

# **STUDENT/PARENT HANDBOOK**

**2019-2020 SCHOOL YEAR**



## **STRASBURG ELEMENTARY SCHOOL**

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STRASBURG, OHIO 44680

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MRS. SHEILA DOERSCHUK, PRINCIPAL

MRS. NATASHA DEMUTH, SECRETARY

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**Note:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in May 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District’s website: [www.strasburg.k12.oh.us](http://www.strasburg.k12.oh.us) by clicking on “Elementary Handbook” under Parent Info and finding the specific policy or administrative guideline in the Table of Contents for that section.

## **MISSION & VISION STATEMENTS**

### **MISSION**

*The Strasburg-Franklin Local School District is committed to developing successful students who value academic excellence and are prepared to contribute positively to society.*

### **VISION**

*The Strasburg-Franklin Local School District will foster:*

*Personal  
Responsibility  
In  
Developing  
Excellence*

### **ALMA MATER**

*Strasburg High, we greet thee true, this our Alma Mater true.  
Endless praise we give to thee Honor, praise and loyalty,  
Happy days and carefree hearts  
Cherished memories held apart,  
Faithful we will ever be  
To thee we sing, Oh, Strasburg High.*



STUDENT/PARENT HANDBOOK  
FOR THE  
STRASBURG ELEMENTARY SCHOOL

*Welcome to Strasburg Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-age children. Teachers will also review this handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact me.*

*Sincerely,*  
Mrs. Sheila Doerschuk  
Principal  
330-878-6503  
sheila.doerschuk@strasburgtigers.org

Mrs. Cindy Brown, Superintendent of Schools  
cindy.brown@strasburgtigers.org

Mrs. Lindsey Tidrick, School Counselor  
lindsey.tidrick@strasburgtigers.org

Mrs. Natasha Demuth, School Secretary  
natasha.demuth@strasburgtigers.org

Mrs. April Griffith, Cafeteria Cashier  
april.griffith@strasburgtigers.org



### August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## S Strasburg-Franklin Local Schools

2018-2019 Calendar

#### August

- 17-21 Teacher Work Day-No School
- 22 First day of school for Students

#### September

- 3 Labor Day - No School
- 21 Teacher In-Service - No School

#### October

- 12 Teacher In-Service - No School
- 19 End of 1st 9 weeks
- 23 Parent Teacher Conferences  
3:30-7:00 MS/HS  
4:00-7:30 Elementary

#### November

- 1 Parent Teacher Conferences
- 21-23 Thanksgiving Break
- 26 Teacher Exchange Day - No School

#### December

- 21 - Jan 2 Winter Break

#### January

- 11 End of 2nd nine weeks
- 21 No School - MLK Day

#### February

- 18 No School - President's Day
- 21/22 Parent Teacher Conferences  
3:30-7:00 MS/HS  
4:00-7:30 Elementary

#### March

- 15 End of 3rd nine weeks
- 25-29 Spring Break

#### April

- 19 No School-Good Friday
- 22 Teacher Exchange Day - No School

#### May

- 26 Graduation
- 27 Memorial Day
- 30 Last Day for Students
- 31 Teacher Work Day

- 176 Student Days
- 184 Teacher Days

- Teacher Work Day-No School
- Teacher Exchange Day -No School
- Student's First/Last Day
- No School (Break/Holiday)
- Teacher In-Service - No School

### February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## Strasburg Elementary 2019-2020



*Listed below are TENTATIVE dates for most events of the 2018-2019 school year.  
Please note that these dates are subject to change.*

KG Parent Orientation, August 15 (6:30 pm, KG classrooms)  
Back-to-School Bash, August 19 (4-7:00 pm)  
First Day of School, August 21  
    KG Split-Start, August 21 (A-K) and 22 (L-Z)  
Haitian Fundraiser Week, August 26-30  
Fall Picture Day, October 8  
Parent-Teacher Conferences, October 22 (4:00-7:30 pm)  
Fall Festival, October 25  
Book Fair, October 25-November 1  
Parent-Teacher Conferences, October 31 (4:00-7:30 pm)  
1<sup>st</sup> 9-weeks' PBIS Field Trip, November 1  
Veterans Day Program, November 11 (9:30-11:00 am, little gym)  
Picture Re-Take Day, November 12  
The GRAND Event (grades K-5), November 26 (1:30-3:00 pm)  
Santa's Workshop, December 5-6 (scheduled by homeroom, Board Office)  
Creative Arts Showcase (grades 2-5), December 17 (7:00-8:00 pm, big gym)  
Classroom Parties, December 20 (2-3:00 pm)  
2<sup>nd</sup> 9-weeks' PBIS Field Trip, January 17  
After-School Intervention, Jan. 28- March 19 (Tuesdays and Thursdays ONLY @ 3:15-4:45 pm, various classrooms)  
    *Cancelled 2/20 and 2/27 for Parent-Teacher Conferences and Family Fun Night.*  
Book Fair, February 21-28  
Family Fun Night, February 27 (4:00-6:30 pm, elementary wing)  
Donuts with Dad (grades 1, 3, and 5), March 20 (9-10:00 am, cafeteria)  
3<sup>rd</sup> 9-weeks' PBIS Field Trip, March 20  
Spring Fling, March 30  
Creative Arts Showcase (grades 2-5), March 31 (7:00-8:00 pm, big gym)  
Gr. 3-5 AIR Testing, April 2-May 1  
Spring Picture Day, April 6  
Kindergarten Readiness Day, April 17  
Muffins with Mom (grades K, 2, and 4), May 11 (9-10:00 am, cafeteria)  
FUN DAY, May 22 (locations TBD)  
4<sup>th</sup> 9-weeks' PBIS Field Trip, May 26  
Awards Day (K-4), May 28  
    Gr. 1-4 Program (1:00-2:00 pm, little gym)  
    KG Program (2:00-2:30 pm, little gym)  
5<sup>th</sup> Grade Graduation Rehearsal (2:30-3:00 pm, little gym)  
5<sup>th</sup> Grade Graduation & Send-Off, May 29 (11:00 am, little gym)  
Last Day of School for Students, May 29

Birthday Lunches (2<sup>nd</sup> Thursday of each month @ regular lunch times, little gym)

*Lunch Times:*

*KG (12:00-12:30); gr. 1 (12:05-12:35); gr. 2 (12:15-12:40);  
gr. 3 (12:15-12:40); gr. 4 (12:20-12:45); gr. 5 (12:20-12:45)*

## **REQUIRED POSTINGS AND NOTICES**

### **Foreword (Policies of the Board)**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Board Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. Also, due to space considerations, some of the policies appearing in this handbook are shorter versions of the policies adopted by the Board and which appear in the Board Policy Manual. If you have questions or would like more information about a specific issue or document, please contact the Principal.

### **Nondiscrimination and Equal Education Opportunity**

The district provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Principal.

