

Student Handbook 2022-2023



HARDIN NORTHERN ELEMENTARY SCHOOL

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Dola, Ohio 45835-9725

Elementary Office (419) 759-3158

Board Office (419) 759-2331

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School website: www.hardinnorthern.org

Elementary Office hours are 8:00 a.m. to 4:00 p.m.

Our Mission:

Together,

We will create successful citizens through

Balanced **E**ducation,

local **A**ccountability,

mutual **R**espect, and

a **S**trong work ethic

resulting in life-long achievement

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**At Hardin Northern Elementary Each Child Is Special
They Are Our Future**

Dear Parent/Guardian,

We would like to welcome you to the 2022-2023 school year! Together we have the opportunity to shape the future. This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most of the items that commonly concern parents and students. We hope that you will take the time to read it carefully and review it with your child.

The staff of Hardin Northern Local Schools continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Yours in education,

*Mr. Brett Halsey
Elementary Principal*

2022-2023 SCHOOL CALENDAR

August 15 - Teacher Work Day

August 16 - Teacher Professional Development Day

August 17 - First Day For Students / Kindergarten Testing Day

August 18 - Kindergarten Testing Day

August 20 - First Day for Kindergarten

September 5 - No School - Labor Day

September 6 - No School - County Fair Day

October 14 – End of First Nine Weeks

October 17 - Begin Second Nine Weeks

October 19 - Early Dismissal 1:30 Parent/Teacher Conferences K-12 (2:00 - 8:00)

October 20 - Early Dismissal 1:30 Parent/Teacher Conferences K-12 (2:00 - 8:00)

October 21 - No School (Day after conferences)

November 22 - Early Dismissal 1:30 - Thanksgiving Break

November 23- November 27 - No School - Holiday Break (Thanksgiving)

December 21 - Early Dismissal 1:30 - Holiday Break/ End of 2nd Nine Weeks

December 22 - January 2 - No School - Holiday Break (Christmas)

January 3 – No School Teacher Professional Development

January 4 – Students Return From Break/Begin Third Nine Weeks

January 16 - No School-Martin Luther King Jr. Day

February 20 - No School - President's Day

February 21 – 2 Hour Delay (Professional Development)

March 10 - Last Day Third Nine Weeks

March 13 - Begin Fourth Nine Weeks

March 22 - 2 Hour Delay (Professional Development)

April 5 - Early Dismissal 1:30 - Spring Break

April 6-10 - No School - Spring Break - Holiday Break (Easter)

April 11 - Students Return from Break

May 19- Early Dismissal – Last Day for Students

May 22 – Teacher Workday

May 23 - Teacher Professional Development

DAILY SCHEDULE

8:00 a.m.	Doors open for student arrival
8:20 a.m.	Classes begin - students arriving after this time will be considered tardy
3:15 p.m.	Students dismissed for early bus/parent pick-up 3:20 p.m.-Early bus departure

SCHOOL CLOSINGS, DELAYS AND CANCELLATIONS

In case of inclement weather that would make it dangerous to operate the school buses, school may be closed or delayed. The Superintendent or his designee will notify these stations:

Radio	Television		
Kenton	Lima	Columbus	
95.3 FM-WKTN	NBC-WLIO	CBS 10-WBNS	NBC 4-WCMH

You may also access delay and closing information on the school answering system. In addition, the District-wide one call system will be utilized. Please be sure to update your contact information.

I. ATTENDANCE POLICY & PROCEDURES

REGISTRATION & LEAVING THE DISTRICT

KINDERGARTEN REGISTRATION

Children must be 5 years old on or before August 1st to be admitted to kindergarten. All children entering kindergarten are screened in the spring before admission or upon registration during the school year. Registration will be held in March at which time registration packets are distributed with information including documents needed for school. Among the documentation requested, parents will need to make available to the school upon registration the following: birth certificate, social security card, immunization record, custody papers (as appropriate) and proof of residence (utility bill, rent receipt).

REGISTRATION - STUDENTS TRANSFERRING INTO THE DISTRICT

Parents/guardians of students moving into the Hardin Northern School District should register immediately (otherwise the previous school continues to be responsible for maintaining records of absences) including signing a release of records form that is available at the Hardin Northern Elementary Office.

