has committed a serious infraction or when a student has continually failed to cooperate, a suspension from school from one to ten days may result. Students will be given a written notice of the intention to suspend and will be granted an informal hearing.

A student may be expelled for severe misconduct or repeated misconduct that has not been improved after assigning detentions and/or suspensions.

Repeat referrals to the office for disciplinary reasons, such as disrespect towards a staff member, fighting in school, or other serious violations of the student code of conduct, may result in the exclusion of that student from any and all extracurricular activities. These activities include, but are not limited to: attendance at school-sponsored dances, parties, sporting events, field trips and special school events.

## **DRESS CODE**

All students are expected to dress in a fashion that will be non-interruptive of the established educational objectives so stated by the school system. Therefore, while attending school, a student will wear clothes that are neat, clean, properly fit, appropriate to the occasion and worn in the manner in which they were intended. The basis for good grooming is a healthy body with good habits of personal cleanliness. Hair styles, personal grooming and clothes should not handicap the learning opportunities of the individual or his classmates nor should they attract "undue attention." Only hair coloring of a natural shade or color is permitted.

Acceptable items for girls include, but are not limited to, jeans, slacks, shorts, leggings, skirts, split skirts, dresses, culottes, blouses, shirts, dress sweatshirts, athletic wear, socks, necklaces and earrings (no spikes or gauges).

Acceptable items for boys include, but are not limited to, jeans, slacks, shorts, shirts, sweatshirts, sweatpants, athletic wear, socks and necklaces. The building administrator will set the guidelines on when shorts are permitted to be worn and the types of shorts that are acceptable.

Unacceptable items for boys and/or girls include, but are not limited to, halters, sundresses, clogs, flip-flops, dangling suspenders, shoes with untied laces, muscle shirts, tank tops, and shirts with inappropriate or obscene words or pictures. Body piercing in the tongue or around the facial area is not permitted for any student.

Socks must be worn with shoes at all times. During any type of inclement weather, we expect children to wear appropriate waterproof clothing, including shoes, or boots. Students go outside for recess if at all possible.

## **EMERGENCY DISASTER PLAN**

Emergency disaster drills are required by Ohio Law. When an emergency disaster (tornado, fire, etc.) is imminent, a warning over the P.A. or an intermittent ringing of school bells or fire alarm will be sounded. When a warning is given, all students and teachers are to proceed to a safer area, stand quietly and wait for further instructions. Safer areas are inside halls away from possible flying glass or outside during a possible fire.

Maintain a one-meter pathway down the center of the hall. The all clear will be given over the P.A. or two short rings on the school bells. A disaster plan map of the school will be posted in each room.

Fire and tornado drills are required by Ohio Law so that you will be familiar with procedures in time of emergency. Your teachers will instruct you as to the proper exit and where to go. Important things for each pupil to remember are:

1. Keep calm
2. Follow instructions
3. Do not talk
4. Do not push, run or shove
5. Stay with your class and stay in line
6. Walk at a moderately fast pace
7. Do not block fire hydrants or fire lanes

## **FEES AND FINES**

The Boardman Board of Education furnishes textbooks to each pupil for each subject, but the student must pay for expendable items. Each pupil must furnish his own notebook, paper, pencil, and ballpoint pen.

Each student will have a \$26.00 fee to cover the cost of school materials. Some teachers may require current events papers or magazines beyond the normal fee, and this will also be the responsibility of the student.

The library will charge a nominal fine for overdue or lost books.

Pupils are financially responsible for excessive damages to or loss of school-owned textbooks.

Each student on an athletic team, including cheerleading, must pay a \$26.00 athletic fee for each sport.

Music fees for Band and Orchestra Rentals are as follows:

Grades 5 and 6      \$32.00 per year

## **IMMUNIZATIONS**

No pupil shall be permitted to remain in school for more than 14 days unless he presents written evidence that he has been immunized pursuant to section 3701.13 of the Ohio Revised Code.

## **FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (P.L. 93-380)**

The Federal Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) provides for access by parents to permanent school records and an opportunity to challenge any contents which they deem to be inaccurate, misleading, or inappropriate.

