Royalton-Hartland High School ALMA MAJER:

Onward Royalton-Hartland
Onward straight to thy goals,
Keep thy strength and beauty
Closed within our souls.
Don't let us forget thee
With thy inspiring height.
Royalton-Hartland we love thee
The Purple and the White.

Freshman enter thy portals.

Beniors leave them behind,

We will keep thy spirit

Bafe within our minds.

Furple for thy majesty,

White for the simple truth,

'Jis thy strong guiding hand

Which leads us through our youth.

Royalton-Hartland High School



2023-2024 Student Handbook

Home of the Rams!

<u>Vision:</u> The Royalton-Hartland Central School District's vision is to prepare students to reach their fullest potential by providing them with the resources, knowledge and skills they need to be respectful, accountable, motivated and successful in their chosen paths.

Mission: Live the RAMS way, everyday!

Respectful
Accountable
Motivated
Successful

Proud to be a Ram!



Character Traits - Developing positive and well defined traits is pivotal for our students. Working in partnership with their teachers specifically addressing monthly traits, students will develop skills necessary for success in today's society.

September- **Respect** is concern and consideration for another person or one's self.

October- *Responsibility* is dependability.

November- cooperation is working well with others, helping when not asked, and using good sportsmanship.

December- **Kindness** is using courtesy, respect for others, thankfulness, and generosity.

January - *Tolerance* is using self-control and appreciating differences.

February- *Honesty* is integrity, being trustworthy and truthful at all times.

March- *Perseverance* is being diligent, self-disciplined, determined, and courageous. "Keep trying".

April- Bully Free is using all of these traits.

May- Fairness is acting according to the rules.

June- *Citizenship is* being and showing you are devoted to your country and school. Patriotism.

Diversity- Equity- Inclusion

<u>Diversity</u> is the presence of difference within a giving setting. Differences typically refer to identity such as but not limited to race, gender, ethnicity, religion, nationality or sexual preference.

Equity is an approach that ensures everyone has access to the same opportunities. Equity is a process that acknowledges uneven starting places and seeks to correct the imbalance.

<u>Inclusion</u> has to do with people with different identities feeling and/or being valued, leveraged, and welcomed within a given setting (whether that's a team, group, or school).

"Character is making good choices when no one is looking!"

Royalton-Hartland High School 54 State Street Middleport, NY 14105 Phone: 716.735.2000 Fax: 716.735.2046

Emergency School Closing

Emergencies sometimes necessitate the closing of school. When such emergencies develop, information will be provided through media and digital outlets.

ACADEMICS

Academic Standards/Eligibility

All students must realize that their main purpose for attending school is to receive an education and meet the NYS requirements towards graduation. In order to participate in extra curricular programs, students are expected to maintain an average of 65% in all subject areas and adhere to the schools code of conduct.

Counseling Center

Mrs. Kelly Halstead (khalstead@royhart.org)
Ms. Christine Lenhart (clenhart@royhart.org)
Ms. Colleen Albee (calbee@royhart.org)

Counseling office Secretary
Grades 9 & 11
Grades 10 & 12

Grades/Participation

Grading is considered a positive tool to indicate achievement and development in classes or subjects in which a student is enrolled. All students are expected to complete the assigned classwork and homework as directed and to participate in discussions and activities. A student's participation in class has a strong bearing on the extent and quality of learning and skill development. Students are expected to make up any missed assignments when absent from school/class.

Course Grades - Numeric grades will be used in all courses .

Incomplete Grades – An "**Incomplete**" grade (shown as INC on the Progress Report and/or Report Card) may be given when a student has an illness, absences for extenuating circumstances. An "**incomplete**" will be converted to a failing grade when requirements are not met.

Final Grade – The "Final Grade" determines whether a student passes or fails a course and is eligible for course credit. The minimum passing grade is 65.

Guidelines for Promotion:

Promotion to 10th grade requires 5.5 credits Promotion to 11th grade requires 11 credits Promotion to 12th grade requires 16.5 credits

National Honor Society (NHS)- NHS is a nationwide organization that recognizes high school students who have demonstrated scholarship, leadership, service, and character.

Eligibility: For more information, you may contact the NHS advisor– Ms. Amy Tinkham at atinkham@royhart.org

Course Change Policy – Once his/her counselor has finalized a student's schedule, it will be very difficult to have it changed. The final schedule will be the student's commitment to that specific program of courses. If a student needs to make a change, they will have to put in a written request to the Principal.

