



**TERRORS**

**DISTRICT**

Activity Calendar & Student Handbook

## MISSION STATEMENT

The mission of the Otto-Eldred School District is to maintain a safe, supportive, and healthy school environment in which to prepare and encourage students to pursue academic excellence and to lead exemplary/commendable lives.

## HOW TO USE THIS HANDBOOK

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

If you have any questions regarding this handbook, please contact your student's building principal.

## ADMINISTRATION

Mr. Matthew Splain.....Superintendent.....814-817-1380, opt.3  
Mr. Harley Ramsey.....High School Principal....814-817-1380, opt.2  
Mrs. Lindsay Burns.....Elementary Principal.....814-817-1380, opt.1  
Mrs. Melissa Merry.....District Curriculum Director.....814-817-1380  
Mrs. Jodi Flexman.....Business Manager.....814-817-1380, opt.3

## SCHOOL WEBSITES

The Otto-Eldred School District maintains three official websites that are kept up-to-date with information and dates of importance. Please check the website frequently for news, pictures, and other school-related information.

Otto-Eldred Elementary School ..... [www.oees.org](http://www.oees.org)  
Otto-Eldred Jr./Sr. High School ..... [www.oehs.org](http://www.oehs.org)  
Otto-Eldred District Page ..... [www.oesd.org](http://www.oesd.org)

## PARENTS

In order to meet the challenge of providing the best education possible for the children of the Otto-Eldred School District, our instructional staff is committed to providing a high-quality education program. We recognize that the most important component in providing all children with the highest quality of education is having a highly qualified teacher as the instructional leader in all of our classrooms. Our school district also recognizes the importance of providing plentiful opportunities for our instructional staff to engage in meaningful and research-driven professional development, which ensures that all staff are well-versed in both the knowledge of the curriculum as well as how to best deliver instruction through effective teaching strategies.

We are proud of our school faculty and staff and appreciate their continued efforts and dedicated support to helping provide a safe and engaging learning community for the students. Parents and teachers share in the role of providing educational opportunities for our students. As educators, we welcome your thoughts, ideas, concerns, and participation in school events. When we all work together toward the common goal of helping to provide meaningful, relevant learning for the students, we create a culture of academic success for the students to prosper from. As the parent of a child enrolled in our school, you have the legal right to request and receive information regarding the professional qualifications of your child's teacher. This information can be obtained by contacting the building principal. Thank you for your continued support and assistance in our school!

## OTTO-ELDRD SCHOOL DISTRICT INFORMATION for STUDENTS and PARENTS

The purpose of these pages is to provide guidelines to aid students of the Otto-Eldred School District in adjusting to and functioning successfully within the school setting. It is, therefore, extremely important that all students become familiar with the information contained in this document and conduct themselves accordingly.

These pages are designed to help the school community achieve an orderly, quiet atmosphere for proper study and instruction. We all can contribute to a more efficient and pleasant school setting, making Otto-Eldred a school of which we are proud. Please share these pages with your parents as some of the material pertains directly to them. Also it is important that they know what is expected of you as a student and learner.

### ANNUAL PUBLIC NOTICE

The Otto-Eldred School District has prepared their Annual Public Notice relating to all screening and evaluation procedures that district students may be eligible to obtain. A copy of the Annual Public Notice may be obtained by calling the high school (814-817-1380), or by picking up a copy of the Notice at all local post offices. The Notice is also available on our website at [www.oees.org](http://www.oees.org).

### EQUAL RIGHTS AND OPPORTUNITIES POLICY

The Otto-Eldred School District declares itself to be an Equal Rights and Opportunities District. It does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.

This statement is in compliance with federal laws (including Title IX of Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), state laws, and State Department of Education regulations concerning equal rights and opportunities. To assure compliance within our community, the Compliance Officer is the high school principal. Please phone the high school office at 814-817-1380.

### HOMELESSNESS

The Otto-Eldred School District is dedicated to supporting and educating children and youth experiencing homelessness in our community, the McKinney-Vento Act provides guidelines followed by the district, including the definition of homelessness which includes families living under any of the following conditions:

- Public or private shelter
- Sleeping in vehicles, parks, hotels, motels, campgrounds, or any other space not ordinarily used or regular sleeping accommodations
- Domestic violence shelters
- Living with friends or relatives due to lack of housing
- transitional housing
- migrant families
- children abandoned in hospitals or awaiting foster care

If you have any needs or questions regarding homelessness contact Mr. Ramsey, high school principal for assistance.

### ACCESS TO STUDENT RECRUITING INFORMATION:

All local education agencies (LEAs) must provide to military recruiting institutions of higher education, upon request, access to secondary school (i.e. juniors and seniors) and directory information on those students. The military affairs law requires the release of directory information consisting of secondary male and female students by name, home address, and telephone number. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for the Fiscal Year 2002 reflect these requirements. The list is compiled by the first day of the academic year in which the senior students graduate.

A secondary school student or the parents of the student may request the student's name, address and telephone listing be excluded from the list and not be released without prior written consent. Otto-Eldred High School may notify the student and parents of the option to compilation and shall comply with any request.

### SPECIAL EDUCATION TESTING & SERVICES

The Education for All Handicapped Children Act (Public Law 94-142) guarantees that all exceptional children be given free, public education suited to their own specific needs. The law also requires that all exceptional children receive an Individualized Education Plan (I.E.P.). All handicapped children, gifted children and children receiving speech, vision or hearing therapy must receive an I.E.P. No child will be placed in an educational program for exceptionalities without written parent consent. As a parent, you have a right for your child to be tested for special education services. If you wish to request testing for your child or you would like further information, please contact Mrs. Burns at 814-817-1380, opt. 4.

A behavior management program will be developed for those seriously emotionally disturbed, as well as those eligible students whose actual or anticipated behavior as determined by an IEP team is a manifestation of the student's disability.

As part of the behavior planning the IEP team will review the District's Procedure for Behavior Management as well as those relevant portions of the student discipline policies for possible inclusion into the plan. The application of the agreed upon plan will not constitute a change in educational placement. A complete copy of the District's Procedure for Behavior Management is available upon request.

### RELATIONSHIP TO BOARD POLICY

The student handbook and school board policy manual are two separate

entities. However, the student handbook should be a reflection of school board policies. It is a concise guide to board policies that govern student behavior while at school, school-sponsored events, or traveling to and from school or school-sponsored events.

#### School Parent Involvement Policy - - Title I

- I. Information related to the Otto-Eldred Elementary School Wide Plan will be shared with parents annually at the start of the school year. Parents will receive notice of the nature of the Title I program, what data is used to make decisions and improvements made through this plan.

- II. Title I will convene an annual meeting in early Fall to inform parents of the school's participation in Title I.

A. At this meeting the Title I program and its correlation to the regular classroom curriculum will be explained, and parents will be informed of their rights to be involved in planning Title I services for their children. Parent involvement will be encouraged.

- B. At the annual fall meeting the School Parent Involvement Policy will be reviewed. A separate evaluation/suggestion sheet for updating the policy will be given to all parents in attendance.

C. Individual parent/teacher conferences will be held following the Fall meeting. Title I teachers will discuss with parents the goals and objectives for each child and how these relate to the state's and the district's high performances and high standards. Parents will be asked for their input in meeting these standards.

- D. Title I teachers will explain to parents the multiple criteria used for eligibility: (1) Teacher survey, (2) Parent survey, (3) Report cards, (4) District learning outcomes for both Reading and/or Math.

III. A section for parent comments and suggestions is provided on the report. All parent suggestions will be honored and responded to in a timely way.

- IV. The school will provide materials to parents upon request to help parents promote education at home. In addition to parent requests, information will be distributed through a district wide newsletter. Monthly fliers sent home with the children; At periodic parent meetings throughout the year. Linkage to parent literacy programs, parent workshops and Head Start will also be done via the district newsletter. Phone numbers and meeting times for these services

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will be published.

V. A School Student/Parent Compact developed by teachers, administrators, students, and parents will outline the mutual responsibilities of the home and the school as they relate to the child's education. This will be sent home with every child at the beginning of each school year. See last page.

### CLASS RANK - ALL STUDENTS

Every year grades 9-12, after the cumulative averages are calculated, averages are arranged in order from highest to lowest. This is the class ranking and includes all students in each grade. Only end of year GPA reflect weighted courses.

### CLASS RANK - BY CURRICULUM

Students are also ranked by curriculum. This method compares only the students in a particular curriculum. The curricula are: academic, practical arts, and vocational-technical.

### KEYSTONE EXAMS

All students must be proficient with the state standards. To ensure that our students are competent in all state standards, Otto-Eldred Jr. Sr. High School requires that each graduate successfully complete 24 credits from grades nine through twelve in standards-aligned courses. To earn an Otto-Eldred High School diploma, students must score proficient on the Biology, Algebra, and Literature Keystone Exams. Students that are not able to successfully pass each Keystone Exam will be required to successfully complete supplemental instruction prior to graduation. Requirements will be in accordance with the most current PDE regulations. In addition, a graduation project must be completed for a student to be eligible for graduation. Components of the graduation project are completed in a student's junior and senior year.

Overview of Junior-Senior Graduation Project  
In accordance with the state of Pennsylvania's High School Graduation Requirements, a requirement of graduation from Otto-Eldred High School will be the completion of a Culminating Graduation Project. Details of the project may be found at [www.coehs.org/counseling](http://www.coehs.org/counseling). (from) Chapter 4: Pennsylvania Academic Standards and Assessment

### Grading Procedure

Report cards are sent home each nine weeks (every 45 school days). Elementary school parents may keep the report form but must sign and return the report card envelope. If any grade clarification or questions come to mind you may request a teacher conference.

All parents are encouraged to check their child's academic progress by establishing an online account through SISU. You may do this by

contacting our technology coordinator, Mrs. Julie Cochran. Please email her at [jcochran@ottoeldred.org](mailto:jcochran@ottoeldred.org).

Parents may view their student's grades at any time through this procedure. In preparing to elementary school students, all intermediate grades (4-6) will be assessed percentage grades in Language Arts, Math, Science, Social Studies, and Spelling. Primary grades (1-3) will be given letter grades in Language Arts, Math, and Spelling. Grades of O (Outstanding), S (average), U (unsatisfactory), N (needs improvement), and I (improvement shown) will be given in other subject areas. It is important that all grades are computed accurately and fairly. For this reason every faculty member uses the grading scale when reporting student progress. Below are the percentage grading standards and their corresponding letter grades:

- A - 94 - 100% - Excellent work, consistently goes beyond minimum requirements, is helpful and leads in class discussions.
  - B - 87 - 93% - Above average work, usually goes beyond minimum requirements, often helps and participates in class discussions.
  - C - 76 - 86% - Average work, usually completes required assignments, contributes at times to class discussions.
  - D - 65 - 75% - Passing work, completes some assignments, occasionally participates in class discussions.
  - E - 64 - 0% - Failing work, does not complete assignments, rarely participates or contributes to class discussions.
- District policy dictates that if a student fails two subjects for their final grade retention of that grade is mandatory. School policy dictates that a student receive a grade of 50% or higher regardless of the actual "earned" grade for the first three grading period. Students receive the "earned" grade during the final grading period. This policy exists to encourage students to continue to work hard for passing grades throughout the school year.