The registration paperwork should be picked up at the office and must be completed prior to the child starting school. Some of the necessary documents for registration are: birth certificate, immunization record, social security card, custody papers (as appropriate) and proof of residency (utility bill, rent receipt).

STUDENTS TRANSFERRING OUT OF THE DISTRICT

When transferring to another school, please inform the Hardin Northern Elementary School office to assure accurate recording of information. A parent must sign a records release form at the new school so that records can be forwarded in a timely manner upon their official request.

ATTENDANCE POLICY: Board Policy 5200

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum **twenty-four (24) hours per school year that the student's school is open for instruction**) to participate in a District-approved enrichment or extracurricular activity - Any classroom assignment missed due to the absence shall be completed by the student - **If the student will be absent for twenty-four or more consecutive**

hours that the students school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. service as a precinct officer at a primary, special or general election in accordance with the program set forth in
- J. other absences arranged previously by the parents with administrative approval

Unexcused Absences

When student is absent from school with or without the knowledge or consent of the student's parents for any reason other than listed above, the student will be unexcused. Once students exceed 5 parental excused days, absences without a physician's statement will be considered unexcused. The student will not be allowed to make up missed work.

FAMILY VACATIONS

It is strongly suggested that family vacations be taken at times when school is not in session.

ABSENCE NOTIFICATION PROCEDURES

State law requires prompt and regular attendance of school age children. The following information includes various policies and procedures, plus notification of absence, excused/unexcused, late arrival/early departure/tardy, family vacations, habitual/chronic truancy and prolonged absences.

Parent(s)/guardian(s) must notify the school as early as possible on the day a student is absent unless previous notification has been given. Call the school office at 419-759-3515 before 9:00 a.m. When calling or sending a note with someone, give the following information:

1. Student's name, grade and teacher.
2. Parent/guardian's name and relationship to the student.
3. Reason why student will be absent.

Notification must be done EACH DAY the student is absent unless prior notification of the length of the absence has been given. Hardin Northern Elementary School is responsible by State Statute to account daily for each child as part of the Missing Child Act. Therefore, should the school not receive a call by 9:00 a.m. and the student is not in attendance, the school shall:

1. Call the home to notify the parent/guardian.
2. If no answer, call the work place of the parent/guardian.
3. Notify the home by mail.

LATE ARRIVAL/EARLY DEPARTURE/TARDY

Students arriving at **8:20 a.m.** and before **10:00 a.m.** are considered **tardy**.

Students arriving after 10:00 a.m. or leaving before 2:00 p.m. will be counted one half day absent. Students arriving late should check in at the office before going to their homerooms. Parents must check students out at the school office before students may leave.

Students having doctor or dental appointments causing them to be late or leave early will be excused but will be subject to the tardy or half day absent criteria.

EARLY DISMISSAL PROCEDURE

To be dismissed early, a note from a parent/guardian stating the student's name, date, time of early release, reason for release, and the parent/guardian signature must be received by the elementary office prior to the dismissal. Parent(s)/guardian(s) must pick up their child by coming to the elementary office and signing them out on the dismissal registry.

MAKE-UP WORK

Students are responsible for all assignments made by their teachers. Failure to do make-up work will result in a zero. Students are responsible to meet with their teacher on the day they return to school to arrange for completion of their make-up work

1. For pre-arranged absences such as a doctor's appointments, field trips, etc., the student must have their assignments completed and be prepared for class on the day they return to school.
2. For other absences, students will be allowed one more day than the number of days missed to make-up their work. (Example 2 days absent---3 days to make-up work).
3. For extended illness or hospitalization, make-up time may be extended for the student at the discretion of the teacher.

CONSEQUENCES OF ATTENDANCE REGULATION VIOLATIONS:

- A. Once a student is absent for more than five (5) days in a semester that are not medically excused, then all additional absences will be considered as unexcused (except for additional days which are medically excused.)
- B. Excessive absences, even with doctor's notes, may result in the filing of truancy/educational neglect charges.

A student will be considered habitually truant if the student is absent without legitimate excuse for (30) or more consecutive hours, for (42) or more hours in one (1) school month or for seventy – two (72) or more hours in one (1) school year.

If a student is habitually truant and the student’s parent has failed to cause the student’s attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or take any other appropriate intervention actions set forth in board policy. (see board policy 5200)

II. STUDENT CODE OF CONDUCT

This Code of Conduct is to be adhered to by all students during regular school hours and for all students engaged in any school sponsored activity or extra-curricular activity.

