WELCOME TO ORRVILLE ELEMENTARY SCHOOL

Orrville City School District
815 North Ella Street
Orrville, OH 44667
330-682-5811

Orrville Elementary School
605 Mineral Spring Street.
Orrville, OH 44667
330-682-1851

District Staff:
Dr. David Toth, Superintendent
Mr. Joe Shumar, Treasurer
Mr. Jay Bishop, Assistant Superintendent
Mr. Joe Rubino, Director of Student Services
Mrs. Amy Wilson, Director of Teaching & Learning
Mrs. Deb Byrnes, Food Services Supervisor
Mr. Matt Wyatt, Transportation Supervisor
District Website: www.orrvilleschools.org

OES Building Staff:
Mrs. Sara Crooks, Principal
Mrs. Cassie Poynter, Assistant Principal
Mrs. Elizabeth Wallace, Secretary
Mrs. Angela Rossiter, Guidance Counselor
Ms. Kelly Ryan, Student & Family Program Coordinator
Mrs. Jessica Dravenstott, Nurse
Building Website: https://orrvilleschools.org/elementary-school/

Welcome to Orrville Elementary School. We hope this handbook will help you understand some of the policies and practices of our school. It provides important information concerning school procedures and rules, and it allows for communication between home and school. Please take time to read over the information in the handbook. Parents are encouraged to read our biweekly Principal Message, sent via Final Forms. As partners in education, we encourage your full participation in your child's learning. Parents are encouraged to become involved by helping with homework, volunteering at school, and participating in PTO. We extend our best wishes to both parents and students that together we may enjoy a most successful school year. A positive attitude combined with efficient communication practices should help us all achieve our goals and objectives.

MISSION OF ORRVILLE CITY SCHOOLS
The mission of the Orrville City School District in partnership with parents and the community is to inspire all students to become successful and lifelong learners and to be prepared to responsibly contribute in our community and society.

OES SCHOOL SONG
OES we work hard and do our best. Caring and responsible; Riders pass the test!
OES we are safe and show respect. We are kids of character; Riders lead the rest, YES!

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 should arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a staff member.
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. The school may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of any questions or concerns that may help staff better accomplish the goal of educating their child.

STUDENT WELL BEING
Student safety is the responsibility of students, staff and parents. Staff members are familiar with emergency and accident procedures. If a student is aware of any dangerous situation or accident, he/she should 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 a written notice of such needs, along with physician documentation to the School Nurse.

Problem Solvers for Orrville Elementary School

If you have a problem or concern in regard to any of the following areas, please contact the person or office indicated below:

Problem	Problem-Solver
Bus Concern	Transportation Supervisor – Mr. Wyatt 330-682-2836
Discipline Issues	Assistant Principal or Principal
Early Dismissal & Attendance	Secretary
Cafeteria & Free/Reduced Lunch	Food Service Supervisor - Mrs. Byrnes 330-682-9761 Lunch account at OES - Mrs. Gray 330-682-1851
Bullying, Harassment	Guidance Counselor
Homework Request- must be made before 1:00 each day	Secretary
Lost and Found	Guidance Counselor
Report Card Questions/Interims	Classroom Teacher
School Fees and Paperwork	Secretary
Textbooks	Classroom Teacher

GENERAL SCHOOL RULES

All elementary students follow three basic school rules. These rules are followed in every location of the buildings. The students pride themselves on following their **"Red Rider Promise"** and **The Three B's:**

1. Be Respectful
2. Be Responsible
3. Be Safe

We will continue to use our "color-coded" behavior system as we have in the past. The color system is a tool that enables the student, teacher, and parent to monitor the child's behavior and then respond appropriately. Each day, your child will bring home his/her behavior color found in the calendar at the front of their planner or folder. The colors and the consequences for each color that OES has established are:

Pink-Outstanding

Purple-Great Job

Blue-Good Day

Green-Ready to Learn (All students start on Green each day)

Yellow-Stop and Think

Orange-Stop and Think (Classroom consequence and parent notification by teacher)

Red –Parent Contact (Visit the principal and parent notification)

The procedure when a student reaches the color orange is:

1. Student will sit on the playground bench and miss recess. The teacher will share with the parent the information about why the student reached orange.
2. Student will color his/her behavior calendar orange.
3. Student may be issued a lunch detention and miss recess.