Course Selection Process – Counselors are continually working with students on planning programs. Throughout the course of the year, counselors and students will be formally involved in the course selection process. Schedules will need the approval of the parent/guardian before they become final. Deadlines for course requests are June 1st. Therefore, careful planning is required. We shall do all we can to accommodate students, but the availability of space in an existing class will determine the response to any request after June 1st.

Advanced Courses – College level courses are offered through the College Boards and in collaboration with local colleges and universities. Students enrolled in such courses will have the opportunity to earn college credit upon successful course completion and payment of any associated fees if applicable. Grade weighting is 1.07

Library Media Center – The LMC is designed to provide resources for research and learning.

In order to use the LMC during study hall, the student must sign out and go directly to the LMC prepared with work to do. Students are expected to work quietly and remain in the LMC for the entire class period. Failure to sign out will result in a class cut. Passes are not allowed from or to lunch. Upon entering, all students must sign in.

Research passes may be required when necessary. The subject teacher for whom you have an assignment must issue the research pass. Failure to follow LMC rules and staff requests may result in suspension or loss of LMC privileges and disciplinary action. Food, gum, beverages and games are not permitted in the LMC. Printing and copy machines are for school work only. The LMC is a Learning Zone. The staff is here to assist students, faculty and staff in locating and using the many varied resources and services efficiently.

Study Hall – The purpose of study hall is to provide an atmosphere conducive to study at all times. Students are to arrive prepared with the necessary study materials.



Class II Offense:

Repeated Class I Offense; Bus Misconduct; Cheating; Cut Class; Cut ISS; Disorderly Conduct; Disrespectful and/or Demeaning Behavior; Inappropriate Use of Electronic Device; Inappropriate Display of Affection; Inappropriate Language; Insubordination; Leaving School and/or Grounds; Loitering; Plagiarism; Possession of Electronic Device; Threatening/Bullying/Intimidation

Consequence(s): 2 or more Detentions, Extended Detention; Bus Suspension; 1-5 Days ISS; 1-3 Days OSS; Principal's Hearing / Student Contract

Class III Offense:

Repeated Class II Offense; Assault; Extortion; False Alarms; Fighting; Harassment (Physical, Racial, Sexual); Possession of Controlled Substance (Alcohol, Drugs), Possession of a Weapon; Smoking (and Chewing Tobacco); Theft; Truancy; Vandalism; Violent Acts/Threats (endangering self or others)

Consequence(s): 3-5 Days ISS; 3 – 5 Days OSS; Principal's Hearing; Superintendent's Hearing; Police Action

Other consequences to be used at the discretion of the Principal or Assistant Principal include:

Referral to school Counseling, Referral to outside Counseling, Restitution, Smoking Cessation Clinic/Support Group, Loss of Privileges, Assigned Seat, Bus Suspension, Community/School Service.

Detention:

The goal of detention is to encourage the student to modify his/her behavior/ academics. We hope that requiring the student to remain in school for an extended period will allow the student to make appropriate choices both behaviorally and academically.

A student can be assigned a 10^{th} period detention, lunch detention or an extended detention. It may also be assigned for other offences; this is left to the discretion of school administration.

Suspensions:

Students serving in-school or out of school suspension are prohibited from all extra-curricular activities for the duration of the suspension.

Student Lockers, Desks and other School Storage Places

The rules in the Code of Conduct regarding searches of students and their belongings **do not apply** to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school

officials retain complete control over them. This means that a student's locker, desk and other school storage places may be subject to search at any time by school officials without prior notice to students and without their consent.

Acceptable Use Agreements:

The Acceptable Use Agreements provide access to various resources through the District's Computer System. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

District Responsibilities:

While the district uses technological and manual means to regulate access and information on the school computer network, parents should understand that these methods do not provide a fool-proof means of enforcing the provisions of the district's policy and regulations.

The district makes no warranties of any kind, either express or implied, for the access being provided. Furthermore, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Use of the district's computer network and the Internet is performed at the user's own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district will also not be responsible for unauthorized financial obligations resulting from the use or access to the district's computer network or the Internet.

Internet safety:

The Royalton Hartland School District is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although Royalton Hartland cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to a minor, as defined in the Royalton Hartland Internet Protection Act.