### **Compliance Contact for Civil Rights, Title IX, Title VI, Section 504, FERPA, and Pupil Rights**

Cindy Brown  
Superintendent  
330-878-5571

### **Positive Behavior Intervention and Supports and Limited Use of Restraint And Seclusion**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports (PBIS) with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

### **Directory Information (FERPA)**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Directory information shall not be

provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

### **Student Privacy and Parental Access to Information**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, Physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

### **Notification to Parents in the Event of an Emergency**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning. In the event of an emergency or serious threat to the district, parents will be notified immediately through the phone notification system. Information may be posted on the district website and district social media as deemed appropriate.

### **School Visitors**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### **Student Educational Records**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Student "personally identifiable information" (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

## **GENERAL INFORMATION**

### **Advertising Outside Activities**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one school day of its receipt.

### **After-School and School Sponsored Activities**

Students involved in extracurricular activities immediately after school shall remain in designated areas in the building. Students who are not involved in after-school activities must vacate the premises by 3:30 P.M. Any school-related activity is a part of the overall school experience. The Student Code of Conduct applies during the regular school day and during all extra-curricular events, such as dances, plays, or athletic events. Students are expected to display proper, respectful behavior.

### **Animals and Insects**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

1. The staff member seeking approval to have an animal in his/her classroom shall: Provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
2. Take precautions deemed necessary to protect the health and safety of students and other staff;
3. Provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
4. Keep the surrounding areas in a clean and sanitary condition at all times.
5. Other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

### **Band**

Band is a co-curricular activity open to all students in the fifth grade. To be a band member a student shall be responsible for home practice and will attend pre-scheduled before and after school concerts and practices. Students meet in small groups for instruction weekly. Each small group will meet once weekly beginning at 7:43 a.m. before the elementary school day begins. All students are to report to the band room at 8:00 a.m. on their assigned day. This allows for students to participate in band without interfering with the academic schedule.

### **Bicycle Riders**

Students are permitted to ride bicycles to school and are encouraged to wear helmets. Those doing so are to park their bikes in the bicycle rack located in front of the elementary building as soon as arriving upon school property. All bikes placed in the rack should be secured with a lock. The school accepts no responsibility for a bike that is stolen or damaged. Please be advised that only minimal school supervision can be provided to observe the security of bicycles while parked on school grounds. It should be clearly understood by students that they are not permitted to use their bike during the school day. In addition, bike riders should understand that walkers on sidewalks have the right of way. If a student uses a bike in the street they must obey all traffic rules as specified by the State of Ohio/City Code concerning traffic safety. Any student failing to observe the above rules or policies may be prohibited from bringing their bicycle onto school property.

### **Change of Address/Phone Number**

The school must be able to contact parents/guardians if there is an emergency involving a child. Please notify the office immediately when you have had a change of address, phone number, or if you have any changes to information included on an emergency medical form.

### **Child Abuse**

School personnel are required by law to report any evidence of child abuse or neglect to Tuscarawas County Job and Family Services. The school will cooperate with law enforcement officials and personnel from Tuscarawas County Job & Family Services.

### **Children and Youth in Foster Care**

Students who meet the Federal definition of “in foster care,” including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03

### **Control of Blood-Borne Pathogens**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur,
2. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact the principal or nurse and assist the student in completing the required documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student’s blood tested for Hepatitis B and HIV either by his/her physician or the County Health Department. The student’s parents are encouraged to consult with the student’s physician concerning any necessary post - exposure treatment.

The student’s parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student’s educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student’s blood tested for hepatitis B and HIV virus either in cooperation with his/her physician or County Health Department.

The student’s parents will be asked to provide a copy of the test results for maintenance in the student’s educational record in accordance with Federal and State laws concerning confidentiality.

### **Control of Casual-Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School’s professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **Control of Non-Casual Contact Communicable Diseases**

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Custody/Divorce Decree**

If you have legal papers regarding your child, it is necessary for you to provide the school with a copy immediately. The school cannot provide protection beyond the law. If we do not have such papers (example: custody or restraining orders), we assume that rights are extended to all parents/guardians. If we have the legal paperwork, we will then follow the most recent court decision. This is important for the safety and concern of all.

### **Deliveries**

Unless there is prior approval by the principal, school offices will not accept deliveries on behalf of students. Items like flowers, balloons, and candies should not be delivered to the school and will be returned to the delivering group for distribution to the home.

### **Driving to School, Parking Passes, & Operation of Vehicles on School Property**

In the interest of student safety, provisions have been made to provide transportation for all students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. The Strasburg-Franklin Local School District assumes no responsibility or liability for injury to persons or for damage to or loss of contents from any vehicle while on school property.

### **Early Dismissal**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **Emergency Medical Authorization**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other

extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **Enrolling in the School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate or similar document
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency
4. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison of Homeless children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition -free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the district's schools. (During the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district.) Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

1. An updated copy of the student's transcript;
2. A report of the student's behavior while in DHS custody;
3. The student's current IEP, if one has been developed for the child; and



4. A summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. Board Policy must be followed.

### **Field Trips**

Students may have opportunities for a field trip(s). Supervision will be provided. First aid kits are taken along in case of an emergency. No student will be allowed to participate in a field trip without the permission of a parent. The teacher/advisor will distribute permission slips several days prior to the trip. No child will be permitted to participate without parental permission and an Emergency Medical Form on file at school. Students may lose the privilege of participating in field trips for disciplinary reasons. Students must follow school rules on field trips to ensure their safety. All students must ride the bus to and from field trips, unless permission is granted in advance by the principal. Chaperones will be determined by the teacher/advisor. Students with special medical issues will be addressed by the district nurse and/or administration.

### **Final Forms**

Strasburg Elementary will be using Final Forms again next year, an online data application that collects and stores registration information, such as emergency medical forms. You can now log on to [strasburg-oh.finalforms.com](http://strasburg-oh.finalforms.com) to update your student's information for the 2018-2019 school year. Please do so at your earliest convenience.

### **Fire, Tornado, and Safety Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of long consecutive beeps over the PA system. Teachers will provide specific instructions on how to proceed in the case of fire and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Tornado drills will involve students moving to safe areas and assuming the proper safety positions. Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **Food in the Classroom**

We have a number of students with life threatening food allergies. In an effort to keep all students safe, we ask that no food enter the classroom unless pre-approved by the principal or nurse, except for packed lunches. Please **do NOT send food** in for your child's birthday. It will not be distributed. If you would like to provide the class with a "birthday treat," please purchase a game for the classroom, in honor of your child. All classrooms containing students with severe food allergies will have a notice posted outside the door.

### **Going Home Procedures**

If a parent desires to change the normal routine of dismissal for their child, a written note must be received. This note shall contain the student's name, the specific date or dates for the requested change and specific instruction. Please assist us on this policy as your children are our most precious responsibility and we will not take any chances with their safety. Requests made by phone may or may not be honored.

A major safety concern is the arrival and dismissal traffic pattern of our elementary. Please help us make our arrival and dismissal traffic pattern safe. All walkers and car riders will enter through the front doors of the building. All walkers will approach the building using the sidewalk around the loop in front of the administration building. **NO STUDENTS ARE PERMITTED IN THE PARKING LOT UNATTENDED DURING DROP-OFF AND PICK-UP TIMES.**

**The following is the traffic pattern designed to keep all of our students safe.**

- **We will form one lane only in the turn around. Once you pass the parking lot, you may form two lanes to exit.**
- **The lane should only be used for dropping off and picking up students.**
- **Students may be dropped off anywhere along the sidewalk and not just at the front door.**
- **Please have your child/children exit from the right side of your car, then continue on your way.**

If you would like to sit and wait, please plan on parking your car in one of the parking spaces on Bodmer Avenue.