The procedure when a student reaches the color red is:

1. If all of the above has been implemented and the student is still having difficulty, then an additional intervention referral form will be completed and will accompany the student to the principal's office.
2. The principal will then phone the parent, explain what rule was broken, and what consequence will be given.
3. The student will take home his/her calendar colored red.

HOMEWORK

Homework will be assigned by the classroom teacher as needed. The Homework Opportunity Program (HOP) will be available at OES during the lunchtime recess period. This program allows students to complete homework assignments with help from a staff member.

CHEATING

Should any student be guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and the office immediately of the incident. Further disciplinary action may result.

PLAYGROUND RULES

Safety is our main concern on the playground. Playground supervisors will not permit activities that appear hazardous or cause injury. The playground rules also follow student's "Red Rider Promise" and THE THREE B's: Be Respectful, Be Responsible, and Be Safe.

Any child who misbehaves will, at the discretion of the playground supervisor and principal, be removed from the playground for such time as deemed necessary.

DRESS CODE

Neatness, cleanliness, modesty, and appropriateness of dress are basic to the well being of a student. Students attending Orrville Schools are expected to dress according to the following guidelines while attending school or school-related activities.

1. Students should be clean and neat and wear appropriate clothing at all times. Hair must be well groomed and clean.
2. Slacks, skirts, dresses or shorts of an appropriate length are acceptable school attire for girls. Sundresses with thin spaghetti straps are not acceptable school attire. Both boys and girls are permitted to wear jeans if they are not extremely threadbare or ripped. Shorts should only be worn at appropriately warm temperatures.
3. Jackets, undershirts, halter-tops, midriff shirts, tank tops worn alone, and tight-fitting body shirts are not acceptable school clothing.
4. Decorative patches and shirts with writing which border on poor taste, including those with alcohol and tobacco, are not acceptable.
5. Flip flops and sandals that do not have a heel strap should not be worn.
6. Shoes with wheels in them are not permitted at school.

OES DAILY TIME SCHEDULE

The Elementary school day is 8:50 a.m. - 3:20 p.m. You are welcome to visit the school office during the hours of 8:00 a.m.-4:00 p.m. You may call the school earlier at 330-682-1851 and leave a message when calling a student off for the day. Students may arrive for drop-off no earlier than 8:40 a.m., using door #3 or #4. These doors lock at 8:50 am. If you arrive after 8:50, please bring the student to main office door #1.

All students will be dismissed at dismissal time. Dismissal time and procedures are as follows:

Kindergarten dismissal is at 3:00 using door #2 for parent pick-up. Parents need to display last name in the car window for ease of pick-up.

Grades 1 dismissal is at 3:10 using door #2 for parent pick-up. Parents need to display last name in the car window for ease of pick-up.

Grades 2 dismissal is at 3:10 using door #3 for parent pick-up.

Grades 3 and 4 dismissal is at 3:15 using door #3 for parent pick-up.

****Students in grades 2-4 will be dismissed with Kindergarten and/or First Grade if they have siblings in grades K/1 or leaving with students in grades K/1 such as with a babysitter, etc.****

All students will be dismissed together by bus from the cafeteria as buses arrive.

Breakfast is available from 8:40 a.m. to 8:50 a.m. each day. Students should not arrive at school before 8:40 a.m. Students arriving after 8:50 a.m. will not be served breakfast.

Student Day Schedule

8:50 a.m. – School begins for students. Any student arriving after 8:50 a.m. is marked as tardy and must report to the office to sign in.
11:00-1:00 p.m. – Lunch and Recess for students. Detailed schedule and times will be sent home in August.
3:00 p.m. – Kindergarten Dismissal
3:10 p.m. – Grades 1-2 Dismissal
3:15 p.m. – Grades 3-4 Dismissal

SCHOOL ARRIVAL AND DEPARTURE

School begins at 8:50. Students walking or being dropped off will not be permitted to enter the building before 8:40 a.m. All students will be dismissed at their grade level time, unless they are involved in a scheduled after-school activity. All students are expected to leave the school grounds immediately following dismissal. A student arriving after school begins at 8:50 or leaving before the day ends must sign in/out at the office. Parents or guardians picking up students may be asked to show a photo ID if we do not recognize you. Please inform all emergency contacts who have permission to pick up your students to always bring a Photo ID in case it is required. No child will be released to an unknown person without authorization from the parent or guardian.

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf.