It is fundamental that each student and his/her parents understand that every school staff member has not only the right, but also the duty, to insist on good behavior. This right and/or expectancy of good behavior extend to all areas of the school program.

The following document is written to comply with Ohio Law. It is also written to make clear to students those things for which they may be removed, suspended, expelled, permanently excluded, or otherwise disciplined. Finally, it is intended to clearly state the rights the student and his/her parent/guardian have when the student is disciplined.

Please recall that Hardin Northern School policy regarding appropriate student behavior is premised upon the notion that all students have a right to learn in a school that is safe, conducive to learning, and free of distraction or interference from others. Thus, a violation of any one or more of the following rules or behavior in a manner inconsistent with the above assertion may result in disciplinary action, including (but not limited to), detention, removal, suspension, expulsion, permanent exclusion, or other action deemed appropriate by the school administration.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in a school operated by the Board or provided on any property owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Additionally, the provisions of this Code shall apply to students on school transportation, or if the act affects the operation of the schools.

ADMINISTRATIVE RESPONSE

When a pupil allegedly breaks any school rule and is referred to the principal, the principal shall:

1. Discuss the discipline referral with the student and/or others involved.
2. Check the pupil's disciplinary records to determine the student's current disciplinary status.
3. Apply the appropriate school-administered penalty(ies).
4. Notify the parent/guardian of the students' actions.
5. Consider intervention agencies, and/or taking legal action

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitor, or other authorized school personnel.

A student may be suspended pending the outcome of expulsion proceedings.

The building administrator in charge and/or Superintendent will determine the issuance of any penalties for infractions of the student discipline code at the time. Such penalties may include, but are not limited to one or more of the following:

- Verbal warning by administrator
- Parent conference
- Written work
- Emergency removal from school
- Detention(s)
- Suspension of bus privileges
- Alternative Suspension School
- Up to a ten-day out-of-school suspension
- Recommendation for expulsion.
- Recommended substance abuse counseling
- Possible legal referral or action
- Restricted computer use or access Network
- Parent referral to parenting classes

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

SERIOUS MISCONDUCT

1. **Disruption of School:** Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment/Bullying/Intimidation:** Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
3. **Social Media Harassment –** No student shall harass other students through social media during and after school hours through social media platforms including: Snapchat, Facebook, Messenger, ect.
4. **Threats:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.
5. **Use of Obscene Language / Materials / Actions / Gestures:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
6. **Attendance:** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
7. **Forgery:** Students shall not misrepresent a signature on any document.
8. **Damage of Property:** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.
9. **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious Bodily Injury
 - c. Threats of fighting, violence, or serious bodily injury (see #3 – Threats)
10. **Failure to Obey Instructions / Dishonesty/ Insubordination / Disrespect:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
10. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to BOE Policy JFCJ and O.R.C. 2923.122.) Specific violations include but are not limited to:
 - a. Use, possession, sale or distribution of a firearm
 - b. Use, possession, sale or distribution of any explosive, incendiary or poison gas
 - c. Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
 - d. Use, possession, sale or distribution of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives
11. **Narcotics, Alcoholic Beverages and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (Code of Conduct/Discipline – Alcohol, Tobacco, Drug and Other Use/Abuse Policy.) Specific violations include but are not limited to:
 - a. Use, possession, sale or distribution of intoxicating Alcoholic Beverages
 - b. Use, possession, sale or distribution of drugs other than tobacco or alcohol
12. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. **Theft:** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. **Dress Code:** See Code of Conduct/Discipline – Dress Code
16. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
17. **Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised.
18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Student Speech:** Any speech that is likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited speech.
20. **Computers:** Computers/technology is provided for student use for teacher-assigned work in courses or programs at the middle school. (See Code of Conduct/Discipline - Computer Usage Policy)

21. **Violation of Bus Rules:** Students must follow all Bus Rules as outlined in Code of Conduct/Discipline – Bus Rules.
22. **Violation of Acceptable Use Policy:** Students shall not violate the school's acceptable use policy, or misuse the school's computers or network.
23. **General Misconduct:** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights, feelings and safety of others.
24. **Other Violations:** Other conduct violations not covered in the above rules.