**We ask that cars not sit in the turnaround between the hours of 8:15-8:50 and 3:00-3:30. Our intentions are to keep traffic moving in an orderly and safe fashion.** If you need to see someone, please park your car in the parking lot. Thanks for your help with this very important safety issue.

It is recommended that you discuss safety with your child and plan the safest and most appropriate route to and from school. The school constantly stresses safety to students in dealing with strangers and dangerous practices such as walking between parked cars or jay-walking.

The Village of Strasburg, not the school, provides crossing guards at two vital locations to enable students to cross a major highway or busy intersection many may encounter on the way to and from school. Crossing guards are posted at these two locations:

1. Wooster Ave. and First Street
2. Bodmer Ave. and First Street

If you have any questions or concerns please contact the Village of Strasburg. They are the agency responsible for services and the employment of the guards. The number to call is 330-878-7115.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

### **Immunizations**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox

immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. **The person picking up the student MUST come inside to the office to sign out the student.**

### **Interrogation of Students**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator may attempt to contact a parent prior to questioning, and he/she (or a designated guidance counselor) will remain in the room during questions. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **Locker/Cubby Search Notice (Ohio Revised Code Sec. 3313.20)**

All lockers/cubbies are the property of the Strasburg-Franklin Local Board of Education and are subject to search at any time. Administrators may search a student or his/her property (including purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers/cubbies are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers/cubbies and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such

areas and on all school vehicles transporting students to and from regular and extracurricular activities. Students may not carry backpacks or book bags to class. They must keep them in their locker/cubbie.

### **Lost and Found**

Articles found in and around the school will be kept for a reasonable amount of time. Students should check the lost and found racks if an article was lost.

### **Lunch Accounts**

Each student will have a pin number to access their cafeteria account. Please send lunch money in a sealed envelope with the student's name, classroom teacher's name and pin number. The envelope will be given to the classroom teacher and then sent to the office.

### **Meal Service**

The school participates in the National School Lunch Program and makes lunches available to elementary students for a fee of \$2.75. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without being signed out by a parent. Breakfast is also available to elementary students at no cost.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes he/she is eligible, contact the School office.

### **Parent-Teacher Group (PTG)**

The Parent-Teacher Group at Strasburg Elementary is a service and project oriented organization aimed at assisting both students and staff. The main goal of this group is to provide volunteer service that will enhance instruction for students. There are no fees to join and no dues to pay. You are invited to participate in all PTG meetings. They are held in the library at 7:00 PM, the second Thursday of every month.

### **Parent-Teacher Conferences**

Parent-teacher conferences are generally scheduled three times per year. This is a valuable opportunity for parents/guardians to discuss your child's progress with the teacher. Parents are welcome to request a conference with the teacher or principal at any time, it does not have to be on a scheduled parent-teacher conference day. Please call, email, or write a note requesting an appointment. Note that conferences may be scheduled only when a teacher does not have students under his/her supervision. Parents should notify the school if it is necessary to cancel a conference.

### **Party Policy**

The following guidelines are in effect for school sponsored parties:

- The PTG will sponsor three parties throughout the year:

  - A fall festival in October, a holiday party in December, and a Spring Fling in March

- There will be no gift exchanges among students.

- All food for the parties must be approved by the principal or school nurse.

- While the school has no intentions of dictating to students who should be invited to private parties, invitations **will not** be passed out at school unless all classmates receive one or all girls or all boys receive an invitation.

## **Personal Communication Devices**

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the PCDs are powered completely off (i.e., not just placed into vibrate or silent mode), and kept in their bookbag.

Also, during after school activities when directed by the administrator or sponsor, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school year.

PCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a PCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using their PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. PCDs in District custody will not be

searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request. Visitors, particularly parents, are welcome at the School.

### **Public School Choice Options**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the student's' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the student's' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the student's' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's' grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's' grade level.

**Recess**

Excuses from recess must be from a physician, explaining the medical condition, limitations, and length of the exemption. We do not have staff available to accommodate parent requests based on colds, coughs, etc.

**Safety and Security**

The school district believes students learn and perform their best in environments which are safe, inviting, and positive. To promote a safe learning environment for all students, staff, and guests, the following guidelines are in place:

1. All school doors remain locked during the school day. Guests are to press the video/buzzer at the school main entrance to be greeted and admitted to the building.
2. All visitors must report directly to the main office upon admittance.
3. All visitors are given and required to wear a building pass while in the building.
4. Staff are given and required to wear photo-identification badges while in school or on district property.
5. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around ” the building after hours.
6. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
7. All outside doors are to be locked during the school day. No doors are permitted to be propped open.
8. Portions of the building that will not be needed after the regular school day will be closed off.

**Scheduling and Assignment**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

**School Closing/Delay Information**

School closings and delays due to inclement weather or other emergencies will be announced on local radio stations (WTUZ 99.9 FM, WJER 1450 AM, WHBC 1480 AM) and most local cable television stations. School closings, delays, or other emergencies will also likely be announced using the district’s phone notification service, as well as posted on the district’s webpage. Parents and students are responsible for knowing about emergency closings and delays.

**School Day**

Our responsibility at school begins at 8:40 AM and ends at 3:17 PM. Certain circumstances warrant a change in this responsibility. No student is to be in the building prior to 8:30 AM or after 3:30 PM unless authorized.

**School Pictures**

School pictures are generally offered in the fall and spring with services provided by Lifetouch Studios, Inc.

## **Sensory Objects/Fidgets**

Students are not allowed to have fidgets in school, unless approved by a staff member or as prescribed by a medical professional. (Documentation will be required.)

## **Student Drop-Off and Pick-Up**

All students must be dropped-off and picked-up at the main front entrance of the building.

## **Student Fees and Fines**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Strasburg-Franklin Local Schools charges a \$45 fee for students each year (\$40 if paid by October 1st). Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived for students on a free lunch plan or in situations where there is financial hardship. Fees for students on a reduced lunch plan are \$15. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **Student Fund-Raising**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

1. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
2. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
3. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

## **Student Responsibilities**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the parent should contact the school secretary to explain the reason. If an ongoing problem exists, the parent or student should seek help from the guidance counselor or principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information by bringing home fliers, letters, etc. The staff, however, will communicate through a variety of means, including newsletters, email, phone calls, the website, social media, DRCs, and the mail. Parents are encouraged to participate in two-way communication with their child's teachers and support staff, and inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.



## **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

1. Material cannot be displayed if it:
  - a. Is obscene to minors, libelous, or pervasively indecent or vulgar;
  - b. Advertises any product or service not permitted to minors by law;
  - c. Intends to be insulting or harassing;
  - d. Intends to incite fighting or;
  - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display

## **Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables. Pokemon cards are prohibited at school.

## **Student Well Being**

Student safety is the responsibility of both students and staff. Staff members practice emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

## **Students With Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment;
3. Is regarded as having such an impairment

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment.”