ATTENDANCE

All students enrolled must be in regular attendance as outlined in Ohio Law. Attendance is the legal responsibility of the parent. When a student is absent:

1) The parent will call the school by 9:30 in the morning. The school will notify the parent if not called off.

2) The call should state the student's name and grade, reason for absence and who the caller is. If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.
3) The student will be responsible for all schoolwork missed. Please do not call the office after 1:00 to request homework being made available by the end of the school day.

COMPULSORY ATTENDANCE AGES
Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.

2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.

3. The person is excused from school under standards adopted by the State Board of Education pursuant to State law.

4. The person is exempt from compulsory attendance through a home education program.

The parent(s) of any person that is of compulsory school age must send such person to school unless he/she is excused or exempt as listed above.

REASONS FOR EXCUSED ABSENCES
Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:
1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease, or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:
1. Need at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to student over 14 years of age only);
2. Death in the family (applies to absences up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
5. Absences due to a student being homeless, or
6. As determined by the Superintendent

EXCESSIVE ABSENCE	**HABITUAL TRUANCY**
If a student is absent (excused or unexcused): ● **38 or more hours in one school month, or** ● **65 or more hours in one school year** **Then the following step is taken:**	**Student is absent (unexcused) for:** ● **30 or more consecutive hours, or** ● **42 or more hours in one school month, or** ● **72 hours in one school year** **Then the following steps are taken:**
A written notice is provided to the parent within 7 calendar days of the triggering absence. School staff, in collaboration with the student and parents, will establish appropriate interventions toward improved attendance.	1. Student is assigned to an absence intervention team within 7 school days of the triggering absence. At a minimum, the team is made up of a parent, a principal and a guidance counselor. 2. School will make 3 good faith attempts to secure participation of the parent. A failure to participate may warrant a report to Children Services. 3. Within 14 school days of assignment, the team must develop an absence intervention plan.

	4. Within 7 school days of the plan's development, the school will provide written notice of that plan to the parent.
	If a student refuses to participate or fails to make satisfactory progress on the absence intervention plan, a complaint will be filed in the juvenile court (within 60 calendar days of plan implementation).

FAMILY VACATIONS/PRE-EXCUSED ABSENCES

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office or on the school website prior to the vacation. It is also the responsibility of the parent to notify the student's teacher of the absence, and to request work. In order to receive credit for all assignments, the students must turn in work on the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.

TARDINESS TO SCHOOL

Students who are late to school must report directly to the Main Office and be signed-in by a parent or guardian. Tardiness is defined as any student arriving at school after the start of the school day (8:50 am). Time in (tardies) or time out (early dismissal) is recorded, whether excused or unexcused, and is included in the hours calculation for attendance purposes.

LEAVING SCHOOL

UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FOR PERMISSION AND SIGNING OUT. SCHOOL OFFICIALS WILL MAKE THE NECESSARY CALL TO PARENTS FOR PERMISSION AND ARRANGEMENTS FOR STUDENTS TO LEAVE. STUDENTS LEAVING THE BUILDING WITHOUT OFFICE APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.

If a student becomes ill during the school day, he/she **must** report to the office. Students who must leave during the school day for necessary and reasonable appointments (medical, dental, funeral and court dates) must present a written excuse signed by a parent, explaining the nature of the appointment and the time to be excused from school. **The pre-excused note should be presented in the office before school on the day of the appointment or earlier.** Students failing to follow this procedure will have their absence marked unexcused. Time in/time out is recorded and the accumulation of time not in school is included in the hours calculation for attendance purposes.

SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DYS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DYS custody;
3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

TRANSFER OF SCHOOL RECORDS

"School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

When the District receives a request for a student's records from another district or chartered nonpublic school to which that student has transferred, the District will either transfer the records within five school days or provide a statement to the requesting district or school that the District has no record of the student's attendance.

Except as required by law, the District may withhold a student's school records if there is $2,500 or more of outstanding debt attributed to the student. The District will transfer the student's school records within five school days once the debt is paid.

INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
The District complies with all provisions of State law for the enrollment, admission, placement and graduation for children of military families.

ADMISSION OF HOMELESS STUDENTS
The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;

2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;

3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;

4. it provides training opportunities for staff on identifying and serving homeless students;

5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency or other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;

6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students and

7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

CHANGE OF ADDRESS OR PHONE NUMBER

If during the school year your family moves or a phone number changes, please notify the school and make changes in FinalForms https://orrville-oh.finalforms.com/ immediately. It is also important that the emergency medical form be updated in FinalForms. We need to be able to contact someone in case of an emergency.