SUSPENSIONS

1. Suspension is defined as the denial to a student of permission to attend school and to take part in any school function for a period of at least one but not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
2. Students are encouraged to take all books and materials home and work independently. The student is not permitted on school grounds during the school day or at any school activity after school or in the evening for the period of the suspension. This includes a weekend over which the suspension extends. Prior notice of an intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
3. The principals and/or superintendent have the authority to suspend a student from school.
4. A student will be given a written notice of the intent to suspend by the principal. The notice will contain the reason(s) for the intended suspension. If the suspension is based on a violation of O.R.C. §3313.662 and if the pupil is 16 years or older, the notice is to include a statement that the superintendent may seek to permanently exclude the pupil if convicted or adjudicated a delinquent child for the violation.
5. The student will have the opportunity to appear at an informal hearing before the principal, and challenge the reasons for the intended suspension. The hearing may take place immediately upon receipt of the written notice of the intent to suspend.
6. A written notice of the suspension shall be forwarded to the parents, guardian or custodian within one (1) school day. The notice shall contain the reason for the suspension, the length of the suspension including the dates during which the student will be suspended and information concerning the right of the pupil or the pupil's parent, guardian, or custodian to appeal the suspension to the superintendent, the Board of Education or its designee, the right to be represented, and to request the hearing or appeal be held in executive session if before the Board. The notice should also inform the parent or guardian that they must appeal the suspension within 10 days of receiving the notice or lose the right to appeal.
7. A copy of the written notice sent to the parents will be forwarded to the Treasurer of the Hardin Northern Board of Education.

EXPULSION

1. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period of one year under certain circumstances, but in most circumstances for a period not to exceed eighty (80) school days. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of expulsion to the following school year. The Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm to school operated by the Board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis.

The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis.

The Superintendent may expel a pupil from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to an interscholastic competition, an extra-curricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for controlled by the Board, or at an interscholastic competition, an extra-curricular event, or any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

A knife is defined as 1) any weapon or cutting instrument consisting of a blade fastened to a handle; 2) a razor blade; or 3) similar device that is used for, or is readily capable of, causing death or serious bodily injury. If a student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult; and
- b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a

- recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances.

If at the time of suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

2. Only the Superintendent has the authority to expel a student from school.

3. The Superintendent will forward to the student and parents written notice of the intent to expel. The notice will include the reason for the intended action, including reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent, guardian, or representative to appear before the Superintendent or his/her designee to challenge the action or to otherwise explain the students' action and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil, or the pupil's parent, guardian, custodian or representative. The notice should also inform the parent or guardian that they must appeal the expulsion within 14 days of receiving the notice or lose the right to appeal.

0. Within one (1) school day of the expulsion, the Superintendent will notify the parent, guardians or custodians of the student and Treasurer of the Board of Education. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the legal counsel of the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session if held before the Board. The notice should also inform the parent or guardian that they must appeal the expulsion within fourteen (14) days of receiving the note or lose the right to appeal.

1. Any student who is expelled from school for more than 20 days or into the following semester or school year will be referred to an agency that will work towards improving the student's attitudes and behavior. The Superintendent will provide the student and his/her parent/guardian or custodian with the names, addresses and phone numbers of the public and private agencies.

2. When the student has been expelled, the student is not permitted to be on school premises. This includes but not limited to athletic contests, music events, and school activities and during school time.

CELL PHONES / ELECTRONIC GAMES / COMMUNICATIONS DEVICES, ETC.

Cell phones as well as electronic games / communications devices are to be turned off (not on sleep or vibrate) and hidden from plain view. If a student carries a cell phone, then it must be kept in his/her locker or book bag with all sounds turned off. If a cell phone is seen being used during school hours(including late bus) it will be confiscated. Students are permitted to use their cell phone after school is dismissed. Students are not to use cell phones, electronic games, or electronic communications devices during school hours. Students needing to call a parent may request permission to go to the office and make their call from the office so long as this request does not interrupt the student's learning and is in accordance with the normal student pass and staff permission procedure.

Contents of a cell phone may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

Cell phones, electronic games, and communications devices that are out and/or visible will be dealt with accordingly:

First Offense: Cell phone, electronic game, and communications devices will be confiscated by staff member and brought to the office. The student's parent / guardian must come to the office to retrieve the phone / device.