### MARKING PERIOD INCOMPLETE

Student has work or tests that are not complete. The work or test must be completed within a two-week period, or a grade of zero will be assigned to the incomplete work or tests. The zero grade will be factored in with other grades to determine the nine (9) weeks final grade. The principal may grant special consideration for extenuating circumstances. Students will be allowed to make up incomplete work for excused absences only.

Any grade assessment missed due to excused absence must be made up within three (3) days of the students return to school. The building principal will allow exception in extenuating circumstances.

### EDUCATIONAL TRAVEL

Planned absences for educational travel must be submitted in writing to the Superintendent of Schools for approval. The student is responsible for alerting teachers to the impending absences and securing homework assignments to be done. The student is responsible for all make-up work.

All work is to be made up within one week of returning.

### PSSA TESTING

PSSA tests are administered each spring to students in grades 3, 4, 5, 6, 7, and 8. A student's level of proficiency on the PSSA may affect his or her scheduling or tutoring requirements.

### OTTO-ELDRD JR/SR HIGH SCHOOL GRADUATION REQUIREMENTS

UPDATED JANUARY 2013

Below is a listing of graduation requirements approved by the Otto-Eldred School Board of Directors. These Course and credit requirements meet the expectations set in Chapter 4 of the PA School Code. In order to graduate from Otto-Eldred Jr/Sr High School, a student must complete the following minimum credits of approved study:

English.....	4.00
HISTORY.....	4.00*
S.T.E.M. ....	8.00**A
PHYSICAL EDUCATION .....	1.3+
HEALTH EDUCATION.....	.5
ELECTIVES.....	6.2
MINIMUM GRADUATION CREDITS	24.00

All students must complete the school board approved graduation project. All students must score proficient on available Keystone Exams or meet the requirement through demonstration of proficiency in locally designed curriculums.

- \* Because of period limitations, the number of Math, Science, and History credits required of CTC and co-op students is one less than listed. For every year in a CTC program, the four (4) core credit requirement is dropped to three (3).
- + Physical Education is required each year.
- A Students MUST take at least 2 credits of science and 2 credits of math includin Biology, Algebra I, and Geometry. The remaining 4 S.T.E.M. credits can come from courses in math, science or technology.

### GRADUATION REQUIREMENTS

The following are the minimum course requirements in grades 9 through 12 for each curricular area.

#### MINIMUM GRADUATION REQUIREMENTS

The minimum requirements to receive an Otto-Eldred High School diploma are outlined in the previous section. To be eligible for a mantle in the academic curriculum, practical arts curriculum or CTC curriculum see the requirements listed below.

#### ACADEMIC CURRICULUM

Language Arts each year, social studies each year, physical education each year, Health 9 and 11, at least a two-year sequence of a foreign language, a four-year sequence of math including Algebra I, Geometry, Algebra 2 and Advanced Math, a four-year sequence of a foreign language of science including Biology 1, and Chemistry 1, and Physics, and at least two of the following: Calculus, Spanish 3 and 4, French 3 and 4, Biology 2, Chemistry 2.

#### PRACTICAL ARTS CURRICULUM

Four credits of English, four years of physical education, four credits of history, eight credits of S.T.E.M., health, Drafting & Design I, II & III, Wood

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I & II, and Metal Shop.

### CTC CURRICULUM

Language Arts each year, three years of social studies, physical education each year, health, biology, three years of math and three years of science and your CTC program.

Students whose individual course of study deviates from the above will qualify for graduation by meeting minimum credit requirements.

### WEIGHTED COURSES

Purpose: To recognize the increased difficulty/level of upper level courses and to provide more incentive for students to take challenging courses. Weighting Calculation: Each high school course credit will be assigned a weighted factor of 1.0, 1.03, 1.06. A weighting of 1.0 acts as a multiple of 1, and thus does not change the grade. A multiple of 1.06 would increase quality points by 6%. A committee consisting of department heads, guidance counselor, and principal will determine the weighting factor for each course. Quality points = course average X credits earned. Weighted Course Criteria: The committee will assign a weighting factor of greater than 1.0 for courses that meet the following standards. Courses receiving a factor greater than 1.0 (weighted courses) are substantially more challenging in terms of skills to be acquired or intellectual accomplishments to be demonstrated than typical courses offered at the same grade level (un-weighted courses).

- Instructors expect that students in weighted courses are able to work and learn independently.
  - Weighted courses require a mastery of material of greater depth, require greater creativity, require greater breadth of understanding, or require more intense and focused effort than un-weighted courses.
  - The expected rate of learning in weighted courses substantially exceeds that of un-weighted courses.
- Weighted courses include those comparable in intellectual challenge and student level of effort to Advanced Placement or College in the High School courses.
- Weighted Grade Reporting:  
 Weighted grades will be used in the calculation of:  
 • Class rank (including Mantle winners)  
 • Grade Point Average (on end of year transcripts)

Initial Classes to be weighted  
 Starting with the class of 2007:

Advanced Math .....	6%	Spanish IV.....	3%
Biology II.....	6%	College Civic/Govt.....	3%
CADD II, III.....	3%	College English .....	6%
Calculus .....	6%	College Env. Science .....	6%
Chemistry II .....	6%	College History .....	3%
Physics .....	6%	College Literature .....	6%
Psychology .....	3%	Environmental Science .....	6%
Human Biology .....	6%		

\* Additional Dual Enrollment Courses will automatically be considered for weighting

### HONOR ROLL

In order to be eligible for the honor roll for a particular marking period, a student must have no mark below a 76% in any subject for that marking period. The student must also have at least an 87% average for honor roll and at least a 94% average for high honors.

The school office sends the honor roll listing to the local newspapers regularly and in a timely manner as each marking period ends. The newspapers themselves determine the timing of the publishing of the

### PROGRESS REPORTS

Parents may view their student's grades at any time by accessing [www.oes.org](http://www.oes.org) (elementary) and [www.oehs.org](http://www.oehs.org) (high school). For those who do not have access to an online computer, we will provide a paper copy upon written request at the midpoint of each marking period. To obtain your user name and password, you may contact Mrs. Julie Cochran, our technology coordinator, at [jcochran@ottoeldred.org](mailto:jcochran@ottoeldred.org).

### RETENTION POLICY/ACADEMIC STANDING

In all cases of retention, the parents shall be fully involved and informed throughout the process. Parents and students shall be informed of the possibility of retention of a student well in advance. Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents.

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions. Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

- Requirements for Senior High Standing:  
 To be academically considered a :  
 Freshman..... Student must meet requirements for 8th grade.  
 Sophomore..... Student must accumulate more than a total of 5 credits.  
 Junior..... Student must accumulate more than a minimum of 11 credits.  
 Senior..... Students must accumulate a minimum total of 17 credits.  
 Graduate..... Student must accumulate a minimum total of 24 credits.

### SUMMER SCHOOL GRADING POLICY

A grade earned in summer school will be weighted on a 2/3 to 1/3 basis. Example: Final course grade of 60 and a summer grade of 75. (60 + 60 + 75 = 65)

The student's grade would be recorded as a 65 on the transcript.

### SENIOR DEBTS

All senior debts must be paid in full before the graduation ceremony. If student's senior debts are not paid, he or she will not be permitted to participate in the graduation ceremony.

### NATIONAL HONOR SOCIETY

Induction into the National Honor Society is one of the highest honors to be bestowed upon an Otto-Eldred student. Selection for membership in the National Honor Society is based on outstanding scholarship, character, leadership and service. To be eligible for membership, the candidate must be a member of the junior and senior class. Candidates must have been in attendance at Otto-Eldred the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 90%. They shall then be evaluated on the basis of service, leadership and character. The high school faculty will do this evaluation, the faculty council consisting of all department heads shall make the final decision of those to be inducted.

Being academically eligible does not automatically insure induction. If one who is eligible as a junior is not inducted, he or she again has an opportunity, if still eligible, as a senior.

### CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

It is important that we have your correct address and telephone numbers, both home and work, in the office. Should you move during the school year, or your telephone number is changed, please notify the school office immediately.

### SCHOOL CRISIS PLAN

The Otto-Eldred School District has developed a Crisis Team trained in methods of response to crisis that may occur in our school. The faculty, staff and students are trained on a yearly basis, with practice drills occurring on a monthly basis. Inquiries about the Crisis Plan may be directed to the district office at (814) 817-1380 opt. 3.

### PARENT-TEACHER ORGANIZATION P.T.O.

The Otto-Eldred Elementary P.T.O. meets regularly (usually once a month). This organization furthers the communication between the school and the parents of the children in the school. The P.T.O. plays a critical role in providing funding for field trips, the purchase of equipment, and procurement of assembly programs. The P.T.O. is beneficial to the school as well as the surrounding communities and needs the support of everyone. Please join!

### RECESS @ ELEMENTARY SCHOOL:

A recess break is scheduled at mid-day for all classes. It is important for your child to dress appropriate to the forecasted weather conditions throughout the entire school year. If it is 35 degrees or higher with no precipitation, students will be outside. If, for some reason, you wish your child to stay indoors during the recess break, please notify the classroom teacher of your wishes with a note. Without such notice classroom teachers expect all students to participate in recess.

### RESTROOM USE

Restrooms are provided for use by the students. However, students who misuse them or abuse the privilege of going to the restrooms may have this privilege restricted or disciplinary action taken. Normally, students are not permitted to go to the restrooms during instruction or a test. If your child has a health problem which necessitates his/her going to the restroom frequently or is unable to wait until a scheduled time, be sure to notify us so we can make appropriate arrangements.

### HEALTH SERVICES

The school nurse will be available at varying times during the school day. Whenever a child is too ill to remain in school, the parents or "emergency contact" will be notified. It is the responsibility of the parents to make arrangements for the child to be transported home; nevertheless, we will assist in any way possible. Certain health screening services will be provided to student throughout their elementary schooling.



## OTTO-ELDRD SCHOOL DISTRICT INFORMATION for STUDENTS and PARENTS

### SCREENINGS/EXAMINATIONS

- Grade  
 Pre-K -- Vision, Hearing, Height & Weight (fall and spring)  
 Kdg. -- Vision, Hearing, Height & Weight (fall and spring), Dental,  
 1, 2, 4, 5 -- Vision, Hearing, Height & Weight  
 3 -- Vision, Hearing, Height & Weight, Dental  
 6 -- Vision, Height & Weight, Physical, Scoliosis screening  
 7-12 -- Vision, Height/Weight  
 7 -- Hearing, Scoliosis, & Dental  
 11 -- Hearing & physical

### STUDENT SICKNESS

If your child exhibits one or more of the symptoms of illness such as: sore throat, runny nose, diarrhea, chills, coughing, earache, paleness, skin rash, inflamed eye, enlarged glands, or upset stomach, please don't send your child to school. Many times this only results in the school having to contact you later in the day to take your child home.