The following procedures concerning individual student records shall be followed in the Boardman Schools:

1. Building principals have the responsibility to notify parents and students of their right to review all school records pertaining to them or their child.
2. No parent or student shall review these records without a certificated member of the staff being present to interpret the records to the student or his parents.

3. If a parent (or a student 18 years of age or older) challenges the contents of the records, he shall have the right to a hearing with the building principal or his designated representative.
4. School records will be released to other agencies or individuals only with the written consent of the parent.  
The following are exceptions:
  - a. Boardman School officials, including teachers, who have legitimate educational interest.
  - b. Officials of other schools, including institutions of higher education, in which the student intends to enroll with the condition that the student's parents be notified of the transfer request, receive a copy of the records, if desired, and have an opportunity to challenge the contents. Compliance with the law in the issuance of school records will necessitate that school records of the transaction includes both a release signed by the parent and the signed request indicated in item "5".
  - c. In connection with the student's application for or receipt of financial aid.
  - d. In case of a subpoena or court order, parents and students shall be notified of all such orders or subpoenas in advance of compliance.
5. All individuals, schools' agencies, or organizations desiring access to records shall be required to sign a written form which shall be permanently kept with the student file only for inspection by that student or his parents. This form shall specify the legitimate interest the signer has in seeking the information and certify such data will not be released to a third party without the written consent of the parent.

## **STUDENT GRIEVANCE PROCEDURE**

The Boardman Board of Education has adopted a policy against hazing and harassment as well as a policy on non-discrimination on the basis of race, color, national origin, sex and disability in educational and activity opportunities for students.

Any Boardman student eligible by law to attend Boardman Schools, who believes he/she has a grievance in violation of these policies is advised of the following procedures in seeking redress:

1. A student who feels that he/she has a grievance because of discrimination, hazing or harassment may discuss it with his/her teacher or counselor to determine if the issue can be settled informally. If the grievant determines that said discussion does not produce a satisfactory resolution to the grievance, the grievance may be processed to step 2 of the grievance procedure provided that it is filed within twenty (20) days after the grievant knew or should have known, of the event giving rise to the grievance.
2. The student may present the grievance in writing to the building principal or designee who shall arrange for a meeting to take place within (5) days after receipt of the grievance. The principal or designee must provide the student with a written answer to the grievance within five (5) days after the conclusion of the meeting.
3. If the grievance is not resolved at step 2, or if the time limits are not met, the student may process the grievance to the Director of Instruction within five (5) days after the receipt of the step 2 answer or within eight (8) days after the meeting in step 2, whichever is later. A meeting with the aggrieved student must take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the hearing officer shall have five (5) days in which to provide a written decision to the student.
4. If the grievance is not resolved at step 3, or if the time limits are not met, the student may process the grievance to the Superintendent within five (5) days after the receipt of the step 3 answer or within eight (8) days after the meeting in step 3, whichever is later. The Superintendent shall arrange for a meeting with the student to take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days in which to provide a written decision to the student. The Superintendent's decision shall be final.
5. All time limits or days as used in this grievance procedure shall be interpreted to mean days school is in session. Except that when a grievance is submitted on or after June 1, time limits shall consist of all weekdays so that the matter may be resolved as quickly as possible.

## **SCHOOL RECORDS**

Every parent has the legal right to inspect permanent school records kept in reference to his/her own child and challenge any contents which they deem to be inaccurate, misleading or inappropriate. Any teacher, counselor or administrator is authorized to share your child's records with you and answer any questions. School records will not be released to other agencies or individuals without the written consent of the parent. You may also request a copy for your own use if you so desire.

Each child's permanent school record contains personal identification (birthdate, address, parents' names, previous schools, etc.), a summary of past academic progress, past school attendance records, health information, and testing results. Most of this information either came from the parent or was shared with the parent on report cards and other special bulletins.

## **BEFORE AND AFTER SCHOOL CARE**

Boardman Center Intermediate School BEFORE AND AFTER school child care, will begin the first day of school and end on the last day. When school is closed due to weather or because of vacation days, the child care program is also closed. The program hours are 6:30 a.m. to the beginning of the school day, and from the end of the school day to 6:30 p.m. There is an hourly charge.