Rules of Student Conduct:

Each student has responsibility to abide by all Rules and Regulations. Failure to assume this responsibility will result in disciplinary actions. The following rules and guidelines have been formulated to effect orderly school conduct within the building, on school grounds and in school vehicles. The rules of student conduct are set forth by class of offenses and indicate consequent measures of punishment. In cases of rule violation these measures will be implemented:

Class I Offense:

Disruptive Behavior; Tardiness; Cut Detention; Horseplay; Lying; Not Following Directions

Consequence(s): Teacher Action (Conference, Parent Contact, Detention); Administrative Conference; 1 – 2 – or Extended Detention; 1-3 Days ISS.

STUDENT LIFE

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all District students have certain rights and responsibilities.

STUDENT RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

It is the student's right:	It is the student's responsibility:
To attend school in the district in which one's parent or legal guardian resides.	To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
3) To be respected as an individual.	To respect one another, and to treat others in the manner that one would want to be treated.
4) To express one's opinions verbally or in writing.	To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
5) To dress in such a way as to express one's personality.	To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6) To be afforded equal and appropriate educational opportunities.	To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.	To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.	To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

Extracurricular Activities:

All Royalton-Hartland students will be required to abide by all rules and regulations set forth during their participation in any school sponsored extracurricular activity. Students are not allowed to participate in any extracurricular activity until the rules and regulations form is signed by the student and his/her parent(s)/guardian(s) and it is turned in to the appropriate advisor, coach, director or teacher.

Athletics:

When your daughter/son chooses to participate in one of our sports programs, we feel that they have committed themselves to certain responsibilities and obligations. This will acquaint you with some specific policies/rules that are necessary for a well-organized program of interscholastic athletics. The program is governed by the regulations established by the Commissioner of Education's basic code for extra-class athletic activities.

Physical Education Requirement:

All athletes will be required to participate in physical education throughout the year. Athletes who are illegally absent from physical education classes will not be permitted to attend practices or games on the day of the absence. The NYSPHSAA regulations state that that a student must be enrolled in physical education to participate in athletics.

Responsibilities:

Being a member of an athletic team or extracurricular program is a privilege and honor. Students should recognize that they have an obligation to themselves, their school, and community to strive for excellence.

Students found to be in the possession and/or have used tobacco products, alcohol, or controlled substances/illegal drugs (in-season, off-season, summer) will be subject to the following regulations:

- First offense Students will be suspended for 25% of the entire duration of the activity period. Should the student not complete the suspension prior to the end of the activity, the balance of the suspension will be completed during the next activity the student participates in.
- Second offense Students will be suspended from participation in extra curricular activities for a total of 12 weeks.
- Third offense Students will receive permanent suspension from extra curricular activities for the remainder of the student's high school career.

Academic Standards/Eligibility:

All students must realize that their main purpose for attending school is to receive an education. In order to participate in extra curricular programs, students are expected maintain an average of 65% or higher in all subject areas and adhere to the schools of conduct.

- If a student is failing two or more subjects, notification will be sent home outlining the student's eligibility status. School officials will notify coach es/advisors who will enforce eligibility standards.
- For the first 5-weeks of the school year, eligibility shall be determined by the student's final grades of the previous year or at the conclusion of summer school.
- Failing 2 or more subjects will place the student on academic probation (this would be the students first occurrence within the school year). Student will be allowed to participate in all events only if they follow the procedures for academic remediation and sign off by teacher.
- Failing 2 or more subjects after the initial probation will place the student on academic ineligibility. Ineligibility allows the student to practice, but is unable to participate in contests for a minimum of 10 academic calendar days, when academic progress will be re-evaluated. Student must receive school remediation and sign off by the teacher to be reinstated.



Electronic Devices:

Students are prohibited from using or having on or in an operational mode any cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the School's code of conduct that may be applicable to the circumstances involved.

Harassment:

All students are to treat each other with dignity and respect. Any student who engages in physical, sexual, verbal, or electronic harassment will be assigned an appropriate consequence. The penalty may range from a reprimand to suspension from school and/or bus.

Alcohol and Substance Abuse Policy:

No person may use, possess, sell or distribute alcohol or other substances, nor may they use or possess drug paraphernalia on school grounds or at school-sponsored events. Any medications, prescription and/or over the counter drugs, must be brought in by a parent/guardian in the original bottle to the school nurse. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes and any of those substances commonly referred to as "designer drugs." The inappropriate use and/or possession of prescription and over-the-counter drugs shall also be prohibited.