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the special education coordinator at 330-878-6503 to inquire about evaluation procedures, programs, and services.

### **Telephone Calls**

Office telephones are for business calls only. Except for emergencies, students will not be permitted to use office phones or be called to the office to take calls. In an emergency, calls or messages from a parent or guardian will be delivered to a student.

### **Telephone Calls to Classroom Teachers**

It is the policy of the school not to disrupt the instructional process that is taking place in the classroom. As a result, except for emergency reasons, teachers will not be asked to leave the classroom for telephone calls. The office will relay all messages. Questions or concerns may be communicated with a voicemail message or email to the classroom teacher first.

### **Use of Medications**

Students who must take prescribed medication during the school day must comply with the following guidelines:

1. Parents should, determine with the counsel of their child’s prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the Nurse’s Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student’s name, and the exact dosage to be administered.
4. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse’s Office by the student’s parent or guardian or by another responsible adult at the parent or guardian’s request. Except as noted, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto

injectors (“epipens”), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epipens, or inhalers to any other student for their use or possession. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. The school nurse, building secretary or administrator are the only employees authorized to give medication. They must ensure there is a parent’s written release and record the distribution of medication in a log.
6. Per Board Policy 5330, “Dispensing of non-authorized, over-the-counter (OTC) medication by Board employees to students served by the District is prohibited.

### **Non-prescribed (Over-the-Counter) Medications**

Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal’s Office. Physician authorization is required in such cases. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student’s parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School’s Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event, provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student’s school is a participant if the appropriate form is completed and on file in the Nurse’s Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other students.

### **Use of the Library**

The library is available to students throughout the school day. Books may be checked out for a period of one (1) week. To check out any other materials, contact the media specialist.

In order to avoid late fees, all materials checked out of the library must be returned to the library within one (1) weeks.

### **Visitors/Guests**

All visitors must report to the main office immediately upon entering the building. Visitors will be given a pass that will identify them as a guest and they will be escorted to the area they desire to visit. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment to avoid periods of waiting or class interruptions.

### **Volunteers**

We believe that volunteers expand educational experiences and opportunities for our students and school. We are most appreciative for everyone who wishes to contribute in this way. All persons interested in volunteering are encouraged to contact the office indicating the type of service you wish to provide. Volunteers will be selected and maintained using the Board Policy 3120.09. If you are interested in volunteering to serve as a volunteer, contact the principal.

### **Withdrawal/Transfer from School**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **SCHOOL WIDE PARENTAL INVOLVEMENT POLICY**

The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

***Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning;***

***That parents are encouraged to be actively involved in their child's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.***

The School Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by a survey of Title I parents and response of said parents.

This policy was adopted by the Strasburg Local School District, September 2017 and will be in effect for the period of two years. (Since the school district is now school wide, a letter to every parent is not necessary. An updated Policy and Program will be posted on the district website.)

# ATTENDANCE POLICIES

## **Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. State law (ORC 3321.04) requires compulsory attendance until the age of eighteen. Students who do not maintain compliance with attendance policy, may fail, lose certain privileges, or have a complaint filed with the county prosecutor.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

## **Absence Notification**

If a student will be absent, the parent/guardian must notify the school office via phone call, email, or voicemail by 9:00 AM and provide an explanation. Please provide the name of the student, the person calling, and the reason for the absence. Students are always required to bring a note with them upon their return to school. This note must contain the student's full name, the dates of the absence, the reason for the absence, documentation if required, and the signature of the parent/guardian.

When no excuse is provided the absence will be unexcused and the student will be identified as truant for that school day, which may result in disciplinary action. If the excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence. The student will also be subject to disciplinary action.

Parents/guardians of students with a health condition that causes repeated absences may be required to provide the principal with a written explanation of the condition from a registered physician.

## **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed work and/or assessments for legitimate, excused absences:

1. Personal illness (A written physician's statement may be required)
2. Illness in the family (Necessitating the presence of the child)
3. Absence during the school day for professional appointments (Student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment)
4. Quarantine of the home (Limited to the length of the quarantine as determined by the proper health officials)
5. Death in the family
6. Observance or celebration of a bona fide religious holiday
7. Any emergency set of circumstances which constitute good and sufficient cause

8. Circumstances and situations deemed necessary as approved by the principal

What follows are Additional Excused Absences: A pre-approval form must be picked up in the office and filled out by student's parent/guardian and all of his/her teachers.

1. Athletic Tournaments (Student athletes will be permitted an excused absence(s) to attend state tournaments with parents or coach in the sports which they participate with at least a **two day** advanced parental and principal permission. Other students may be permitted an excused absence(s) for state tournaments with at least a **two day** advanced parental and principal permission as a school sponsored activity when Strasburg High School athletes are participating in state tournaments.)
2. Hunting (Students will be permitted **one day** excused absence for hunting with advanced parental permission and a valid hunting licence.) **One week** advance notice is required.
3. Fair (Fair days will be counted as an excused absence for 4-H members.) **One week** advance notice is required.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from his or her teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension and turn them in to the teacher within the allotted period after returning to school (number of days suspended plus one). The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests. His or her grade for work ethic will be diminished and indicate "absence from school due to discipline."

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse (See Excused Absences) shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### **Truancy**

Unexcused absence from class or school is not acceptable. A student will be considered habitually truant if the student is absent without legitimate reason for 30 or more consecutive hours (5 days), 42 or more hours in a school month (7 days), or 72 or more hours in a school year (12 days).

### Absence Intervention Team:

Once a student has been designated as "habitually truant," the school shall assign the student to an absence intervention team. Within 7 school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child's school, another representative from the school who knows the child, and the child's parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences. Districts that have a truancy rate of less than 5% do not have to form a team, but must intervene with the student for 60 days regarding attendance.

### Parent Participation:

Within 7 school days of the student's designation as "habitually truant," the superintendent, principal, or chief administrator shall make at least 3 meaningful, good faith attempts to secure the participation of the student's parent, custodian, guardian ad litem, or temporary custodian in an absence intervention team meeting. If 7 school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.

### Absence Intervention Plan:

Within 14 school days after the student's assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint no later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.

### Parent Notice:

Within 7 days after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

### Juvenile Court Referral:

The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:

1. The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in a school year,
2. The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication, and
3. The student has refused to participate in or failed to make satisfactory progress on the plan.

### **Early Dismissals**

Any type of appointment is discouraged during school hours. All appointments should try to be scheduled for a time that will not conflict with school hours. However, if it is necessary for a student to be excused during the school day, a note must be brought from home and turned in to the office prior to the start of the school day. The note should include the student's name, the time to be excused, and the person with whom the appointment has been made. When the student is supposed to leave, he/she should report to the office to be signed out. Students are to return to school after appointments if at all possible and must provide verification. The only excused time will be a reasonable amount of time to reach the destination, complete the appointment, and return to the school.

### **Excessive Absenteeism**

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education.