Second Offense: Same as first offense plus one detention

Third & Subsequent Offenses: Same as first offense plus a minimum of Saturday School for insubordination and/or disruption up to and including suspension and/or expulsion.

Cell phones, electronic games, and communications devices beyond the school day are governed by the policies of the appropriate group, organization, sport, or activity's policy handbook. Any staff member or activity supervisor has the authority to govern the usage of cell phones, electronic games, or electronic communications devices. It is the intention that this policy also governs both audio and video devices such as Ipods, MP3's, etc. Any clarifications or exceptions must be made through the principal.

TRANSPORTATION REGULATIONS

BUS CONDUCT: Board Policy 8600

1. Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.
2. Parents are also to be informed that they are responsible for:
 - a. the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus in a location clear of traffic and away from the bus stop;
 - b. their child being at the bus stop prior to scheduled pick-up time;
 - c. damage by their child to school buses, personal property, or public property.

1.

3. Students are expected to conduct themselves in a proper manner at bus stops. The Board will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
4. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
5. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.
6. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the bus supervisor.
7. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
8. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
9. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the bus supervisor should be consulted.

The PRIVILEGE of riding a bus depends upon following these basic rules of good courtesy and good behavior.

BUS RULES

1. Load and unload from the bus at the designated stop in an orderly manner. Students must go to the designated place of safety.
2. Ride only the regularly assigned bus and unload at the regular stop.
3. No littering. No eating and drinking any beverages on the bus.
4. There will be absolute quiet at railroad crossings and other places of danger as specified by the driver.
5. Noise on the bus should be kept at a minimum. Similar behavior is expected on a bus and in the classroom.
6. Pupils should not change seats while the bus is in motion.
7. Pupils must not throw anything.
8. Pupils must not hang any object or part of their body outside the bus.
9. Any child who insists on misbehaving shall be denied the privilege of riding the bus by the proper authority upon notification of the parents.
10. Cross the street at least ten feet in front of the bus and upon the signal of the driver.
11. Pupils are NOT to transport animals on the school bus.
12. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus they should go directly to their designated place of safety until the bus is safely on its way.
13. Positively NO SMOKING allowed on the bus.
14. Pupils must sit only in their assigned seats.
15. Obscene or profane language and fighting are prohibited.
16. No aerosol cans or flammable liquids on the bus. (hairspray, cologne, paint, etc.)
17. No material over ten pounds or 2'x3' will be transported on the bus during a regular route. (This includes large band instruments.)

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES: Board Policy 6510.04

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

STUDENT DRESS CODE

A student's attire for school, as does his or her manners, directly reflects his or her self-esteem and school pride. Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The dress and grooming guidelines set forth below are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

A "gang" as defined in this Dress Code Policy and under O.R.C. 2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has as one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term "pattern of gang activity" means the commission, the attempt to commit, conspiracy to commit, the intimidation of others to commit, or the solicitation of, two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal gang.

Additionally, determination as to what constitutes gang paraphernalia and gang symbols will be made based upon current definitions of gang paraphernalia and gang symbols established by the Hardin County Sheriff's Department.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-short shorts are NOT permitted. General Rule: Length of shorts, skirts, and dresses will have 4" inseam. Students will need to leave shorts, skirts and dresses long enough to extend past their arm length while standing straight and arms extended toward their knee. Dresses and skirts must have shorts underneath. Short and skirt length meeting the above standard may be determined to be too short at the discretion of the principal.
3. No shirts with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
4. No hats, hoods or bandanas.
5. No tank tops.
6. No bare feet, Heelies, or slippers. No flip-flops or jelly shoes should be worn. Mulch may cause injury and these types of shoes are not safe for playground equipment.
7. No see-through shirts without an undershirt.
8. No excessive holes in pants, shirts, and shorts.
9. No sagging or excessively baggy pants.
10. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
11. Proper fitting yoga pants/leggings can be worn with appropriate length top.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Student may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

Elementary students failing to comply with the dress code will be dealt with in accordance with these guidelines. If clothing has been deemed unsuitable, students will be asked to change into clothing supplied by the building administrator. If suitable clothing is unavailable, a parent contact may be made which would require the parents to bring appropriate dress code attire to school. Students who habitually violate the elementary dress code guidelines may be subject to after school detention and or suspension.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both, mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bully activities immediately. All hazing and/or bullying incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

RACIAL/ETHNIC HARRASSMENT POLICY

No student, parent or employee shall, on the basis of his or her race or ethnicity, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

Racial/ethnic harassment may include, but is not limited to:

1. Racially/ethnically oriented verbal kidding or demeaning racial/ethnic innuendoes, teasing, jokes or remarks of a racial/ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racially/ethnically motivated intimidation and or physical violence or threats of physical violence.