**NURSES OFFICE VISITS**  
 If a student is feeling ill, he or she may request to visit the school nurse. Students should **not** make phone calls home to report illness during the school day. The school nurse will assess the situation and contact parents if necessary.

### LICE

Periodically, a case of head lice does occur at school. If your child is identified, the parents/guardian will be notified and advised of the proper treatment and care in getting rid of the unwelcome guest. Lice can infest anyone - no matter how clean you keep your family. Please check your child's head occasionally throughout the school year. If you identify your child with lice at home, please notify the school nurse so proper measures can be taken in the classrooms.

### GUIDELINES FOR THE ADMINISTRATION OF MEDICINE DURING SCHOOL HOURS

The Otto-Eldred School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.  
 1. Any medication to be given during school hours **MUST** be delivered

directly to the school nurse by the parent or a responsible adult.

2. The medication **MUST** be brought to school in the original prescription.
  3. A doctor's order is necessary to have on file.
  4. Consent form for all medications including over the counter such as Tylenol, cold medicines, etc., should be signed by the parent at this time.
- All medications need to be picked up by a parent or guardian at the end of the school year. If medication is not picked up, it will be discarded.

### BUS RIDING CHANGE

The school buses are filled to capacity, therefore requesting a child to ride a bus other than their assigned bus, may cause problems for the bus drivers. The child must bring a note from a parent if it becomes necessary for them to ride another bus or get off at another stop. This is for your child's protection.

In the event of a special occasion (birthday party, sleepover, playing with friends) the school will require a note from the parents of both parties to ensure that everyone involved has been informed. Such events will be accommodated as available.

For security and safety reasons, we will not accept phone messages in regards to bus changes. No exceptions please.

### BICYCLES

If your child rides their bike to school, we suggest the use of locks and chains for security, and bike helmets for safety. They must park their bikes in the bike rack provided in front of the school. The school district is not responsible for damages incurred to bikes while they are parked at the bike rack.

### BUS CIRCLE/PARENT PICK-UP

Location for elementary parents to pick up and drop off their children is the parking lot on the Mechanic Street entrance.  
**The cul-de-sac in the front of the school is for buses only.**  
 . Please reserve the handicapped parking lanes for those in need.  
 . Please don't park along the curb that separates the parking lot and the cul-de-sac. Also, parking along front sidewalk is for bus/vans or 10 minute parking.

### BUS GUIDELINES

Failure to follow school policies is potentially more dangerous while in a vehicle than in a school building. Riding a school bus is a privilege.

The following rules must be followed for the transportation system to function smoothly.

1. Sit in seats – Do not stand. Bus drivers may assign seats.
  2. No use of abusive language or profanity.
  3. No food/drink is to be consumed on the bus.
  4. No fighting on the bus.
  5. Students boarding or leaving the bus should do so in an orderly fashion. Students boarding at the elementary building for transport to the high school are to wait behind the white sidewalk line until driver signals for boarding.
  6. Throwing water, paper wads, pencils, or other projectiles is strictly forbidden. Because of the possibility of injury to others and for road safety, a first offense of this nature will be treated under the terms of the second offense as shown below.
  7. Keep arms, hands, etc. away from windows and doors. Objects are not to be thrown out of the bus.
  8. Students are to board and exit buses at assigned stops.
  9. Be on time at home bus stop.
  10. Wait at bus stop off the highway out of the way of traffic.
  11. Remain in one seat for the entire trip.
  12. Students may ride only the bus to which they are assigned. Exceptions to this rule involve two criteria.
    - a) A note dated and signed by the parent or guardian requesting the change.
    - b) The principal's signature permitting the change. (Drivers will not allow students to board buses unless both criteria are met.)
  13. No use or possession of tobacco products, alcohol, or drugs. (Automatic suspension.)
  14. Students are not permitted to provide transportation to other students between school events.
- If bus discipline needs assigned, administration from the school will contact the parents. Bus discipline will be at the discretion of the building administrator and handled on a case by case basis. Bus Drivers or Contractors may notify the parents to discuss concerns; however, will not enforce disciplinary action.

### PAW PRIDE

The Otto-Eldred Elementary School has implemented a positive behavior support plan which encourages self-discipline and pride throughout the grade levels.

**PAW Pride** is exhibited by the following behaviors:

1. Be Right; Stay Right
2. Hands and Feet to Self
3. Use an Inside Voice
4. Be There; Be Ready

\*\*These 4 general school expectations will promote respect

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and good behavior throughout our school!

### SCHOOL DAYS

Elementary student instruction begins @ 8:20 and ends @ 2:40 . Highs School student instruction begins @ 8:08 and ends @ 3:03.

If your child walks to school, or you provide transportation, please arrive well in advance to instruction but not before 7:50 @ elementary & 7:45 @ high school since monitoring of students will not begin until that time. The school district will not take responsibility to any accidents or injuries that occur as a result of early arriving students.

If you wish to pick your child up after school, please try to refrain from interrupting his/her studies @ elementary school before 2:40 and 3:00 @ the high school. Also, please remember to stop in at the office upon late arrivals or early dismissals.

Elementary students are considered tardy if they arrive after 8:10 and before 9:00 a.m. and until 2:00 p.m. any student arriving or being dismissed is considered an illegal one-half day of school absence. After 2:00 p.m. the excuse is considered an early dismissal.

High school students are considered tardy if they arrive after 8:08 and before 10:00 am. After 10:00 and until 2:00 pm any student arriving or being dismissed is considered an illegal one-half day of school absence. After 2:00 p.m. the excuse is considered an early dismissal. Tardiness time will accumulate as illegal school absence.

### EARLY DISMISSAL OF STUDENTS

Parents wishing to take a child out of school before the end of the day must stop at the office to sign the child out. The office staff will call for the child from the classroom at that time. When the student has an appointment with a doctor or dentist, please send a note to the teacher beforehand. If the child returns to school, please bring him/her to the office first before returning to the classroom.

Children will not be released by a telephone request. A child who must leave school during the day must be released to the parent, guardian, or to someone that the parent or guardian has authorized as a designee.

### ATTENDANCE PROCEDURES

Regular school attendance is essential for successful student achievement. We believe students should take pride in a good attendance record. Prospective employers are often as interested in attendance data as they are in the grades of those they are about to hire. Regular attendance certainly relates to the students reliability and dependability; two important traits. When it is necessary to miss school, an excuse for the

absence must accompany the student on the day he or she returns. This excuse, containing the student's full name, date of days missed, specific reason for the absence and the parent or legal guardian's signature, must be presented to the attendance personnel at the high school office. It is best to schedule appointments with doctors, dentist, or other professionals after school hours. We realize however, that this is not always possible. When a student is scheduled for such an appointment before coming to school, or when a student must be excused early from school for such an appointment, the student must obtain a pink appointment confirmation form from the elementary school office. This form is to be signed by the doctor or a member of his or her office staff while the student is at the appointment and it confirms the date and time of that appointment. This form must be returned before the excuse will be marked as a legal absence.

In addition, we must have a note signed by the parent or legal guardian

- informing us in the case of absence, or
- a note requesting the early release in the case of a mid-day appointment or
- a note explaining the late arrival to school in the case of a morning appointment.

When a student leaves for an appointment he or she is to obtain a pink appointment confirmation form at the front office and sign out at that time. In all cases, students are required to sign in at the front office upon their return to school. No students may be released on an excuse from any other person. We may not excuse students without written permission. Phone calls will only be accepted as a parent's permission for excusal in extenuating circumstances.

The nurse excuses students who become ill during the school day. They must contact the office or nurse. Students should not make phone calls home to report illness. The appropriate school personnel will notify the student's home when necessary. Excusable reasons for absence include illness, pre-approved educational trips, job and educational interviews, pre-approved religious activities, death in the family or impassable roads. Although no student should attend school when truly ill, often students amass a large number of absences for minor ailments. After a total of ten days of absence for minor ailments in the current school year, a doctor's excuse for further absences is required. A notice will be sent home after ten such absences have occurred. When a student is late for school, he or she must check with all teachers for missed work. An excuse must be presented to cover the instance of tardiness. This note should be like one for illness and contain the student's full name, reason for being late, date arrived late, and the parent or legal guardian's signature.

Failure to present an excuse within three days of the student's return to school will result in an absence being listed as unexcused and/or illegal. In addition students may be given a zero for assignments on any days of unexcused/illegal absences. In case of excessive absences, course credit may be affected. Six days of illegal absence constitutes truancy and will be referred to the District Magistrate.

### EXCUSAL FROM SCHOOL

Students are not permitted to write his/her own excuses for school. The only exception would be in the case of an emancipated student (18 years old)

### TARDINESS TO CLASS OR HOMEROOM

Students are expected to be in class, homeroom and study halls on time. Each teacher will keep account of the student's tardiness in their classroom. Whenever a student has accumulated three tardies, he/she should be referred to the office for discipline.

### SCHOOL COUNSELOR'S OFFICE VISITS

The purpose of the school counselor's office is to provide a place where students may seek information and help with problems. Students should obtain a pass from the counselor or the teacher before going to the guidance office. However, in emergencies, a student may go to the guidance office at any time.

### CAFETERIA

Our school cafeteria is a place for all students to relax, eat breakfast or lunch, converse with friends, and take a break before beginning their classroom schedule. Any behavior, which interferes with the proper operation of the cafeteria, will result in disciplinary action. This could range from being given an assigned seat during lunch, eating in the monitored ISS room, to being assigned an after school detention

Young children develop rapidly during elementary years. That development is nurtured by proper nutrition. It is expected that all children consume at least some food and drink during their lunch period unless the school obtains a note from the child's parent allowing them to skip the meal.

Students may bring lunches from home rather than eating a cafeteria prepared lunch. It is assumed that such a lunch has the parent's approval. However, it is requested that no soda pop be brought to school to drink at lunch time. Also, students bringing food for lunch should only bring

## OTTO-ELDRED SCHOOL DISTRICT INFORMATION for STUDENTS and PARENTS

enough for themselves. (Please refrain from microwavable items.)

### Cafeteria Guidelines:

1. Students are to enter the cafeteria in an orderly fashion.
2. Students are to purchase only the lunch they intend to consume and not purchase for others. Rules regarding payment for lunches will be strictly enforced.
3. Students are not to crowd in line. If a student has created a mess, that student will be provided the means by which to clean it up. Common courtesy should be the guiding factor.
4. Students wishing to use the telephone or the rest room from the cafeteria are to secure a pass from the duty teacher in the cafeteria. No more than two students should be out of the cafeteria for these purposes at any one time.