In order to assert the importance of regular, daily attendance, the following procedure will be taken when a student begins to demonstrate a pattern or poor attendance;

1. Written notification sent to parent(s)/guardian(s) by school officials. Parents will be notified on a regular basis of their student's attendance in the form of a five, seven, twelve day, and fifteen day absence letters.
2. Additional communication by mail or phone may occur as a service to parents and students to keep them informed of their student's attendance.

### **Extracurricular Activities**

Students are not permitted to attend or participate in any extracurricular activity after school if they are absent from school that day or in the afternoon of that day. This means a student must be in school by noon (12:00 PM). Additionally, students who sign out of school ill and do not return before the school day is over will not be allowed to attend or participate in any extracurricular activities. The principal may waive the day providing the circumstances warrant waiver.

### **Homebound Instruction**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal.

### **Make-Up Work**

It is the responsibility of the student to ask for make-up work from his/her teachers. Make-up work shall be completed in all courses. Generally students will be given one day, plus the number of days missed, to make up work from an absence. Teachers and/or the principal may extend the deadline for make-up work.

### **Physical Education Attendance**

Excuses from Physical Education must be **from a physician** explaining the medical condition, limitations, and length of the exemption from Physical Education.

### **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. A student who is not in his/her assigned location by 8:40 AM shall be considered tardy. Students arriving after this time will be considered tardy until 9:40 AM. Any student arriving late to school must report to the office to get a pass before reporting to class.

### **Vacation**

It is recommended that parents not take their child out of school for vacations. **Students may be excused for family vacations for no more than 5 days per school year.**

### **Vacation Requests**

1. A written request must be provided to the school office by the parent/guardian **at least 5 school days prior to the date(s) requested**. This may be waived by the principal in extenuating circumstances. If approved, a Student Vacation Request Form will be issued.
2. It is the responsibility of the student to contact teachers and obtain missed work/assignments prior to the vacation. It is the responsibility of the teacher(s) to establish the due date(s) for missed work/assignments.



3. The Student Vacation Request Form must be completed and returned to the main office before leaving on vacation. The principal will only approve a student's absence for a vacation when he/she is in the company of his/her parents or other family relatives, unless there are extenuating circumstances deemed appropriate and approved by the principal prior to the vacation.
4. Any student with excessive absences will not be excused for vacation.
5. Failure to submit a vacation request may result in the absence being considered unexcused.
6. Even if "Excused," absences due to family vacations will count toward the cumulative absence rules.

## **ACADEMIC POLICIES**

### **Academic Integrity**

Honesty is a personal attribute respected and rewarded by society. Therefore, cheating and plagiarism will not be tolerated. Teachers shall instruct students on how to cite work and re-word researched findings.

Cheating involves (but is not limited to):

- Acquiring partial or whole copies of quizzes or tests, except when allowed by the teacher.
- Using unauthorized materials during quizzes or tests.
- Obtaining or exchanging information verbally or in writing during quizzes or tests.
- Copying another student's classwork or homework.

### **Acceleration Program**

The Board recognizes that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The Board believes students should be challenged and supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge and to reduce the time period necessary for students to complete traditional schooling. The district uses acceleration strategies in these academic areas:

1. Whole grade acceleration: The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities.
2. Individual subject acceleration: The practice of assigning a student to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
3. Early admission to Kindergarten: The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to Kindergarten, for the purpose of providing access to appropriately challenging learning opportunities.

### Timeline

1. Throughout the Year: Recommendations for acceleration will be taken from students, teachers and parents. Students will be tested with an EOY test from the year they will possibly be skipping
2. Spring: Data will be gathered and placed in a rubric for each student and the process below will begin

### Process

1. Teachers or Gifted Director or School Psychologist will administer the tests

2. A school committee will review the data and give input on a rubric
3. A letter of potential acceleration will be sent home setting up a meeting to discuss the acceleration rubric and gain input from teachers and parents about the social and emotional maturity of the student.
4. After reviewing all materials and input the committee will make a recommendation.

### **Grade Averaging**

When averaging grades, a four point system is used with a student receiving a numerical value for each grade letter as indicated below:

A grade is equal to 4 points

B grade is equal to 3 points

C grade is equal to 2 points

D grade is equal to 1 point

F grade is equal to 0 points

The average point value shall represent the grade letter as indicated behind each point value listed below:

3.5 or higher is equal to an A average

2.5 to 3.49 is equal to a B average

1.5 to 2.49 is equal to a C average

0.5 to 1.49 is equal to a D average

Please be advised that regardless of the point average for any particular major subject, a student must accumulate a minimum of one point during the second semester of the school year to pass the subject for the year.

### **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. Students will also receive a midterm report as a communication tool for parents and students. Note: Students must be up to date with school fees in order to receive a report card. Interim reports will be sent to all families, regardless of fee status.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **Guidance Services**

The Guidance Counselor is available to assist students in a variety of areas. The school counselor will be available before or after school or by making appointments with the counselor during the school day.

### **Homework**

Board Policy 2330 with specific homework guidelines is clearly defined. Our philosophy is that homework is pivotal in reinforcing skills and concepts taught in the classroom. It is important in developing self-discipline beliefs by assigning homework in moderation and at the discretion of the teacher. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work

communicated in ways which provide for improved performance. Parents can contribute greatly to a child's success by providing appropriate reading materials in the home environment, furnishing a proper place for study and spending time each day discussing what was learned that day in school.

### **Homework Request**

In the event of an excused absence from school for three or more days it is recommended the parent request homework assignments. Please allow at least a day before picking up the assignment in the office. It is the student's responsibility to obtain assignments missed and to make arrangements with their teachers to make up tests missed during the absences. When homework is requested before an extended absence, the work will be due upon the student's return.

### **Honor Roll**

At the conclusion of each grading period, an honor roll for students will be prepared and published. Grade point averages of 3.50 and higher will be required for placement on the "Honor Roll."

### **Merit Roll**

At the conclusion of each grading period, a merit roll for students will be prepared and published. Grade point averages of 3.00 to 3.49 will be required for placement on the "Merit Roll."

### **Incompletes**

An incomplete means that a student has not completed all required assignments. Students who receive an incomplete grade must satisfactorily complete all required assignments within two weeks following the end of the grading period. Failure to do so will result in zeros being averaged for missing assignments. A student who receives an incomplete for the final grading period will not be given credit for the class.

### **Report Cards**

There are four grading periods. At the conclusion of each grading period, all students will receive a final report card. If you have any questions or concerns after reviewing the report card, please contact the school to schedule a conference.

### **K-2 Standards-Based Report Cards**

The purpose of the standards-based report cards is to give parents detailed information about their child's progress, as well as to provide a picture of what is taught at every grade level and in every subject. The report cards are aligned to Ohio's Academic Content Standards and reflect achievement on grade level indicators. Academic Content Standards have been developed by the Ohio Department of Education and dictate what must be taught in every subject in Ohio's Public Schools. The report card documents a child's progress toward mastery of the standard and is not meant to show how he/she compares to other students. Your child will receive a standards-based report card that uses an M, V, N rubric reporting system that monitors student progress through both formative and summative assessments, multiple questioning techniques, and performances. The grades are not averaged, but reflect the student's progress at the time the report card is distributed.