STUDENT FEES, FINES, and CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

FINES

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

UNPAID MEAL CHANGES
Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

COLLECTION OF STUDENT FEES AND FINES
The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

The District may withhold a student's school records, except as provided in State law, if there is $2,500 or more of outstanding debt attributed to the student. The District will transmit the student's school records within five school days once the debt is paid. "School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

ELEMENTARY FEES (K-4)
A letter will be sent home at the beginning of the school year notifying parents of the fees owed.

LUNCH FEES AND MEAL CHARGE POLICY
The purpose of this policy is to address the need for school food service authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes the availability of an alternate meal. Such a policy ensures that the school food services department, school administrators, parents, and students have a shared understanding of expectations in these situations.

The goal of the Orrville City Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment (charged meal), the Orrville City Schools provide this policy as a courtesy to those students who forget or lose their lunch money or parents/guardians with a temporary financial issue.

Meal Charge Policy Goals:
• To establish a consistent district policy regarding meal charges and collection of charges
• To treat all students with dignity and respect in the serving line regarding meal accounts
• To establish policies that are age appropriate
• To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student with regards to their lunch account

Meal Charge Limits:
• When a student has reached the charge limit they will be given an alternative lunch until the negative balance is paid in full. They will not be served breakfast.
• An alternative lunch will consist of a sandwich, vegetable or fruit, and milk.
• Students with a negative lunch account balance will not be permitted to purchase ala carte items.
• Parents/guardians will be notified of negative balances by letters sent home with the students (elementary school) or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
• End of the Year unpaid meal charges for underclassmen will be carried over to the next school year. Unpaid meal charges for Senior's will be added to any unpaid fees that they may have and will need to be paid prior to graduation.

Elementary School Meal Charge Limits:
• Paid lunch status students may charge up to $28.00 (equivalent of 7 lunches and 7 breakfasts)
• Reduced lunch status students may charge up to $7.00 (equivalent of 10 lunches and 10 breakfasts)

Payment Options:
• Parents/Guardians may pay in advance by sending in a check or money to be put on their child's lunch account.
• Parents/guardians may also use an on-line payment service made available to you called My SchoolBucks. This user-friendly system offers various options for parents/guardians to make on-line payments for lunch and breakfast purchases. For more information go to myschoolbucks.com.

Free/Reduced School Meal Applications
• If your family has a financial hardship or change of income your child/children may qualify for free or reduced lunch status. • Applications are available on-line or in the main office of your child's school. Applications can be turned in any time after July 1st prior to the new school year or during the course of the school year.

Lunch Account Refunds:

• A written request for refunds for a withdrawn or graduating student must be sent to the following:
Orrville City Schools, Director of Operations, 815 North Ella Street Orrville, OH 44667

• Parents/guardians may request that remaining funds from a seniors account be transferred to a siblings account.

*This institution is an equal opportunity provider

BUS REGULATIONS/RULES

Safety procedure for Kindergarten students: Parents/Guardians of Kindergarten students must be present at the bus stop in the morning (am) and afternoon (pm). Kindergarten students will not be permitted off the bus in the afternoon, unless a parent or designated guardian is present.

Riding the bus is a privilege**,** not a guaranteed right. Continued participation in our transportation program carries the responsibility of each student to conduct himself/herself in a manner that follows the laws of the state as well as the rules of the school. Students will:

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.
- Refrain from loud talking or laughing.
- Keep head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

Failure of a student to follow these regulations will result in the following consequences:

Bus Discipline Procedures:

1st Incident: Bus Conduct Report Issued and sent to the building principal. Student will move their clip to yellow and a copy of the report will be sent home.
2nd Incident: Bus Conduct Report Issued and sent to the building principal. Lunch detention issued. A copy is sent home.
3rd Incident: Bus Conduct Report is issued and sent to the building principal. Student loses bus privileges for 1 day. Report is sent home.
4th Incident: Bus Conduct Report is issued and sent to the building principal. Student loses bus privileges for 3 days. Report is sent home.
5th Incident: Bus Conduct Report is issued and sent to the building principal. Student loses bus privileges for 5 days.
6th Incident: Parents must meet with the school principal to determine loss of bus privileges for the remainder of the year.
*Please note that in addition to any consequences given regarding bus privileges, our school rules will be applied.