### BREAKFAST & LUNCH

Students wishing to eat breakfast should report to the cafeteria. Students who have financial difficulties may be eligible for free or reduced lunches/breakfast. The application for free & reduced lunches may be found at [www.schoolcafe.com](http://www.schoolcafe.com) and can be completed at any time of the school year should your financial circumstances change. If you have questions or need help with the application, please contact Chris Krott, Cafeteria Manager

### STUDENT CAFETERIA ACCOUNTS

A computerized system handles the purchase of all food items in our cafeteria. On the first day of school, each student will be issued a Personal Identification Number (PIN) that will be used for items in the cafeteria. This number should be kept confidential by the students as it is used to draw on a student's lunch account. A student need only know his or her PIN to buy food. Students enter their PIN into a keypad on the cafeteria line. Deposits to a student's individual account will be accepted during breakfast or lunch. Students will deposit money into his or her own account upon arrival at school in the morning to establish the account. Lunches are currently \$2.15 (elementary) and \$2.40 (high school). A \$10.75 (elementary) and \$12.00 (high school) deposit will buy a week worth of lunches. Breakfast is currently \$1.15 (elementary) and \$1.40 (high school). (Breakfast is provided at no cost to any student who qualifies for free OR reduced lunch.) Meal prices are subject to change. Whether a student is entitled to regular, reduced price, or a free meal, the computer will automatically make the necessary calculations in the student's account. Those receiving a free lunch need not place any

money on account-unless a second lunch or extra items are desired. Those receiving reduced lunch will have the reduced price deducted from the account automatically. (Please note: only a student's first full lunch is free or reduced. Second lunches or other extra items such as ice cream or extra pieces of pizza will be charged at full price and deducted from the account balance.) To purchase lunch (or breakfast or any food item) a student must enter his or her PIN into a keypad at the end of the food line. Cafeteria personnel will then enter the cost of items purchased into the computer terminal and the proper amount will be deducted from the student's individual account.

All students must use their own PIN if they wish to purchase anything in our cafeteria. The computer keeps track of all purchases made with a student's pin. Parents may request a printout of pin activity if questions arise. Milk and ice cream as well as hot items are to be paid for with the pin.

A student's cafeteria account is NOT a credit account. All purchases will only be permitted if there is a money balance in an account. Parents will be notified if a student's account has a negative balance. Students will have one week from the notification to pay their debt. Students with excessive debt will be referred to the District Office for collection purposes.

Per School Board Policy, a student account must have a positive balance to purchase any a la carte items such as an entree, ice cream, extra milk, etc. Students are not permitted to pay cash for an item, if they have a negative balance. In the case a student reaches a negative balance a parent/guardian will be notified on a weekly basis. When a student account reaches - \$10.00 the parent will receive written notice and the building principal will be notified of the debt. For cases of extreme debt or continual delinquency a negative debt may be turned in for collections.

The school district subscribes to [schoolcafe.com](http://schoolcafe.com), which is a secure environment, in which parents can apply for free and reduced meals, prepay for student meals using credit/debit cards, view current account balances, set up recurring payments when the account reaches a low balance threshold, view student meal purchases, and set spending limits. For information to set up this account please call the Chris Krott, Cafeteria Manager.

### INSUFFICIENT FUNDS CHECKS

The Board is direct by the bank because of insufficient funds:  
1. There will be a \$30 assessment for the first occurrence.  
2. The second occurrence will result in the district no longer accepting checks from that person for a period of one (1)

year. Administrators in each building will keep a record of those persons.  
All copy of the policy will be included in the school district newsletter and student handbook annually.

### OUTSIDE DELIVERY OF FOOD

The outside delivery of food and beverages is strictly prohibited without permission from the high school principal.

### DRESS

It is not the intent of the board of education to regulate the personal areas of the lives of its students and staff. However, in the best interest of all students and the educational program, certain standards of dress and behavior should be followed. In consideration of the fact that our school is a co-educational community of young people, the way we dress during school should reflect decency, good taste, modesty and a regard for others. Students and faculty should not wear clothing that disrupts the educational process by its design, style or imprinted message. Also, articles of clothing deemed to be unhealthy or a safety hazard should not be worn.

Footwear should not present a safety hazard to the student & should meet the requirements for specific classes.

In recognition of changes in styles that occur from time to time, the intent here is not to measure with a ruler, but rather to rely on good judgement and common sense.

If a questionable situation should arise, it should be called to the attention of the principal. The principal will make a decision on the acceptability of the clothing in question.

While every effort is made to maintain comfortable temperatures in the building during cold weather, sometimes students may feel the need to wear a jacket during the day. If a jacket or coat is needed it may be worn. If it is not needed, it should be hung in the back of the classroom. At no time should a student carry a jacket or coat throughout the day.

In summary, clothing should be worn as designed, as long as clothing properly fits and covers the student appropriately. Certain classes may require more specific dress requirements.  
Any questions related to school dress code should be directed toward building principals.

### MESSAGE T-SHIRTS, SWEATS, SHIRTS, JEWELRY

Message T-shirts, sweats, shirts, jewelry, and similar apparel which encourage the use of drugs, alcohol, violence, and/or tobacco products/



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usage or unacceptable double meaning, or that could be sexually demeaning, have no place in the school setting. Such apparel is not to be worn to school.  
Any questions related to school dress code should be directed toward building principals.

### LIBRARY BOOKS POLICY

All library materials are the property of the Otto-Eldred School District. All students are welcome to borrow materials with the following guidelines:

1. Books may be borrowed for 2 weeks.
2. Please protect them in a book bag.
3. New books may be signed out when old books are returned.
4. You may renew any book you are not finished with by the due date.
5. Overdue notice will be sent near the marking period end.
6. Any student with 1 or 2 overdue books (depending on grade) will not be permitted to borrow any more items until other overdue items are returned.
7. If the book is not returned, arrangements must be made to replace the book.
8. If a book becomes damaged in any way, return it as soon as possible so the librarian may attempt to repair it. **DO NOT ATTEMPT REPAIRS YOURSELF.**
9. If the book can not be repaired you may be billed for the book's value.
10. Your school records may be held if replacement of lost or damaged books has not been made.
11. For your protection, do not lend your books to anyone. You are responsible for what you borrow from your library. If you have any questions or concerns, please contact your librarian, she will be happy to help you in any way she can.

### LOST OR DAMAGED TEXTBOOKS

Students are responsible for the care of the textbooks, workbooks, and other curriculum books issued to them.  
In the case that one of these items is lost or damaged, the parents will be assessed for the monetary value of the repair or replacement of the item.

### LOST AND FOUND

A lost and found area is kept in the cafeteria (elementary school) and office (high school). Any item found without a name is placed in this area. Students or parents can claim these items by taking them from the display.  
We do not attempt to determine true ownership of unmarked items, therefore it is important that all lunch boxes, clothing, toys, and so forth have your child.

### TREATS (PARTIES/BIRTHDAY)

State regulations require us to restrict homemade treats for birthdays and holidays. These regulations dictate that any treats/snacks that are sent to the school for classmates must be individually wrapped and must be prepared commercially (in an unopened, original box) or by our cafeteria staff.

Please be advised that cupcakes from Wal-Mart bakery, although in a box, do not meet the regulations since they are not individually wrapped. Any treat brought into the office that does not meet the regulations will not be allowed into the classroom. Any outside treats brought to school must be coordinated with the main office.  
If you would like to provide a birthday treat for your child's class, you may also arrange this through the cafeteria by contacting Chris Krott, Cafeteria Manager at ckrott@ottoeldred.org. There are a few options for treats in the school cafeteria that already meet these regulations for you to select from.

### STUDENT CONDUCT CODE

- A. Primarily, a student attends school to learn. To create an attitude and atmosphere conducive to learning, the student shall:
1. Meet all school obligations punctually and regularly;
  2. Report to each class with completed assignments and necessary materials;
  3. Devote energies to learning; make a sincere effort to do excellent work;
  4. Develop standards of personal conduct which produce acceptable behavior;
  5. Accept responsibility for his or her actions;
  6. Recognize and respond positively to authority of school personnel;
  7. Respect and consider the personal and property rights of others;
  8. Help to keep school property free from damage and defacement;

9. Comply with school rules and regulations and with local, state, and federal laws;
- B. Correcting and/or disciplining of students will result from actions of misconduct categorized below.
  1. Attendance
    - a. Violation of compulsory school laws.
    - b. Failure to attend school regularly if above compulsory school age (17 years).
    - c. Repeated tardiness or absence without causes.
    - d. Tardiness to or skipping of classes.
  2. Citizenship
    - a. Violation of state laws, local ordinances, approved fire and safety codes, school rules and regulations.
    - b. Disobedience, including insubordination and defiance.
    - c. Gross misbehavior, including deliberate, malicious, or willful misconduct.
    - d. Use of profanity, obscenities, or degrading epithets.
    - e. Immoral conduct and/or indecency.
    - f. Display, distribution, or sale of pornographic materials.
    - g. Possession, use, sale, or distribution of intoxicants, illegal or unauthorized medicine, drugs or narcotics including by way of illustration and not limitation: alcohol, marijuana, heroin, opium, cocaine, LSD, barbiturates, and amphetamines.
    - h. Possession or use of tobacco.
    - i. Dress and appearance, which represent health or safety problems or cause disruption of the educational process.
    - j. Fraudulently using the name of another person or falsifying times, dates, grades, residence, or other data used by the school.
    - k. Unlawful interference with or intimidation of students or school employees.
    - l. Any outward display of affection beyond the simple holding of hands.
    - m. Cheating in any form on test, class work, homework or any other school endeavors.

3. Plagiarism/Cheating  
School board policy lists the following penalties for student cheating (by category):
  - a. Plagiarism/Cheating on major assessment (paper,

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test, AR test, project) – Student receives a zero for the assessment and can receive between a 50%-64% for a marking period grade, depending on how the zero for the assessment affects his or her marking period average. (Student may receive a zero for the final exam grade.

- b. Cheating on minor assessment (homework, work-sheet) – student will receive a zero for the assessment but will not necessarily fail for the marking period.
- c. Cheating on Final Exam/Project – Student will receive a zero for the final exam grade.

Plagiarism is defined as the intentional or unintentional unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Second Offense: As above, plus the student is suspended for three days.