### **Promotion, Acceleration, and Retention**

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement based on instructional objectives and mandated requirements for the current grade;
2. Potential for success at the next level;

3. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

1. Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) the student will skip;
2. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s);
3. Potential for success in the accelerated placement based on sufficient proficiency at current level;
4. Social, emotional, and physical maturation necessary for success in an accelerated placement.

A student may be retained at his/her current grade level based on the following criteria:

1. Failure to demonstrate proficiency in mathematics and reading;
2. Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level;
3. Scoring below the basic level on any State-mandated assessment test

A student may be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year and/or has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if he/she falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

### **Reporting Student Progress**

Strasburg Elementary School believes that the process of assessment should guide further instruction. Assessment of standards should be ongoing, and should assist the teacher in developing insights into students' skills, and academic strengths and weaknesses. Recognizing that all students are individuals with different styles and rates of learning, assessments will be multiple and diverse in order to evaluate student achievement and progress toward learning goals. Strasburg Elementary supports standards based grading policies and practices.

Grading and assessment practices are to reflect evidence of students' level of mastery of the learning goals. Grading will be used to provide information to students and their families concerning the student's rate of progress and level of achievement in meeting learning goals. Grading will also enable the elementary school to evaluate the readiness of students for appropriate program planning, to encourage teachers to evaluate their instructional techniques, and to provide adequate and accurate records of student progress and achievement. Life skills such as attendance, behavior and work habits will also be reported on progress reports.

The range for each letter grade is as follows:

- A – 90-100% (Excellent Quality Work)
- B – 80-89% (Good Quality Work)
- C – 70-79% (Average Quality Work)

D – 60-68% (Below Average Quality Work)

F – 59% or Below (Failing Quality Work)

I – Incomplete

Teachers will round up when the grade is .5% below the next higher grade.

### **Student Assessment**

Each student will take all State-mandated assessment tests. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

## **STUDENT DISCIPLINE & CODE OF CONDUCT**

A major component of the education institution is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and Local laws and rules and Board policies and Administrative guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Elementary Rules**

Strasburg Tigers Pledge To Be:

Respectful

Responsible

Safe

Prepared

## Behavior Matrix



## Tiger "PAW"sitive Behavior Expectations



	Classroom/Library/Tech. Lab	Hallway	Restroom/Drinking Fountain	Cafeteria	Playground	Bus	Assembly
Be Respectful	Stay in assigned area. Listen to/follow adult direction. Raise hand to speak. Respect school/student property. Use appropriate tone of voice. Be considerate of others. Put devices away correctly.	No talking. Wait patiently. Respect school property.	Keep area clean. Respect others' privacy. Place paper towels in wastebasket without throwing.	Use a quiet voice. Clean up after yourself. Keep food on plate. Sit on your bottom with your feet on the floor. Raise your hand for help. Listen to/follow adult direction. Use good table manners. Sit in next open seat.	Line up quietly. Use good sportsmanship. Listen to adult(s) in charge. Share equipment and take turns. Everyone can play all games. Follow rules of game. No cheating.	Keep hands and feet to yourself. Use a quiet voice. Respect the bus driver. Share a seat when told to do so. Speak kindly and politely to others. Practice manners. Speak appropriately.	No talking unless directed. Listen attentively to the speaker. Remain seated.
Be Responsible	Be on time. Get your DRC signed nightly. Hand in homework on time. Complete assignments. Accept responsibility for your actions. Be cooperative with peers.	Listen to the adult(s) in charge.	Wash hands. Use 1 squirt of soap. "1,2,3 PULL" paper towels. Report problems.	Keep hands to yourself. Leave other people's food alone. Do not play with food/mix food together.	Follow playground and equipment rules. Do not make fun of others who "get out" /lose.	Enter/exit single file. Wait your turn. Be seated before the bus is moving. Stay seated until your stop.	Stay with class. Listen to/follow adult direction.
Be Safe	Push in chairs. Wait your turn. Wait to be dismissed by an adult. Keep your bottom on your chair and your feet on the floor.	Keep hands and feet to yourself. Stay in line. Walk on the right side.	Wait your turn. Keep feet on the floor. Keep hands and feet to yourself.	Stand quietly in breakfast/lunch line. Sit at table until dismissed. Sit still while eating.	Avoid dangerous activities. Use equipment appropriately. Keep hands and feet to yourself.	Stay seated. Follow safety instructions. Keep hands and feet to yourself. Face forward. No eating/drinking.	Enter/exit quietly. Remain seated until dismissed. Keep hands and feet to yourself.
Be Prepared	Bring needed supplies with you. Use your time wisely.	Face forward. Carry only the materials needed.	Leave all school supplies outside of the restroom.	Bring lunch and/or money with you.	Dress appropriately for weather. Earn the privilege of recess.	Keep all supplies in book bag.	Only bring necessary materials. Stay seated. Keep hands, feet, and objects to yourself.



### Bullying, Harassment, and Intimidation

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or,
2. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking bullying/cyberbullying, intimidating, and menacing, coercion, and name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber-bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Cafeteria Behavior**

To maintain a neat, clean and orderly lunchroom students are instructed to observe the following rules:

1. Students are not permitted to change seats once they have been seated to eat their lunch.
2. No student is permitted to cut in line. Line-cutters will be sent to the end of the lunch line along with the student permitting the line-cut.
3. Students should not leave their seat without raising their hand for permission from the teacher on duty.
4. Quiet talking is permitted, no yelling or loud laughing. A guideline for students is avoid talking to students who are more than a table away or more than two seats from them.
5. No student shall take food from another's tray or handle another's food without the student's permission.
6. Food or liquids are not to be mixed unless to be eaten.
7. Nothing is to be thrown or blown through straws
8. Every child should buy a lunch or bring one from home.



9. Upon dismissal from the cafeteria children are encouraged to pick up anything on the floor or table where they were sitting.
10. Always demonstrate appropriate table manners.
11. Each student is responsible for returning all eating utensils and their tray in the same condition as received to the appropriate location and boxes placed on the dishwashing counter.
12. No food or drink is to be taken from the cafeteria without the permission of the teacher on duty.

**ABSOLUTELY NO OUTSIDE FOOD (EXCEPT IN A PACKED LUNCH) IS TO BE BROUGHT IN FOR SCHOOL LUNCHES. IF A STUDENT FORGETS HIS/HER LUNCH, THEY MAY CHARGE ONE IN THE SCHOOL CAFETERIA.**

### **Playground Rules**

Homeroom teachers discuss playground rules with students, and post them in each classroom so students understand what is expected of them. Students who do not comply with these rules may lose playground privileges or recess time. The playground supervisors are there to help protect students from injury and to ensure all students enjoy some play time.