Additionally, any person who has consumed or used any of the aforementioned substances is prohibited from entering school grounds or school sponsored events.

Use of School Computers and Internet:

Each year students will be granted an account for one academic year to use the school district's computer network. Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner.

STUDENT DRESS CODE

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire does not interfere with the operation of the school or infringe upon the general health, safety and welfare of District students or employees. Teachers, administrators, and other District personnel are expected to reinforce acceptable dress standards and assist students in developing an understanding of appropriate appearance in the school setting.

A student's dress, grooming, and appearance shall:

- $1. \;$ Be safe, appropriate, and not disrupt or interfere with the educational process.
- 2. Not include items that are vulgar, obscene, slanderous or degrade others on account of race, color, religion, creed, national origin, gender, sexual orientation, ethnic group, physical appearance or disability.
- 3. Not promote and/or endorse or infer the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. Not consist of heavy chains, pocket chains, spiked necklaces/bracelets, etc. that are determined to be a safety hazard.
- 4. Not include the wearing of hats, hoods or headwear of any type, except for bona fide religious or medical purposes.

Not consist of swimwear (outside of the pool), or any revealing apparel (ex. sports bras). Midriffs are to be covered.

5. Ensure that all undergarments, including bra straps, are completely covered with outer clothing.

Include footwear at all times. Footwear that is a safety hazard will not be allowed.

6. Backpacks, knapsacks, and book/gym bags will remain in a student's locker during the school day (middle school only).

Students who violate the student dress code may be sent to the office in order to address the concern and modify their appearance to align with the student dress code. Any student who refuses to do so may be subject to discipline, up to and including detention and/or in-school suspension. Any student who repeatedly fails to comply with the dress code may be subject to further discipline, up to and including external suspension.

Physical Education classes requiring students to change their dress must adhere to the above dress code quidelines.

A student attending school-related functions (i.e. dances, athletic events, club meetings, etc.) must adhere to the above dress code guidelines.

- For any student that is affected due to extra-curricular participation grades will be reviewed every 10 academic days to ensure students are meeting academic standards for participation. It is the responsibility of the student to ensure they are meeting and maintaining passing grades in all subject areas.
- Attendance In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one-half ($\frac{1}{2}$) of that school day of the activity, unless otherwise excused by the building administrator. One-half ($\frac{1}{2}$) of the school day is defined as follows: from 7:30am until 11:00am or from 11:00am until the end of that school day.
- Citizenship The student participating in extra/co-curricular activities must demonstrate appropriate behavior that represents community and school citizenship.
- Sportsmanship Displaying the best personal attributes in all practice and play can attain the best public relations for a team. The team and/or activity represents both school and community and should conduct itself in a manner which best exemplifies true sportsmanship and the philosophies of the Royal ton-Hartland School District.

ATTENDANCE

Royalton-Hartland Central School District believes that student attendance and classroom participation are critical ingredients to facilitate the growth of successful students. Regular school attendance is a critical factor in student success.

New York State Educational Law requires that students enrolled in this District attend school every day. Royalton-Hartland will comply with all New York State Laws in the application of its attendance policy.

Student Attendance, Recordkeeping/Data Collection:

The record of each student's presence, absence, tardiness and early departure shall be recorded daily electronically consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures:Definitions:

Absent – The student is not in the school building for the entire day or does not attend the assigned class during the entire period of time allotted for that class.

Tardy – A student enters the building after the designated arrival time or a student enters a class after the designated start time.

Early Dismissal – A student leaves the building prior to the designated dismissal time or a student leaves a class prior to the designated dismissal time.

Any time a student is absent, tardy or departs early from school, the parent/guardian must submit a signed, written reason for the absence/tardiness/early dismissal, specifying the date(s) and time, to the school district within <u>FIVE (5) SCHOOL DAYS</u> of returning to school. While parents are encouraged to e-mail or call in their child's absence, e-mails and phone calls <u>DO NOT</u> meet this requirement.

School Procedures:

Announcements – Announcements for the day are made over the public address system each morning. If you wish to have an announcement made regarding school activities or functions, you must have the announcement initialed/signed by the teacher, coach, advisor or an administrator.