4. Safety
    - a. Disruptive behavior on school buses.
    - b. Bodily conditions: The condition under which a student is suspected of having a communicable disease or of neglecting personal hygiene to the point of disrupting the educational process.
    - c. Threats or physical attacks to students or school employees.
    - d. Violence or threat of violence.
    - e. The act of possessing, using, or threatening to use any weapons or instruments capable of inflicting bodily harm
    - f. The use of any object that is itself a projectile or that launches a projectile of any type (including water or other liquids) such as but not limited to rubber bands, squirt guns, and the like.
  5. Property
    - a. Unauthorized possession of property not one's own.
    - b. Being present in an unauthorized place or refusing to leave when ordered.
    - c. Willful destruction or defacement of property.
    - d. Purposefully setting fire to school property.
- Additions to misconduct listing may be made by the Board of Education or school administrators to ensure an orderly and safe school system. School officials are responsible for students' behavior in school buildings, on school property, and at school-sponsored events on or off school property. School officials are also responsible for the conduct of students on school buses.
- A. Disciplinary responses to student misconduct (see Appendix A).
  - B. In addition to conforming to the Student Conduct Code, students involved with extra-curricular and co-curricular activities must conform to the eligibility standards established by the district or

building. Attendance, scholastic achievement, and training/membership rules may affect student eligibility.

### VISITORS

To avoid disruption of classes, the board of education has adopted a policy that states: Visitors from neighboring schools or not in school will not be permitted to attend classes with members of our student body.

Adult visitors who have legitimate business with the school are issued a visitor's pass by the school office or the guidance office if they are meeting with students or if they intend to visit student areas.

### EMERGENCY SCHOOL CLOSINGS

When it is necessary to close or delay the opening of school, the school will notify by the automated phone calls and the local radio stations their radio to the Bradford, Olean or Port Allegany radio stations for the information. These local radio stations will also be notified if school is dismissed early.

Students and Parents may also check Otto-Eldred Facebook page for school closing information.

### AFTER SCHOOL ACTIVITIES

There are a number of regularly scheduled after school activities. (i.e. band and chorus rehearsals, sports practices, meetings, work sessions, etc.) Students involved in these programs are to be only in that area of the school building or grounds, which pertains to the activity at hand. Under no circumstances are these students to be in unsupervised areas of the building or those areas away from their activity. Students in extra-curricular activities are to take all materials with them following the school day. They are not to return to their lockers following practices.

### STUDENT DRIVING

The speed limit on school property is 5 miles per hour. Students who drive to school are to use the parking area beside the school to the right. Students are to enter the building as soon as possible after arriving at school. Students are not to gather in parking areas to wait for the late bell to ring.

As bus transportation is available, student driving and parking on school grounds is a privilege and as such may be revoked in the case of speeding or reckless or dangerous driving on school property or other behavior problems. Students must be up to date with his or her graduation project in order to receive a parking pass.  
Parking spaces behind the building are reserved for employees

only.

CTC students are required to use the bus transportation provided by the school to the Career and Technical Center unless they have special permission to drive on a particular day because they are taking a car to the CTC for work in the automotive shop. Prior approval (one day in advance) is required and must be done through the CTC instructor, the high school principal and by a note from the parent. No other student may accompany this driving student.

In order to insure your child's safety we need to closely monitor student's driving to and from school. Parents, students, and the principal will sign a written contract concerning the rules and regulations. A driving pass will be issued to each student wishing to drive. The pass will require a two-dollar deposit that will be reimbursed when the pass is returned. Students who drive must have the pass clearly displayed. Driving to school without a pass or any other violation of the driving policy will result in losing your driving privilege and riding the bus for the remainder of the marking period or one month, whichever is longer.

A second offense revokes driving privileges for the remainder of the year. Students must ride with a parent or on the bus for the remainder of the year. Any reported hazardous driving around school buses will result in immediate loss of driving privileges for the year. If a student receives their license during the school year, the student and a parent must make arrangements to meet with the principal. Together we can make driving to and from school safe.

### FUND RAISING

Many school groups finance their activities in large part by selling something. Whether it be pizza or subs, candy bars or jewelry, magazine subscriptions or greeting cards, there seems never to be a shortage of things for sale. The school district realizes the importance of such fund raising activities to both school and local community organizations that provide benefits for our children. The school building is not to be a public marketplace, however.

In an effort to be fair to all groups and to avoid overburdening our local community with multiple sales campaigns occurring at the same time, a school district-wide fund raising calendar is kept in both school buildings. Any group wishing to schedule a fund-raising sale must complete an application detailing the sale and have it approved by the principal of the school. The principal will then schedule the activity on the common calendar. Every attempt will be made to avoid overlap of fund-raisers.

The sale of any item by students (or any school personnel) to faculty, staff, or other students must be approved and scheduled by the principal before any such sale can take place on school property — building, grounds, and buses. The principal will use his judgment and may restrict or deny the sale of any items if such sale is determined

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to be disruptive to the learning atmosphere of the school. Lollipop, suckers, or any candy are examples of items not permitted to be sold in school. No food items sold for consumption will be allowed to be sold during the school day.

Our school provides a daily breakfast and Lunch program for students and staff. The constant sale of candy, suckers and the like by students to students during the school day is not permitted. Eating food and snack items or drinking pop or other soft drinks during class time or between classes will not be allowed. The principal may approve occasional exceptions for special events.

### HOMEWORK

Homework is necessary. It develops both accountability and responsibility. It fosters initiative and independence while helping the student learn to budget time. Parents and students are urged to accept the responsibility of homework, realizing that it will aid the student's achievement. If a student misses an assignment due to an excused absence, the student has the same length of time he missed to make up the assignment.

### PRINCIPAL-ASSIGNED DETENTION

Students in violation of school rules and policies may be assigned after school detention sessions by the elementary school principal. These sessions may be held before school or after school beginning at 3:00 p.m. and will run until 4:00 p.m. Students must have books and assignments with them when they report to the detention area. Every parent will be notified by phone.

Parent will be notified of this and transportation will need arranged. The principal and parent will work out a convenient time within 3 days of the need for detention to be assigned.

Students should also bring coats as well as books and other study materials. No excuse will be accepted for failure to attend assigned detention. Any student failing to report to detention will be assigned Saturday detention. Further failure to appear will result in in-school suspension.

### TEACHER-ASSIGNED CLASSROOM DETENTION

Individual classroom teachers may assign students to detention after school in their own rooms for infractions of classroom rules and/or policies. The teacher will supervise such sessions. The student will be given at least 24 hours notice of the detention and will be expected to provide for his or her own transportation. The student and the main office are notified of the detention when a teacher issues a detention slip. Failure to appear at a teacher-assigned detention session after

proper notice has been issued to the student will result in the student being assigned a detention before school or after school with the principal.

Further failure to appear will result in a student receiving in-school suspension or a Saturday detention.

### SATURDAY DETENTION

Students may be assigned Saturday detention by the elementary school principal for infractions of the school's rules and/or policies. Detention sessions will be three hours in length from 8:00 a.m. to 11:00 a.m. on specified Saturdays. Students must be punctual and have books and assignments with them when they arrive. Each student so assigned will have their parents contacted by phone notifying them of the date and time he or she is to report for Saturday study. This notification will be at least 24 hours prior to the detention date to allow the student an opportunity to arrange transportation to and from the detention session. Students should also bring coats since they may not go to lockers prior to going home.

No excuse will be accepted for failure to appear for assigned detention. Any student failing to report to detention will be assigned one day in-school suspension. Further failure will result in a suspension until a parent conference is scheduled to make arrangements to do the detention.

### SUSPENSIONS

School suspensions can be either in school or out of school. In either case, parents will be notified in writing of the infractions involved as well as the dates and type of the suspension.

When a student is under an in-school suspension (ISS), he or she will be assigned to the suspension room for the entire day(s). Teachers will monitor the in-school suspension room. The ISS room will be completely quiet and students must work on school assignments for the entire time they are under suspension. No music, sleeping, or trips to the telephone are allowed in the ISS room.

Out of school suspensions (OSS) are alternatives to ISS that may be warranted by circumstances and imposed by the school principal. A student's return to school from OSS will be preceded by a parental conference with the principal.

### RADIOS, TAPE PLAYERS, VIDEO GAMES, CELLULAR PHONES, LASER LIGHTS, ELECTRONIC DEVICES

Radios, tape players, disk players, cellular phones, cameras, and other

electronic entertainment devices are not to be used during the school day except in accordance with Policy #237. Music playing devices may be kept in each student's locker or in the main office. Any items confiscated during the day will be held in the office until the student (1st Offense) or parent (2nd Offense) is allowed to pick up the device.

### LOCKERS (7th - 12th Grade)

Each student is assigned a locker in which to store books, coats, and other materials needed in school. Students and parents should be aware that school lockers are school property and as such can be opened and searched by authorized school personnel as the case may warrant. Students assume responsibility for any valuables left in the locker. Students should not share lockers for any reason.

The student may go to his or her own locker at the beginning of the day before homeroom, between classes and at the end day. Students need to organize locker visits so they are not late for class. **STUDENTS (AND NOT THE SCHOOL) ARE RESPONSIBLE** for items left in their lockers, including schoolbooks, activity sales items and cash.

As hallway locker areas are accessible during school events such as athletics, music concerts, and dances, great care should be used in locker use.

Students are urged to secure their assigned locker with a school-issued lock. A student may use his or her own lock; however, it will be necessary for the student to turn his or her combination or extra key in to the office.

### SAFETY AND SECURITY

All doors to the building are locked at all times. Visitors, including parents, must "ring in" at the front entrance and report to the office. Absolutely no visitor or parent are permitted in the hallways or classrooms without approval from the office at each visit. Visitors and parents are asked to wait in the lobby while waiting for their child.

### EDUCATIONAL SUPPORT PROGRAMS AND SERVICES

#### Chapter 14

The Otto-Eldred School District offers a wide-range of educational services for students with special needs. Students who meet the criteria to obtain an Individualized Educational Plan (IEP) will receive the necessary modifications and accommodations that are deemed necessary. The majority of our special education students are provided with educational services within the district. If a student presents with

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significant academic, behavioral, social, and/or emotional needs that cannot be met within our district, intensive educational programming outside of the Otto-Eldred School District can be accessed. Necessary related services including speech and language services, occupational therapy, physical therapy, vision therapy and hearing therapy are also provided at the school in which the students is attending. Otto-Eldred School District will provide FAPE for any enrolling student.

### Chapter 15

The Otto-Eldred School District will provide protected handicapped students with the aids, services and accommodations that are designed to meet the educational needs of these students adequately as the needs of non-handicapped students. The Otto-Eldred School District does not discriminate against protected handicapped students and follows the district's responsibility under this chapter. The school district and parents/guardians will develop a service plan (504 plan) that outlines necessary services and accommodations for students in need. Any necessary medical documentation can be obtained to support the need for the 504 plan.

### CHAPTER 16

The Otto-Eldred School District operates a Gifted Education Program for students who have qualified with mental giftedness and deemed in need of enrichment or acceleration services. Activities and units of study are presented in various subject areas depending on student need. Students receiving enrichment services will access both learning experience within the school and outside of the school that will continue to promote rigorous and accelerated growth in identified gifted areas. Students will also be challenged to develop leadership skills, communication skills, interpersonal skills and build overall self-esteem.