Although the administration has the discretion to set and impose the amount of discipline which will end the harassment engaged in by the offender, the following progressive discipline procedure should be considered, steps may be used in a nonconsecutive order:

1. First Offense of harassment on the part of a student will require a session with a teacher, counselor, or the principal to educate and increase awareness of appropriate and acceptable behavior in regard to other students. The student may be asked to provide a written or verbal apology to the victim.
2. Second Offense will be punishable by detention(s).
3. Third Offense will be punishable by three days or more out-of-school suspension.
4. Successive offenses will be punishable by additional out-of-school suspension with the possibility of referral to the Superintendent for expulsion from school for the remainder of the school year or as permitted by State Law. (First, second, or third steps may be used at principal's discretion.)

Any person who believes he or she has been subjected to harassment and desires to report the harassment must promptly report the alleged harassment to his or her building principal or supervisor. If the complaint involves the building principal or supervisor, such report should be made to the Superintendent. Such a report should be in writing with sufficient detail. All reports, complaints, or accounts of harassment received by an administrator must be forwarded to the Title VI Coordinator for Nondiscrimination and or Superintendent immediately. If the information was given verbally, the principal/supervisor or other school employee receiving the information shall reduce it to written form and forward it to the Title VI Coordinator for Non-discrimination or Superintendent within two school days. However, the coordinator and Superintendent should be orally informed of the discrimination immediately. Within two school days of receiving a grievance or complaint of harassment or illegal discrimination, a copy of the policy against harassment and of the District's written procedure for reporting shall be sent to the complainant.

Title VI Coordinator: Mr. Andrew Cano, Hardin Northern Schools, 11589 St. Rt. 81, Dola, Ohio 45835 (419) 759-3158 ext. 1206.

SECURITY RECORDINGS

The Hardin Northern Local School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person

COMPUTER/ONLINE SERVICES

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

The District provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;

8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

Computer Usage Policy

Part One - Student Conduct

There are thousands of resources on the Internet. While working on the Internet, you are expected to follow the "District's Rules of Student Conduct and Ethics". Your use of the network is a privilege and may be revoked at any time for misuse.

Part Two - Misuse of the Network

The following is not presented as a comprehensive listing of prohibitions, but as examples of unacceptable use of the network.

1. Using someone else's network access or electronic mail address is not acceptable.
2. Using your network access for activities, which are not related to education, is not acceptable.
3. Transmitting offensive or harassing statements is not acceptable.
4. Developing, viewing, or transmitting inappropriate graphics is not acceptable.
5. Soliciting other users is not acceptable.
6. Transmitting sexual or ethnic slurs and /or jokes is not acceptable.
7. Accessing sites that provide inappropriate materials, including, but not limited to: sexual or racial slurs, pictures, or conversations is not acceptable.
8. Telling someone else your password is not acceptable.
9. Allowing someone else to use your password or e-mail account is not acceptable.

Part Three - Penalty for Misuse

Violating the guidelines, prohibitions, of the "District's Student Conduct and Ethics Rules" will result in the following disciplinary actions being taken:

1. The student may have their privileges suspended or revoked and may face other disciplinary action
2. The student may be held liable both civilly and criminally for unauthorized use of school technology

III. GENERAL INFORMATION

ADMINISTERING DRUGS AND MEDICINE

The school nurse is housed in our building, but also has classroom duties at various times during the day. In order for any medications (prescriptions or non-prescriptions) to be distributed by the nurse, it is necessary for the student to have prior written permission and directions from the doctor. No medication will be given unless sent in the original bottles with the proper form.

The employees of Hardin Northern Schools are prohibited from administering drugs internally including aspirin, to any student unless a parent has completed an Authorization Form to allow a District employee to administer the drug or medicine and this form is on file in the nurse's or superintendent's office. The District employee may administer the drug/medicine according to written instructions.