ALTERNATE BUS STOP PROCEDURES

The Orrville City School District has established the following guidelines and procedures to comply with Ohio Revised Code Section 3301-83-13 (school bus routes and stops). In addition, these guidelines and procedures allow us to provide a safe and efficient system for transporting children to and from school.
Parents/guardians, childcare providers and the general public must be aware that the safety of students can be compromised when bus routes and stops are frequently changed.

Guidelines and Procedures for Requesting an Alternate Bus Stop

Unless the district receives the appropriate request from students who are eligible for bus transportation services, they will be picked-up and dropped-off at their assigned stop based on their district residence. Alternate stops must be within the Orrville City School District boundaries, must be outside of the district's walk boundaries, and along an existing route. Only one pick-up and one drop-off will be assigned. If varied daily arrangements are needed, it will be the parent's/guardian's responsibility to provide them.
Parents/Guardians may request an alternate pick-up or drop-off (ex: childcare provider) if:

- The request form is received by the transportation department at least two weeks prior to the beginning of school.
- The alternate location is for five days per week for at least a semester.
- The request form is filled out completely.
- There is available space on the bus.

Requests for alternate pick-up and drop-off locations made after the first day of school may be granted at the discretion of the transportation supervisor provided the following conditions are met:

- The request is received at least five days prior to the requested start date.
- The alternate location is for five days per week for the remainder of the semester.
- The request form is filled out completely.
- There is available space on the bus.

Guidelines for Emergency/Urgent Requests

Requests for alternate pick-up and or drop-off location on a temporary basis for extenuating circumstances will be granted if:

- The request is made as a result of the parent/guardian or childcare provider being absent or unavailable and alternative arrangements must be made for the safety/welfare of the child.
- There is space available for the child to ride the bus.
- The request is made 24 hours in advance.
- The request form is filled out completely.

NOTE: Transporting children to recreational activities such as birthday parties, sleepovers, or parent/ babysitter vacations do not apply.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If an emergency arises, transportation by private vehicles is permitted only in extenuating circumstances and if previously approved by the appropriate administrator. The driver must present evidence that the vehicle and the driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

If it is necessary to use private vehicles on a routine basis, evidence must be presented to the appropriate administrator that the vehicle, driver and purpose meet the requirements in Ohio Administrative Code for transportation in vehicles other than school buses, and that the driver is listed as a certified van driver by the Ohio Department of Education. The Board may procure accident insurance covering all pupils and other authorized passengers transported under the authority of the Board. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

EMERGENCY PROCEDURES

Fire Drill:

Students are to locate all fire exits and familiarize themselves with the safe areas of the building in case of a fire alert. The fire alarm will be sounded in case of a fire in the building. Students are expected to be quiet during the alarm and follow all directions given by their teacher. Students are not to re-enter the building as long as any lights are still flashing. Fire drills will be practiced in accordance with Ohio Revised Code.

Tornado Drill:

In the case of a tornado alert, the warning will be given over the PA system. Once again students must remain quiet and follow all directions given by their teacher.

Lockdown Drill:

Lockdown drills will be practiced, and by state law, one drill will include local law enforcement officials. All doors will remain locked until the completion of the drill. Students will remain quiet at all times. Only directions given by school personnel and/or safety personnel will be followed.

All emergency drills will be practiced at various times throughout the year!

SAFETY CONDITIONS

1. Children are encouraged to use crosswalks that have been provided for their safety by the city and to obey the safety rules.
2. We practice safety drills once a month in our buildings.
3. We hold tornado drills monthly during severe storm season.

HARASSMENT, INTIMIDATION, BULLYING

Harassment, intimidation, or bullying behavior by any student in the Orrville City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Ohio's school safety tip line *844-SaferOH*

- Gives students, parents, teachers, and school administrators a way to *anonymously* report student safety threats to school officials and law enforcement officers-whether they involve a potential incident of mass violence, a suicide threat or the bullying of a single student.
- Research shows that in 81% of violent incidents in U.S. school, someone other than the attacker knows something but didn't report it for fear of being identified. This is why former Gov. Kasich asked Ohio's law enforcement and education leaders to establish the confidential Safer OH tip line.
- The tip line will serve the community 24 hours a day, whenever a student or concerned adult senses a threat to student safety. **The call center guarantees the anonymity of the person who calls or texts**. Tip line workers may ask for additional information, but the one who calls or texts may remain anonymous or leave contact information for follow-up.
- Trained professionals at Ohio Homeland Security's Threat Assessment and Prevention (TAP) unit answer all calls and texts to *844-SaferOH*. When action is needed, TAP staff immediately forward information to the school staff member you designate. Local law enforcement agencies or others may be notified, if the situation warrants. Tip line staff will follow up quickly with the affected school and law enforcement to make sure the incident was investigated and the outcome was tracked.