If you have questions or concerns about Special Education Services, Gifted Education Services or 504 Plans, you may contact Mrs. Lindsay Burns, Principal of Elementary and Special Education at (814) 814-1380 opt. 4 or via email at lburns@ottoeldred.org.

### STUDENT ASSISTANCE PROGRAM

The student assistance program (SAP) is available to all students in the Otto-Eldred School District. The Student Assistance Program is able to help students experiencing a mental health and/or drug related

problem. Students with on-going attendance, behavior, or academic concerns may be referred to the SAP Team for intervention. Referrals to the SAP Team can be initiated by the student in need of service, parents, school personnel, other students, or any person concerned about a student. More information can be obtained by contacting the school principal, guidance counselor, or nurse.

### PEER HELPER PROGRAM

The peer helper program is an extension of the services provided by the Student Assistance Program. Students in need of assistance with academic or class assignments may be assigned a Peer Tutor. A student may be assigned a Peer Helper when they feel that they need someone, other than an adult, to talk to. Peer Helpers are specially trained to assist other students in the solving of problems that could include peer relationships, conflicts with faculty, or a lack of motivation in school activities. Peer Helpers are also trained to know when a problem is to be referred to a higher level.

### PEER MEDIATION

Peer Mediation is a program that is designed to assist students in settling disputes or conflicts that involve other students. The students in conflict are assigned to meet with specially trained peer mediators who involve the students in conflict in a mediation process that is aimed at settling the conflict in a mutually agreeable manner.

### WITHDRAWAL FROM SCHOOL

If you are transferring your child to another school or are moving to another location, please notify the school a few days in advance. Before leaving the student is responsible for turning in all books and paying any unpaid debts. Records may not be sent with the student, though parents may have a copy of their child's records. Official records must be sent through the mail after a request is received from the new school.

### ALCOHOL/OTHER DRUG AWARENESS POLICY

The Otto-Eldred School District recognizes that the misuse of drugs is a

serious problem with legal, physical and social implications for the whole school community. This policy, including its regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current uses and abuses of alcohol, other drugs, and mood altering substances by students of the Otto-Eldred School District.

No student shall possess, use, sell, distribute, or be under the influence of any narcotic, drug, marijuana, alcoholic beverage, or controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of 1972, while on school property or while under the authority of this school district.

Through the use of drug and alcohol awareness curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Otto-Eldred School District will strive to educate, prevent and intervene in the use and abuse of alcohol, other drugs, and mood altering substances by Otto-Eldred School District students.

The Board prohibits the use, possession or distribution of any drug/alcohol during school hours, on school property at anytime and/or at any school sponsored event.

Alcohol/Other Drugs/Mood Altering Substance shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood, mental, and/or physical functions. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any prescription capsules or pills not registered with the nurse, annotated within the student's health record, and given in accordance with the school district policy for the administration of medication to students in school.

Building Core Team is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors) and invited specialists of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Chemical Abuse Specialist** – a certified addiction counselor with expertise in the area of chemical dependency.

**Distribution** – deliver, sell, pass, share or give any alcohol, other

## OTTO-ELDRÉD SCHOOL DISTRICT INFORMATION for STUDENTS and PARENTS

<p>drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.</p> <p><b>Possession</b> – possess or hold, without any attempt to distribute, any alcohol, other drug or mood altering substance determined to be illegal or as defined by this policy.</p> <p><b>Cooperative Behavior</b> – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the building core team designed for student support in the area of referrals.</p> <p><b>Uncooperative Behavior</b> – is resistance or refusal, verbal, physical or passive, on the part of the student to comply with the reasonable requests or recommendation of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the building core team designed for student support in the area of referrals.</p> <p><b>Drug Paraphernalia</b> – includes any utensil or item, which in the school personnel's judgment can be clearly associated with the use of alcohol, other drugs, or mood altering substances.</p> <p><b>Assessment</b> – includes both psychological and physiological examinations. Any costs involved are the responsibility of the student's parent(s) or legal guardian(s).</p> <p>As an extension of this policy, all school district personnel shall use the following Otto-Eldred District regulations and guidelines when responding to alcohol, other drugs, and mood altering substance-related situations.</p> <p><b>Rules and Regulations:</b> A student who is on school grounds at anytime, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, other drugs or mood altering substances or who possesses, uses, dispenses, distributes, sells or aids in the procurement of alcohol, other drugs or mood altering substances, shall be subject to discipline pursuant to the provisions and procedures outlined in this board policy.</p>	
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	<p><b>School Guidelines:</b> As an integral part of the Otto-Eldred School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to alcohol, other drug, and mood altering substance related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary standard response to alcohol, other drug, and mood-altering substance related incidents. The Otto-Eldred School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if those measures are not provided for in any rule or regulations enumerated herein.</p> <p><b>SEE ATTACHMENT</b> – Summary of Alcohol and Other Drug Administration Guidelines.</p> <p><b>BULLYING</b> The Otto-Eldred School District has adopted a specific policy which outlines the problematic behavior known as bullying. Though very similar to harassment, bullying can be defined as "behavior which can be identified as an attack, physical, psychological, social or verbal in nature, which causes distress to the victim. The intention of the bully is to cause distress for his/her own gain or gratification or to enhance his/her own power." In the purpose of this policy, bullying includes physical violence, harassment, intimidation, victimization and teasing. Please be informed that any type of bullying or harassment will not be tolerated at Otto-Eldred School District. If a student decides to bully another child, consequences could range from counseling, detention, suspension and possible action by the police. Certainly, the age of the student and severity of each incident will be considered in determining consequences.</p> <p>If you feel as though you are being bullied the following actions should be considered:</p> <ol style="list-style-type: none"> <li>1. Try to ignore inappropriate behaviors of others. Walk away.</li> <li>2. If someone says or does something that offends you, approach the individual in a non-threatening way and try to "talk it out"</li> <li>3. If that doesn't work, tell an adult.</li> <li>4. Never retaliate by hitting, pushing, yelling, or swearing. "Two wrongs don't make a right."</li> </ol>
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	<p><b>HARASSMENT</b> (Sexual, Ethnic, etc.) Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to:</p> <ul style="list-style-type: none"> <li>• building principal</li> <li>• counselors</li> <li>• teachers</li> <li>• nurses</li> </ul> <p>An employee who receives harassment complaints from a student shall report such to the building principal or the superintendent.</p> <p>The Otto-Eldred School District will promptly and thoroughly investigate all reported complaints of harassment of a verbal, physical or written nature. If deemed necessary the report will be turned over to the state police. Parents are encouraged to contact the state police. If the harassment continues, the elementary school administration will initiate disciplinary procedures as per the student "code of conduct."</p> <p><b>WEAPONS POSSESSION OR USE</b> Possession of a dangerous weapon or use of a weapon on school property, at school functions, or going to or from school, including at or near school bus stops is prohibited. A student who brings or is found to be in possession of a dangerous weapon, on a school bus, or school premises, or any school sponsored activity is subject to administrative and legal action. A student found in possession of, or who uses, a dangerous weapon shall be subject to disciplinary action up to and including expulsion from school.</p> <p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Dangerous weapon means a loaded firearm, firearm, replica firearm, knife, chains, clubs, any type of explosive device, or any article that is commonly used or is designed to inflict bodily harm.</li> <li>2. Weapon means an article that is not per se a dangerous weapon, which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, belts, combs, pencils, files, compasses, scissors and lighters.</li> </ol>
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## OTTO-ELDRED SCHOOL DISTRICT INFORMATION for STUDENTS and PARENTS

### ACTIVITIES PARTICIPATION POLICY

There are three kinds of activities in the junior/senior high school: co-curricular, service/club and extra-curricular groups. Co-curricular activities emanate from and are part of credited classes. Extra-curricular activities have no direct tie to any class. Since the guidelines for participation in these activities vary according to type, it is important to understand which ones fall in each category.

The following lists of co-curricular and extra-curricular groups are for the purpose of illustration and should not be considered all-inclusive. \* If offered as a class

CO-CURRICULAR	SERVICE CLUB ACTIVITIES
Junior/Senior Band	Class/Group Officers
Junior/Senior Choir	Varsity Club
Ottocrat	Student Council
Theatre Arts	National Honor Society
	Peer Helpers/Mediators
SEASONAL	MULTI-SEASONAL
EXTRA-CURRICULAR	EXTRA-CURRICULAR
ACTIVITIES	ACTIVITIES
All Athletics	Show Choir
Musicals	Marching Band
Non-Theater Art Plays	Quiz Team
Trap Team	Jazz Band

1. To participate in either co-curricular or extra-curricular activities a member must attend classes the entire day. This would pertain to students under any disciplinary project during the day. This attendance is necessary for rehearsals and practices as well as games and performances. Two exceptions to this rule will be allowed.

A. a member who has a medical appointment and who is in school at least five periods may participate.

B. a member who misses school because of a death in the family may participate. Other excuses for absence are not permitted. The principal may exercise discretion in unusual circumstances.

2. To participate in co-curricular and extra-curricular activities a student must conform to the rules and responsibilities of training and rehearsal established by the coach/director of the specific activity.

3. Eligibility to participate in any extra-curricular activity may be withdrawn by the high school principal if the student is under disciplinary action.

4. Eligibility to participate in a service group will be listed in the bylaws of the organization.

The building principal has discretion to make exceptions to these guidelines based on extenuating circumstance that may arise.

unruly and overly boisterous behavior is not appropriate. Respect of game officials, opponent's coaching staff members, opposing players and visiting fans is to be shown at all times. Violations of this rule will result in loss of privilege to attend school activities. Also, if you leave the school building prior to the end of an athletic event you may not return. No drinks are allowed in the gym at any time.

Popcorn is permitted in the gym, but is not to be thrown. Students doing so must leave the school and will be assigned later to cleaning tasks in detention.

#### EXTRA CURRICULAR RULES & RESPONSIBILITIES

Individual coaches may establish additional rules for the respective teams.

#### SCHOOL ATTENDANCE:

The student must be in school all day, including homeroom, and attend all classes and scheduled activities in order to participate in games, practice, concerts, etc., on that particular day. Students under disciplinary action any day (OSS, ISS, after-school detention, etc.) will not be eligible to participate on that day. In case of a doctor or dentist appointment, the student must be in school at least half the school day and accompanied by a pink slip verified by a medical professional. It is expected that students will make a reasonable attempt to attend school prior to an appointment. The only other exception will be in the case of a death in the family. This rule refers to Friday for Saturday games and functions. Students who are tardy to school can not participate that day in scheduled activities.

#### GRADES/ELIGIBILITY:

Any extra-curricular participants with a current average of less than 65% in a combination of classes totaling more than one credit will be deemed ineligible. Weekly academic eligibility will be established by using the CSIU software following the eligibility check dates listed on the school calendar to determine any participant not passing a course that week.