BALLOONS/INVITATIONS

In order to maintain a minimum of class and office disruptions, student balloons or flowers should not be delivered to the school. They will not be

permitted to be taken on a school bus. Invitations to personal parties should not be passed out at school.

CAFETERIA

We use a Cafeteria Debit Account in the lunchroom. It works like a bank ATM account. The student's identification number will be used to deduct the cost of lunch purchases from a student's cafeteria account. Charges are limited to regular meals. Parents may deposit money in a student's account by sending either cash or check to school or by depositing money online. Cash sales can also be made each day.

Applications for free and reduced price lunches are sent home at the beginning of the school year. However, they are also available during the school year by contacting the school office or visiting the school website.

Extra food items may be purchased when available at the established a la carte prices. A la carte food items may not be charged.

Student lunch periods are closed meaning that students may not leave the building for lunch or call and have food delivered or parents bring it. Students may bring food for lunch but should do so when they come to school.

HOMEWORK

Homework assignments are a necessary part of an educational program. A quiet study area at home, designated for your child to do his/her homework.

Teachers give homework to strengthen children's skills in specific areas. The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than an hour on homework at any grade level, please discuss it with your child's teacher. Since the needs of each child are different, homework assignments may vary from child to child within each class.

INTERVENTION ASSISTANCE TEAM (IAT)

Referrals to the IAT may be made by parents or school personnel. Concerns about academic performance or emotional, social or behavior problems will be discussed by a group of teachers, counselors, administrators and other appropriate school personnel in an attempt to resolve any problem. All referrals for special education must be made through IAT.

LOST AND FOUND

Lost and found articles should be placed in the lost and found box. Any items that remain at the end of the semester and year will be given to a charity or will be destroyed. Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, etc. to help insure safe keeping.

MEDICAL CONCERNS - ALLERGIES

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school nurse, who will see to it that the appropriate personnel are notified. If your student is transported to school by bus, the bus drivers should also be provided with this information.

MONEY SENT TO SCHOOL

Money sent to school is to be placed in an envelope with the child's name, grade, teacher, amount, and what the money is for.

RECESS

Students should attend school prepared for the weather conditions. Recess is outside unless it is raining or the temperature is 20 degrees or below. We recommend that students are sent to school in coats, hats, and mittens during cold weather.

SCHOOL'S RIGHT TO SEARCH

The teachers and administration of the elementary schools reserve the right to check students' lockers, desks, or personal property brought upon school grounds for reasons of health, safety or violations of school or civil laws. The school urges students not to leave money or valuable items of personal property in their desks or cubbies.

STUDENT FEES

Student fees will be determined each year according to the student's grade level. Students whose fees are unpaid will not be allowed privileges such as field trips, etc.

TELEPHONE NUMBER CHANGE

It is extremely important that you notify the office immediately if you have a change in telephone number. This helps us be able to contact you in case your child would have an emergency.

TEXT OR LIBRARY BOOKS

Textbooks are to be treated with care to ensure that they can be used as long as possible. At the discretion of the principal, parents may be assessed replacement costs for damaged or lost books.

TOYS

Toys, stuffed animals, dolls, and cards are not allowed at school unless they are for show and tell or special school occasions.

VALUABLE PROPERTY

Valuable property such as radios, CD and tape players, pagers, expensive jewelry, electronic games, cell phones, virtual pets, iPods, etc. may not be brought to school by students. The school will NOT accept responsibility for the loss of personal property.

VISITING/OBSERVING CLASSROOM

It is required that parents desiring to visit their child's classroom during the instructional period contact the teacher at least twenty-four hours prior to the visitation.

VISITORS

For the protection of our children and to maintain a log of all non-employed persons entering the school such as parents/visitors/volunteers/college students, it is required that each person sign in at the office and get a name tag before moving throughout the halls or going to a classroom. All persons entering the building are expected to demonstrate respect for school personnel, students and property. Those not conducting themselves appropriately will be asked to leave. Such individuals will not be permitted to return to the building until approval is given by an administrator.

VOLUNTEERS

We value and encourage parents and community members to help tutor and perform other types of volunteer work in the school. If interested in volunteering, contact the elementary office or a teacher. All volunteers must check in at the office upon arrival and departure.

FIELD TRIP CHAPERONES

If you are interested in being a field trip chaperone for your student, we will require a background check every 2 calendar years. This means that a background check will be good for 2 consecutive field trips.