Buses – Students are expected to be on time for morning pickups. Proper conduct is expected on a school bus as in the classroom. The bus driver, like your teacher is the one who sets the rules. Any student who becomes a discipline or safety problem may lose transportation privileges. This loss does not release the student from the obligation to be in regular attendance.

Bus Drills – New York State Education Law requires periodic bus drills to be run throughout the school year for both riders and walkers. Ridge Road Express drivers will review the necessary information during the drills.

Cafeteria – Students are not permitted to leave the building for lunch or place an outside order from vendors/restaurant's during the school day.

All food and beverages must be consumed in the cafeteria. Students are expected to conduct themselves in an orderly and efficient manner, dispose of lunch items appropriately and follow any directives given by staff.

Fire Drills – New York State Education Law requires periodic fire drills and an alarm or a siren initiates fire drills. Maps have been posted in every room showing the proper evacuation route. Move quickly and quietly to the designated fire exit. Some exits may be blocked and it might be necessary to follow the instructions of the teacher, therefore; it is essential for quiet to be maintained. Upon leaving the building, proceed at least 100 feet away from the building and keep away from the roadways since emergency vehicles may be arriving.

Hallway Passes – These passes are to be used to go to the lavatory, locker, nurse or teacher. A student must have a pre-signed pass in order to go see another teacher. Abuse of these passes may result in loss of this privilege. Appropriate hallway behavior is expected. Running, shoving or any other inappropriate behavior not conducive to a proper and safe school environment is prohibited.

Health – The nurse's office is open during school hours. If you need to see the nurse, you must have your pass signed by your teacher from the class that you are in. Students are not allowed to use their cell phones to make arrangements to be picked up from school due to illness. All calls and arrangements to be picked up are made through the nurse's office. Students who fail to follow this procedure may be subject to disciplinary action.

Lockers – All students will be issued a locker at the start of the school year only school locks are to be used on lockers. You may not switch lockers or **share lockers** and students must use the locker assigned at the start of the school year. Primary responsibility for items in lockers is that of the student. Anything found in your locker during a locker search will be **your responsibility**, and subject to disciplinary action, under the Code of Conduct. It is strongly recommended that you not share your locker combination with anyone as a means of security of his or her personal possessions. Also recommended is to leave valuable items and large sums of money at home. Royalton-Hartland Central School District assumes no responsibility for lost, damaged and/or stolen items.

Locker Room Lockers are provided in the locker rooms for your storage needs. However, Royalton-Hartland Central School District assumes no responsibility for lost, damaged and/or stolen items. It is suggested that money, and valuables not be brought into the locker room. Additionally, possessions should not be left in the lockers or locker room other than the period you are in Physical Education Class. Overnight storage is not recommended.

Parking - On school property is a privilege, not a right, which is extended to students who attend Royalton - Hartland. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors and interiors of student automobiles while on school property. Suspension of driving privileges will be at the discretion of the school administrator. ATV's, snowmobiles, dirt bikes, etc. are not allowed on school grounds at any time.

Unauthorized and/or improperly parked vehicles may have their vehicle towed at their own expense.

Personal Possessions – While some personal possessions are essential to have in school, others are not only unnecessary, they also create a distraction such as radios, speakers, electronic games, personnel sports equipment, and the use of cellular phones. These items may be confiscated by the school.

Textbooks – The school provides textbooks to you as applicable to the course. You are responsible for excessive wear and/or loss of your book.

 10^{th} Period is designated for academics and for club activities, returning from boces, or waiting for after school programs. Students who are not assigned to a 10^{th} period activity may wait in a designated area.

CODE OF CONDUCT

The success of the educational process is based on a positive and safe atmosphere which promotes learning.

Royalton-Hartland believes that student discipline is based upon the concept of "progressive discipline." Progressive discipline recognizes that the frequency of infractions requires progressively more serious sanctions. However, certain acts by their very nature necessitate major disciplinary action upon their first offense. Many standards of behavior, language, and appearance are matters of judgment and opinion. In order to provide as much consistency as possible, those standards will be defined by school administration.

In accordance with the Dignity for All Students Act, Royalton-Hartland will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the school to prevent and prohibit conduct which is inconsistent with the District's educational mission. Our Districts High School Dignity Act Coordinator is Mr. Gary Bell - Principal.

Parent notification – Appropriate school personnel will contact the parents or guardians by phone or in writing concerning the problem.