#### WEEKLY ELIGIBILITY:

The first week a student is found to be ineligible during a season, he/she must attend the scheduled academic tutorial periods scheduled for the next week (but can participate with the team/club). The second week a student is found to be ineligible within a season, he/she may not participate on the team/club and is required to attend the academic tutorial period for the week. Additionally, the student loses his/her letter or eligibility to receive awards related to that activity. After a third week, the student is dismissed from the team/club.

academic tutorial period the duration of the ineligibility period on Tuesdays and Thursdays.

At the end of the school year, the student's final credits and overall grade point average in his/her subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the start of the next school year.

#### RIDING HOME AFTER EVENTS:

The procedure followed by the Otto-Eldred JSHS is to uphold the safety of the student/athletes and participants. With a signed, notarized liability waiver, students may ride home with their parent(s) or guardian(s) after any event. Other responsible adults may be permitted to provide transportation home for the student if his/her name was included on the signed waiver. Parent(s)/guardian(s) must attend a pre-season meeting to receive and discuss responsibilities with this waiver.

Participants may be permitted to ride home only with this responsible adult if a note has been given to and approved by the high school principal no later than before homeroom on the day of the event. For Saturday events, a note must be turned in and approved on the Friday prior to the event. Student must have parent/responsible adult sign-off in person in the presence of a coach prior to leaving the away event with said individual. If parent/guardian is present at an event, student shall only be released to the parent/guardian. At no time will the participant be permitted to drive to and from an event or ride with someone other than his or her parent(s), guardian(s) or pre-approved responsible adult. It is understood that a coach will have discretion to make a decision when a significant injury, sickness or medical issue occurred during the event. Students violating this policy are subject to suspension from activity, revocation of waiver and/or loss of letter.

#### RESPONSIBILITIES OF THE EXTRA

##### CURRICULAR PARTICIPANT:

Proper care of all equipment issued to him or her. Fulfill all obligations of their previous extra-curricular activity before moving on to the next activity. This includes handling in all equipment and uniforms. Once all obligations for a season have been met, participation in that event has concluded. Conduct themselves as ladies or gentlemen at all times.

##### PARTICIPATION:

Otto-Eldred JSHS offers extra-curricular activities throughout the school year. Participation in any extra-curricular activity involves



personal commitment on the part of any student. Fairness and responsibility to organization members is also an important part of participation in extra-curricular activities.

For these reasons, students will not be permitted to quit one extra-curricular activity and join another in the same season. Students may participate in more than one extra-curricular activity in one season with both coaches/advisors approval and as long as the student participates in each activity from the start of each season. Participants must designate a "primary" and "secondary" activity sport, in writing, prior to the season. Dual activity participants agree to participate in all, non-overlapping events for each competitive season, with the understanding that participation will occur in all primary sport events. A written plan for dual participation must be submitted to the high school principal for approval prior to the season to receive a letter, dual sport participants must meet lettering criteria to receive a letter in any sport participated in. Junior high students (7th & 8th) are not permitted to participate in more than one sport per season.

**AWARDS, LETTERS AND JACKETS:**

If suspended or removed from an extra curricular activity for violation of any part of this procedure, a student forfeits his or her right to a letter, award or letter jacket.

**SUNDAY:**

The Otto-Eldred School District recognizes that family time is important. Therefore, there will be no practices, formal or informal, or scheduled events on Sundays.

**BLOOD DRIVE:**

The Otto-Eldred School District is highly supportive of students donating blood. Due to safety concerns, students that donate blood on any given day are not permitted to participate in any physical activity related to a school sponsored sport or extra-curricular activity.

**SMOKING OR OTHER TOBACCO USE,**

**DRINKING, DRUGS DURING THE SEASON:**

Students involved in any school activity are expected to represent our school in a respectable manner. Participants in these activities will be held to a higher standard due to their visibility and influence upon our school and community. Student actions on or off school property are subject to this procedure. Students caught in possession (actual or \*constructive) of alcohol or illegal drugs on or off school property are subject to this punishment while participating in a listed activity or for the duration of that activity. Students caught in actual possession of tobacco products (per SB Policy 222) are also subject to this penalty. Vaping, E-cigarettes, & any product designed to imitate drugs or tobacco products qualify as "tobacco products" under this policy. Students are subject to penalties for each type of activity they are involved.

depending on the type of activity they are involved in:  
 (\*Constructive – means knowingly being present where illegal drugs or alcohol are taking place related to drugs or alcohol. For example, being present, but not consuming alcohol at an underage drinking party.)

<b>CO-CURRICULAR</b>	<b>SERVICE CLUB ACTIVITIES</b>
Junior/Senior Band	Class/Group Officers
Junior/Senior Choir	Varsity Club
Ottocrat	Student Council
Theatre Arts	National Honor Society
	Peer Helpers/Mediators
<b>SEASONAL</b>	<b>MULTI-SEASONAL</b>
<b>EXTRA-CURRICULAR</b>	<b>EXTRA-CURRICULAR</b>
<b>ACTIVITIES</b>	<b>ACTIVITIES</b>
All Athletics	Show Choir
Musicals	Marching Band
Non-Theatre Art Plays	Quiz Team
Trap Team	Jazz Band

**Service/Club Activities:**

First Offense: Student will be suspended from all service/club activities for the remainder of the school year. The student forfeits all opportunities offered by those activities. Students may re-apply to join those activities at the beginning of the next school year.  
 Second Offense: Student will be permanently suspended from all Service / Club Activities while enrolled in the Otto-Eldred School District.

**Seasonal Extra –Curricular Activities:**

(Extra-Curricular Activity is defined as an activity that meets on a regular basis for the purpose of rehearsal or practice for a performance or game.)  
 First Offense: Student will be suspended for the remainder of that season(s). Students involved in more than one seasonal extra-curricular activity will be suspended from all activities.  
 Second Offense: Student will be suspended from all seasonal extra-curricular activities for one year from the date of the offense.

**Multi-Seasonal Extra-Curricular Activities**

(Meets for more than one fall/winter/spring season):  
 First Offense: Students will be suspended for 60 days of active participation in each activity. Students involved in more than one multi-seasonal extra-curricular activity will be suspended from all activities.  
 Second Offense: Student will be suspended from all multi-seasonal extra-curricular activities for one year from the date of the offense.

\*\*Days of Active Participation – Monday through Saturday or specific days of rehearsal/performance for activities that do not meet on a daily basis.  
 \*\*\* These guidelines serve as a minimum guideline for punishment. Coaches/Advisors may further the consequences as they see fit.

**EXTRA CURRICULAR ACTIVITIES LETTERING AND AWARDS PROCEDURE**

In order to be eligible to receive a Varsity letter or award:

1. Participants will abide by the Otto-Eldred High School Extra-Curricular Rules and Responsibilities.
2. Participants must finish the complete varsity season of their activity. An exception to this rule will be made according to the head coach, advisor, athletic director, and principal, in extenuating circumstances. Factors considered include effort, attitude, and points/quarters accumulated.
3. Senior participants will be awarded a letter if they have participated in his or her chosen activity for no less than two years.
4. Participants must attend scheduled practices, scrimmages, dress rehearsals or other events and contests as the activity may require.
5. *\*Please note that letters are not issued for all activities.* Students will accumulate at least the required number of quarters or points as described for the following individual activity:
  - a. Band – 3 years in Marching Band and 3 summer's work in the concession stand.
  - b. Baseball – one half of the total varsity innings.
  - c. Basketball – one half of the total varsity quarters.
  - d. Cross-Country – finish in the top ten runners in one half of the meets.
  - e. Cheerleading – criterion based on #4 above plus attendance and participation in homecoming activities and the holiday basketball tournament.
  - f. Football – one half of the total varsity quarters.
  - g. Golf - co-op with Oswayo Valley
  - h. Softball – one half of the total varsity innings.
  - i. Track & Field – fifteen team points
  - j. Volleyball – one half of the total varsity games
  - k. Wrestling – co-op with Oswayo Valley
  - l. Swimming and Diving - co-op with Bradford
  - m. Trap Team - 18 bird average
  - n. Managers - (any sport) must manage for two (2) full practices and games), consecutive season of the same sport to be eligible to letter. Letters are only awarded to managers of varsity level sports. In order to be eligible to receive a varsity letter jacket two (2) letters in the same sport or 3 letters combined must be earned, for two (2) full (practices and games) consecutive seasons of the same sport to be eligible to letter. Letters are only awarded to managers of varsity level sports. Football cheerleading and basketball cheerleading are viewed as two separate sports. (continued on page 30)

APPENDIX A

DISCIPLINARY RESPONSE PROCEDURES

LEVEL OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These behaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p>	<p>Classroom disturbance; classroom tardiness; abusive language. Non-defiant failure to complete assignments or carry out directions.</p>	<p>I. There is immediate intervention by the staff member supervising the student or observing the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. Teacher will document actions taken and communicate with the parent, principal and other faculty if necessary.</p>	<p>Verbal reprimand; special assignment; behavior contract; counseling; withdrawal of privileges; timeout; strict supervised study; detention; parent conference. Communication with student, parent, principal.</p>
<p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>Continuation of unmodified LEVEL I misbehavior. School tardiness; truancy; tobacco violations; using forged notes or excuses; disruptive classroom behavior; cutting class; plagiarism*/cheating*.  * See Conduct Code (page 7)</p>	<p>II. The student is referred to the administrator for appropriate disciplinary action.  The administrator meets with the student and/or teacher and effects the most appropriate response.  The teacher is informed of the administrator's action.  A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>Teacher/schedule change; behavior modification; social probation; peer counseling; referral to outside agency; detention; loss of privileges; parent conference.  Suspension.</p>

APPENDIX A

DISCIPLINARY RESPONSE PROCEDURES

LEVEL OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p>	<p>Continuation of unmodified LEVEL II misbehavior fighting (simple); vandalism (minor); possession/use of unauthorized substance; stealing; threats to others; uncooperative behavior in ISS.</p>	<p>III. The administrator initiated disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p>	<p>Temporary removal from class; alternative program; loss of privileges; temporary in or out of school suspension; detention.</p>
<p>IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the school board directors.</p>	<p>Unmodified LEVEL III misconduct; extortion; bomb threats; possession/use/transfer of dangerous weapons; assault/battery; vandalism; theft/possession/sale of stolen property; arson; furnishing/selling/possession of unauthorized substances.</p>	<p>IV. The administrator verifies the offense, confers with staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the superintendent for board action.</p> <p>The student is given a full due process hearing before the board.</p>	<p>Expulsion; alternative schools; other board actions which result in appropriate placement.</p>