The following are the general rules for the playground:

1. Take turns on all equipment.
2. Do not throw anything at others with the exception of designated equipment in an approved manner.
3. Line up immediately in an orderly fashion when signaled by the staff member on duty.
4. Always stay within the playground area as designated by the staff member on duty.
5. Do not return to the building during recess without the permission of the staff member on duty.
6. Go around rather than through areas where organized games are in progress.
7. Stay away from classroom windows that open to the playground area
8. No throwing of snowballs
9. Share the equipment provided for your grade level to use.
10. Do not play in areas directly in front or behind the swings.
11. Do not play tag on the playground equipment.
12. Play which could cause any student to lose their grip on a piece of playground equipment is not permitted on or near the equipment.
13. All students shall play within sight of a staff member on duty.
14. Football games are only permitted if playing flag or touch.
15. No toys should be brought from home without prior permission from the principal.
16. Students may not exclude other students from any group/team game.

All other organized games and rules not specifically covered are up to the discretion of the staff on duty- if in doubt, ask.

## **CODE OF CONDUCT CONSEQUENCES**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not 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. Furthermore, students may be disciplined for conduct that, regardless of where or

when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Disciplinary actions will generally be progressive in nature with administrative discretion. The building principal may impose, but not be limited to, the following consequences:

### **In-School Suspension**

Assignment of a student to In-School Suspension is intended to be a punitive action. ISS results in a student being removed from classes for a specified period of time while still allowing a student to complete assigned work. A student missing any portion of his/her assigned time in detention or in-school suspension may be given additional time equivalent to the amount of time missed. Failure to serve detention may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

### **Out-of-School Suspension**

Out of school suspensions are from one to ten days in length. A suspension is treated as an unexcused absence, which means a suspended student will be responsible for making up school work missed due to suspension. The student will be given credit for completed assignments and will receive the opportunity to make up tests, quizzes and projects. Make up of missed assessments are to be scheduled with each teacher when the student returns to school.

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three (3) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher recommends an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal verbally and in writing the day of the offense. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

A student in any of the grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within three (3) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation

of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **DRESS CODE**

The Strasburg-Franklin Local School District is committed to providing a safe, friendly, learning environment for students. Pride in one's self and school is often reflected in the way students dress. The purpose of the dress code is to help to maintain an orderly school environment conducive to learning. Students are required to wear appropriate, comfortable, and safe clothing that is modest, clean, and in good taste. Dress or grooming that constitutes a possible health or safety hazard, distracts from the educational process, or presents immoral public display is prohibited.

The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. The school administration shall enforce these guidelines equally and reserves the right to make final decisions regarding dress code. Failure to comply with the dress code guidelines will be considered insubordination; therefore appropriate consequences may be issued. Students may be required to change clothes, notify the parent or guardian to bring a change of clothing, or asked to leave school, which may constitute an unexcused absence.

### **General Expectations**

1. All clothing must be clean, neat, and in good taste.
2. Clothing displaying language/symbols related to tobacco, drugs, weapons, sex, or alcohol is not permitted.
3. Clothing displaying symbols of an offensive nature is not permitted.
4. Clothing depicting violent expressions, images, or pictures is not permitted.
5. Clothing that is ripped, torn, or has holes is not permitted.
6. Proper footwear must be worn at all times. (No flip flops or slippers). All shoes must have a back.
7. Any new "fads" in clothing or anything not specifically covered in the guidelines, which are considered inappropriate dress shall be dealt with by the principal/designee.

**Pants/Trousers**

1. Pants must be worn at the natural waist level. At no time should undergarments be visible. Belts are encouraged and may be required if pants are not worn at the natural waist level.
2. Pants are not to sag and reveal undergarments or skin. No underwear can be visible at any time.
3. Leggings/Yoga Pants are allowed but must be covered with a shirt that is mid-thigh in length around the entire hemline.
4. Open bottom sweatpants/athletic pants are permitted. Any type of pant with elastic at the ankle is not permitted.
5. Pants that are ripped, torn, or have holes are not permitted.

**Shirts/Blouses/Dresses**

1. Shirts must be hemmed around the neck, arms, and bottom. Shirts must have a sleeve. Sleeveless is not permitted.
2. Tube tops, halter tops, muscle shirts, backless shirts, tops with spaghetti straps, sheer shirts, or other tops which show midriff, even with a jacket/sweater, are not allowed. Tank tops must have a 4-finger width and are not permitted from December 1st through March 31st.
3. Navels, cleavage, hipbones, or underclothing should never be visible.
4. Shirts/tops shall not reveal bare midriff, side, or back whether sitting, standing, reaching, or bending.

**Shorts/Skirts/Skort/Dresses**

1. All shorts, skirts, skorts, dresses must be at least mid-thigh in length. Shorts are not permitted from December 1st through March 31st.
2. Spandex, body-glove shorts, tight fitting clothing, and bike pants/shorts are not acceptable.

**Jackets/Coats/Hats**

1. Trench coats are not permitted.
2. Coats and jackets are not to be worn in classrooms.
3. Caps, hats, gloves, visors, sport headbands, bandanas, sweatshirt hoods, etc. are not to be worn during school hours. As a display of respect, gentlemen should remove hats upon entering the school.

**Hair**

1. Hair must be completely out of students' eyes at all times
2. Hair color must be a natural shade that one can be born with.
3. Hair should be clean, well groomed. Extreme hairstyles are not permitted.
4. No male facial hair is permitted.

**Backpacks/Purses**

1. Backpacks, books, notebooks, purses, etc. must be free of inappropriate writing or images.
2. Backpacks must be left in cubbies during the school day.
3. Purses which are large enough to carry a textbook must be stored in cubbies.

**Jewelry/Makeup/Tattoos**

1. Jewelry and/or make-up must be modest and conservative. Excessive jewelry and/or makeup (considered a distraction) is not allowed. Students are not permitted to use cosmetics in classes, lunchroom, or study halls.

2. Pierced jewelry will be limited to the ear only during school hours. No excuses will be accepted from students who need to keep facial piercing in place due to healing purposes.
3. Hanging chains or chain belts, large chains worn around the neck or wrist, or pointed-stud bands are not permitted.
4. Tattoos must be covered with clothing, bandages, or gauze and tape, etc. This applies to school functions of any type, including sporting events.

### **Sunglasses**

1. Sunglasses may not be worn in the school.

**Special programs, extra-curricular activities, athletics, band, vocational programs, etc. may establish dress and grooming requirements that are more stringent. Such requirements are in the interest of efficient performance and a uniform appearance before the public.**

## **TECHNOLOGY**

### **Technology Acceptable Use Policy**

Please read this Acceptable Use Policy (“Policy”) carefully before signing. This Policy is a legally binding agreement. The details of this Policy reflect the Policy of the Strasburg-Franklin Local School District Board of Education (“Board” or “School District”).

The Board recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the School District will use technology resources as a powerful and compelling means for students to learn core subjects and apply skills in relevant and rigorous ways. It is the Board’s goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real life settings. The School District’s technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

### **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision. The Board will also have procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA. While the Board takes all reasonable efforts to block access to objectionable material, it makes no guarantees about blocking access to such information.

The procedures or guidelines will be designed to:

1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

2. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
4. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
5. Restrict minors’ access to materials “harmful to minors,” as that term is defined in CIPA.