SUMMARIZATION of ALCOHOL and other DRUG ADMINISTRATION GUIDELINES

Situation/Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline/Rehabilitation
<p>1. A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.</p>	<p>The student is informed of available help and encouraged to seek assistance.</p>	<p>Staff member encouraged to contact the counselor, nurse, or principal for assistance.</p>	<p>Limited to behavioral problems.</p>	<p>Not applicable.</p>	<p>None/Referral to Core Team.</p>
<p>2. A student contacts a staff member in regard to the drug or alcohol use by another student.</p>	<p>The student who contacts a staff member is encouraged to have the student with a problem personally seek assistance.</p>	<p>Limited to the staff member, although the counselor, nurse, or principal may be contacted for assistance.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>	<p>None/Possible referral to the Core Team.</p>
<p>3. A student volunteers information about personal drug or alcohol use and asks for help.</p>	<p>The student is informed of services available and encouraged to seek assistance.</p>	<p>A staff member should request intervention of core team and contact counselor, nurse, and/or principal.</p>	<p>Inform parents after discussion with student.</p>	<p>Not applicable.</p>	<p>None/Referral to Core Team.</p>
<p>4. The student has a drug or alcohol related medical emergency.</p>	<p>If available, the nurse will be summoned immediately. Student will be transported to nearest medical facility by ambulance.</p>	<p>The principal will investigate the incident. This may include a search of the student, locker, and other possessions (may include vehicle if on school property).</p>	<p>Immediate notification of parent.</p>	<p>At the discretion of Administrator.</p>	<p>If there is evidence of further violation, see appropriate situational category. Referral to Core Team.</p>
<p>5. The student possesses drug related paraphernalia. No evidence of use.</p>	<p>Paraphernalia is confiscated by administration. Staff member writes an anecdotal report of the incident.</p>	<p>The student, his/her locker, and other possessions (may include vehicle if on school property) will be searched at discretion of administration. Confiscation of substance.</p>	<p>Phone contact with parent.</p>	<p>At the discretion of the Administration.</p>	<p>If there is evidence of further violation, see appropriate situational category. Referral to Core Team.</p>
<p>6. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, cooperative behavior.</p>	<p>Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.</p>	<p>Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collecting of pertinent data.</p>	<p>Immediate notification of parent. Parental conference arranged as soon as possible.</p>	<p>At the discretion of the Administration.</p>	<p>Informal hearing, out of school suspension until parental conference is held. Mandatory referral (through the Core Team) for assessment by a licensed drug and alcohol facility. Student must comply with the recommendation of the facility's assessment.</p>

## SUMMARIZATION of ALCOHOL and other DRUG ADMINISTRATION GUIDELINES

Situation/Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline/Rehabilitation
7. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, uncooperative behavior.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data.	Yes, parent requested to come to the school as soon as possible.	Yes. Automatic.	Informal hearing. 3 days school suspension (in or out of school at discretion of administrator). Referral to Core Team. Student must comply with the recommendation of the facility's assessment.
8. A student is caught again, in possession, use, or under the influence of drugs or alcohol.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data.	Yes, parent requested to come to the school as soon as possible.	Yes. Automatic.	Informal hearing. 3 days school suspension (in or out of school at discretion of administrator). Referral to Core Team and their recommendation must be followed or case is referred to School Board for a formal expulsion hearing.
9. A student is distributing a drug, alcohol or controlled substance.	Administration summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	The student, his/her locker and possessions (may include vehicle if on school property) will be searched. Confiscation of substance.	Yes, parent is requested to come to the principal's office immediately.	Yes.	Same as Discipline/Rehabilitation for Situational Category 8.
10. A student is caught again distributing a drug, alcohol or controlled substance.	Administration summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	The student and his/her possessions (may include vehicle if on school property) will be searched. Confiscation of substance.	Yes, parent is requested to come to the principal's office immediately.	Yes.	The student is suspended from school for up to 10 days pending the result of a formal expulsion hearing before the Board of Education.
11. A student possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Chaperone will contact group advisor and principal.	The student and his/her possessions (may include vehicle if on school property) will be searched. Confiscation of substance. Superintendent or designee contacted.	Yes, as soon as possible.	At the discretion of the Administration.	The student may be sent home immediately at parental expense, escorted by the legal authorities or detained until a parent/guardian can accompany the student. Further discipline as provided by the appropriate situation category will be administered following the administration's investigation as per 6, 7, 8, 9 above.

**SPORTSMANSHIP:**

The lessons of our youngsters don't end with the final bell of the day if they are involved in extra-curricular activities. In fact, the learning experience that comes from participation in extra-curricular activities promotes lifetime values that cannot always be learned in the classroom. Values like integrity, fairness, and respect are some of the values that are taught through extra-curricular activities and are the cornerstone of good sportsmanship.

The score of any athletic event is usually forgotten over time, but the actions of players, and spectators are remembered. Please be a positive role model. Refrain from intimidation and ridicule of other teams and fans, respecting the integrity and judgment of contest officials, and trusting the judgment and decisions of the coach/advisor no matter how exciting or emotional the contest may be.

Remember that your admission/ticket to an athletic event is a privilege and not a license to be obnoxious and/or verbally or physically abusive to anyone there. In cases where an individual or group interferes with the conducting of practices/events they will be asked to leave immediately. Should the individual or group refuse to leave, they will be arrested. Coaches/Advisors, officials, game managers, and school administrators have the authority to dismiss and/or deny entrance to any individual or group they feel is not upholding good sportsmanship.

**PARTICIPANT CODE OF CONDUCT:**

Participation in athletic and extra-curricular activities can be emotional for participants, families, and fans. It is the expectation that any conflict that arises due to participation in a school sponsored activity will be handled appropriately through the Coach, Activities Director, and High School Principal. Additionally, any action by a participant that violates the Student Conduct Code, as outlined in the Student Handbook or resulting in legal action, may result in disciplinary action. Participation in extra-curricular activities and on athletic teams is a privilege at the Otto-Eldred Jr.-Sr. High School. Any actions by participants considered to be "unbecoming of a Terror" may result in discipline including, but not limited to, suspension or removal from the activity, group, leadership position or team.

**DANCES**

Dances are scheduled throughout the year to provide activities for our students and as fundraisers for various school groups. The school is happy to provide this entertainment as long as normal rules of conduct are followed. Some special rules that apply to dances are:

1. Respect is to be shown to all chaperones.
2. If you leave the dance prior to the ending time, you may not return.
3. All students are to be at the dance within one hour of its start. The doors will be locked at that time and no one will be admitted unless prior arrangements have been made. (for example, a working student may need to arrive after work.)
4. Guests must be signed in at the office 48 hours in advance. The principal may deny guest privileges. Guests from another school must have an out of school guest form filled out by his or her attending school.
5. Guest Policy: Every guest must be at least a sophomore in high school. For all social events, any out of school guest must meet the same requirements as an Otto-Eldred student or be an Otto-Eldred alumnus no more than two years removed from graduation. Graduates from a district other than O-E may attend as long as they provide a written character reference from a non-relative and have the out of school guest form signed by the principal of their former district. No graduates, from O-E or any other district, over the age of twenty (20) will be permitted to attend as guests. Any out of school guest must be registered through the main office no later than 1 week prior to the event. Final approval of all out of school guests lies with the High School Principal.
6. Students must be in school all day the day of the dance or the day before in the event of a Saturday event. Exceptions will be made for students with a valid doctor's note.

**TOBACCO & TOBACCO PRODUCTS**

The Otto-Eldred School District Board of Education has a strict policy that forbids the use of tobacco products in any form by students. The health hazards involved with the use of these products are well known and acknowledged. In keeping with the board's policy and this philosophy, students nor any adult will not be permitted to possess tobacco in any form on school grounds or any school sponsored event. Since its use is prohibited, there is no logical reason for its presence in school. Mere possession constitutes use. Anyone caught with such products will be required to surrender them to school authorities. They will also be liable for suspension from school in accord with board of education policy.

- First offense – Parent notification and one day of in school suspension. Referral to District Magistrate.
- Second offense – Suspension from school until parental conference. Referral to District Magistrate.
- Third offense – Suspension from school with parent and student appearance before board of education required for readmission. Referral to District Magistrate.



**I hereby acknowledge the receipt of the Student Handbook/Calendar for the Otto-Eldred Elementary School.**

I understand that the Handbook/Calendar contains the rules and policies of the school that are to be followed by all students.

Policies are subject to change and I will be notified of any changes.  
It is understood that not all school board policies are listed in this handbook.  
Information on any policy can be accessed by contacting OESD.

If it is your desire to not have your child's photo used in school publications (website, newsletters, facebook, etc.), please indicate so by placing a check next to the statement below.

I Do Not wish to have my child's photo used for school publications.

I have specifically read and understand the following policies.

Activities Participation	Detention & Suspension	Health/Guidance Office Visits	Peer Helpers Policy
Alcohol & Other Drug Awareness Policy	Dress Guidelines	Lockers	Telephone Use
Athletic Events Policy	Electronic Devices	Marking System	Tobacco
Attendance Procedures	Emergency School Closings	Progress Reports/Honor Roll	Transportation Guidelines
Cafeteria Accounts	Fund Raising Policy	Student Conduct Code	Visitors
Dances	Graduation Requirements	Summer School Grading Policy	Weapon Possession or Use .....

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please fill out the information below and return:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Title I Compact Otto-Eldred Elementary School 2019-2020

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership with a specific goal in mind; that is increased student achievement.

### Parent Commitment

- Provide daily interaction with student.
- Set aside a specific time and space to do homework if necessary.
- Study area should be well-lit and well-equipped with pens/pencils, paper and calculator.
- Look over homework assignments to check for understanding.
- Be available to assist.
- Sign and return all papers that require a parent or guardian's signature.
- Encourage positive attitudes toward school.
- Require regular school attendance.
- Attend parent-teacher conferences.
- Be responsible for updating personal contact and emergency information.

### Student Commitment

- Ask the teacher any questions about homework or classwork.
- Take home materials and information needed to complete the assignment.
- Complete homework and classwork in a thorough, legible, and timely manner.
- Return homework on time.
- Return any signed forms in timely manner.
- Comply with school rules and follow the code of conduct.
- Attend school regularly.
- Respect the personal rights and property of others.

### School Commitment

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part or meet the challenging state academic standards.
- Assign classwork for reinforcement of learned skills and for extension of student learning.
- Coordinate with other programs to make sure nightly assignments do not exceed a practical time limit.
- Give corrective feedback and instructional follow-up.
- Recognize that students are accountable for every assignment.
- Communicate behavioral and academic progress to students and their parents.
- Respect cultural, racial and ethnic differences.
- Hold at least two teacher-parent conferences per semester.
- Keep accurate records of student achievement.
- Ensure regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (ESSA, Section 1116(d)(1-2))
- Provide parents with reasonable access to staff, volunteer/participation opportunities, and observation of classroom activities.

The Board of Education of Otto-Eldred School District welcomes the involvement and input of parents/guardians, families, and community members in the educational process. OESD shall comply with the requirements of the ESSA of 2015, relating to parent/guardian and family involvement. Policy 1270.