Parents should be aware that:

1. Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take personal responsibility for his or her use of the network and Internet and avoid objectionable sites.
2. Users/parents/guardians are advised that use of any network may include the potential for accessing websites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and notify a staff member.
3. Any attempts to defeat or bypass the district’s internet filter or conceal internet activity is prohibited. Whether the attempt is made with district-owned equipment or a personal technological device. The attempts include use of proxies, https, special ports, third party applications, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
4. The Board is not responsible for students accessing information from personal mobile devices using network access outside of the School District network.

### **Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules stated herein, but are agreeing to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

### **Terms of Permitted Use**

As used in this Policy, “Network” refers to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail, IP- or Internet-based telephone systems, and related communication technologies. A student who submits to the school, as directed, a properly signed Policy and abides by the Policy will be provided computer Network and Internet access during the course of the school year. Students will be asked to sign a new Policy when they enter a new building before they are given an access account. (ex. Elementary to Junior High or Freshman to High School) By signing the Policy, the students acknowledges and understands the following regarding the use of the computer/network:

1. Computer use is not private. System managers have access to all information and messages, including illegal activities and activities not in the best interest of the School district. Inappropriate and illegal activities may be reported to the authorities as necessary.
2. All electronic data that passes through a District-owned computer or a personally owned device on the School District’s network is subject to monitoring and seizure and may be handed over to law enforcement officers.



3. All electronic data created for administrative or instructional purposes under the Board approved curriculum for a course of program is the property of the School District.
4. The rules and regulations of online etiquette are subject to change by the Administration. The student code of conduct is applicable in the online environment and computer Network.
5. The User in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if computer and/or network under their account. Users shall keep personal account information and all other sensitive information private. Users shall use this system only under the login and password information issued to them, by the School District. Users shall not grant access to a computer and/or the Network under their login and password.
6. Computer systems and the School District network shall be used only for purposes related to education and shall not be used for personal use.
7. Violation of this Policy may result in the cancellation of user Network privileges and possible discipline under the student code of conduct.

### **Acceptable Use**

The School District is providing access to its Network and the Internet for educational purposes only. If you have doubt about whether a contemplated activity is educational, you should ask your teacher or building principal if a specific use is appropriate.

### **Unacceptable Use**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Violating or encouraging others to violate this Policy, the law or Board Policy.
2. Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number or other confidential information that has the potential to harm you or others or violate the law if shared with other persons.
3. Uses that cause harm to others or that cause damage to their property.
4. Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten, or bully others.
5. Using profanity, obscenity, or other language, which may be offensive to other users.
6. Uses that are for commercial transactions (i.e. buying or selling or making arrangements to buy or sell over the Internet).
7. Use that causes disruption to the use of the computer and/or Network by others or that disrupts the educational process of the School District.
8. Using the system to encourage the use of, or to facilitate the sale of, drugs, alcohol, or tobacco.
9. Viewing, downloading, or transmitting material that is threatening, pornographic, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
10. Copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law.
11. Reading, deleting, copying, or modifying other user's email or files without their permission or attempting to interfere with another user's ability to use technology resources.
12. Using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the Network or Internet.

13. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
14. Use that causes excessive consumption of paper and other relevant supplies.
15. Downloading and/or installing freeware or shareware programs without the approval of the Technology Department. This includes use of peer-to-peer file sharing programs.
16. Uploading or otherwise placing or inviting a worm, virus, or other harmful form of programming onto the Network or Internet.
17. Plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
18. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of students or staff.
19. Using instant messaging, text messaging, video messaging, and Internet services without the consent of your teacher, supervisor, or director.
20. Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper, or telephone resources or cause unnecessary traffic. For example, toner and paper in printers are a cost to the District and must not be wasted. Chain letters and similar multiply forwarded messages are prohibited because, even for non-commercial or apparently "harmless" purposes, they use up limited Network capacity resources. The sending of messages to more persons than is necessary is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use subject to any exceptions which may be developed by the Administration or the SYstem Administrator. Unless approval has been granted, you may not send emails to more than ten (10) recipients in a single message, subject subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
21. Any use of the Network or a District-issued device that would otherwise constitute a violation of the student code of conduct.

### **Privacy**

Network and Internet access is provided as a tool for your education. The School district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials, regardless of storage location.

### **Vandalism**

Vandalism will result in disciplinary action that may include cancellation of privileges, suspension/expulsion and/or prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user or equipment or any network connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses or spyware, erasing, deleting, or otherwise making the school's programs or networks unusable and includes theft or the damaging or defacing of equipment. The School district may hold users (or their legal guardian) personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized intentional damage done to network software, data,

user accounts, hardware and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state.

### **Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer Networks and the Internet provided under this Policy.

Neither the Board nor its employees shall be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. The User takes full responsibility of his or her usage and agrees to indemnify and hold harmless the School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The User and, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School District in the event of the initiation of an investigation is not a user's use or his or her access to its computer network and Internet, whether that use is on a District-issued device or on another device outside the School District's Network.

### **Web Page Information**

The Strasburg Local School District provides a website on the Internet so that the students and staff have access to educationally significant Internet resources that enhance and complement the curriculum. The site also informs the Internet community about our school.

The web site is a part of the curriculum and subject to direct supervision and control. Ownership, including all intellectual property rights, is and remains with the school. All postings shall conform to adopted school board policies.

The Strasburg Local School District cannot control materials posted on web pages other than those hosted at [www.strasburg.k12.oh.us](http://www.strasburg.k12.oh.us). If someone feels that a Strasburg student or staff member has posted inappropriate materials at a non-Strasburg site, they must pursue civil action against that individual.

### **Student Web Page Policy**

The unauthorized disclosure, use and dissemination of personal identification information regarding minors are strictly prohibited. The following student information may be posted at the discretion of the school district:

1. A digitized version of the student's school projects,
2. School building that student attends,
3. Name and/or description of the student's project or award,
4. Grade and/or program (sports news, classroom awards, etc.) and/or year of graduation.

# TRANSPORTATION SERVICES

## **Bus Transportation to School**

The School provides transportation for all students who live farther than 1 mile from the school. The transportation schedule and routes are available by contacting the bus coordinator at 330-878-5571.

Students may only ride assigned buses and must 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.

The principal and transportation director may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

## **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

### Prior to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for school transportation;
3. Line up single file off the roadway to enter;
4. Wait until the school transportation is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the driver signals it is safe to cross;
6. Properly board and depart the vehicle;
7. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school transportation at all times;
3. Not push, shove or engage in scuffling;
4. Not litter in the school vehicle or throw anything in, into, or from the vehicle;
5. Keep books, packages, coats, and all other objects out of the aisle;
6. Be courteous to the driver and to other riders;
  - o Not use nuisance devices (e.g. laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

- Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### Exiting the school vehicle

Each student shall:

1. Remain seated until the vehicle has stopped;
2. Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Bus Passes**

Students wishing to ride a bus other than their assigned bus must submit a note from the parent to the office prior to lunch of the day of the request. The note should include the day's date, the alternate drop-off address, and a number where the parent can be reached during school hours. Bus passes may be issued for emergencies only, or extenuating circumstances, as determined by the building principal or designee.