SCHOOL HEALTH SERVICES
STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect the health of students. The services of a nurse or nurses are available to the District. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

The school clinic is not to be used as an alternative to health care. It is intended to provide first aid care and Ohio Department of Health wellness checks to students while they are in the school building. Parents are not to ask staff if the RN can look at their child and diagnose what is wrong. The RN can only make nursing assessments and not diagnose or render treatment beyond their scope of practice.

Immunizations:

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, jr. high, or high school, or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or is in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code. A pupil whose parents/guardian presents a written statement and files the school exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.
The State Department of Education and the Ohio Department of Health requires each child before entering school to have the required number of Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (chicken pox) immunizations according to their age. The nursing staff can provide specific information and answer any questions you may have regarding immunizations for school.

Lice Policy:

Students found with live lice will be excluded from school and required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate to other schools where siblings or other close contacts of the infested person attend. The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.

6. All students that are infested with live lice will be checked in 7-10 days from initial treatment.
7. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

Communicable Diseases:

Any student suspected of or reported to have a communicable disease is to be examined by a school nurse or public health nurse. Upon the recommendation of the school nurse or public health nurse, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Readmission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox**: Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold**: Feels well, has not had a fever for 24 hours, and cough and drainage are not profuse
3. **Conjunctivitis (Pink Eye)**: Physician's note required. Return 24 hours from the start of treatment.
4. **Cough**: Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.4 F for 24 hours without taking fever medication
7. **Fifth Disease**: Physicians note required. Only excluded from school if currently having a fever; may still have a rash.
8. **Hand/Foot/Mouth**: Physician's note required. Excluded if sores present in mouth, drooling, weeping blisters on hands
9. **Head Lice**: Excluded from school until after pesticide treatment is applied & no live lice found (See Lice Policy)
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms**: Physician's note required. Excluded from school until after treatment is given
12. **Rash**: Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm**: Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever**: Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication

Bloodborne Pathogens

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.*

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Medication Administration:

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance; administration of any medication will be done in compliance with the following:
Prior to dispensing any type of medication, written permission must be received from the parent(s) and physician of the student and shall include:

1. **All** medications must have a Medication Administration form (also available on-line) filled out & signed by the physician and parent indicating the exact dispensing instructions.
2. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
3. New Medication Administration forms must be completed & signed (if prescription) when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
4. **Each** medication must have its own Medication Administration form. Medication can not be combined on the same Medication Administration form.

5. The medication must be received from an adult (**students may not bring medication**) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. Any medication tablets that must be split needs to be done prior to the school receiving the medication.
6. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.

Exclusion From Class Due to Illness or Injury

All students are expected to participate in Physical Education class and recess. Students may be excluded from these activities only when a written excuse from a Physician is provided. Students excluded from participation in Physical Education class are also excluded from recess.

INCLEMENT WEATHER PROCEDURE

The school utilizes the Blackboard automated system that calls and/or texts parent phone numbers as indicated in FinalForms. Please make sure to keep your number updated in FinalForms at all times. You may also check the following radio and television stations:

WKYC Ch. 3 NBC / WEWS Ch. 5 ABC / WJW Fox8News / WQKT 104.5FM

Unless you receive a phone call or hear/see the closing in one or more of these ways, school will be in session as usual. Please refrain from calling the school to inquire about closings, as we need the phone lines to communicate and make decisions.

Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our intent is to keep you as fully informed as possible.

TWO HOUR DELAY

A 2-hour delay means that school will start 2 hours later than the usual 8:50 start time, at 10:50 am. Students will not enter the school until 10:40 am on the 2-hour delay days, and breakfast will not be served. All parent meetings scheduled for that morning will be cancelled and rescheduled at the earliest convenient time.

MISSING CHILDREN LAW

Birth certificates and student records must be presented to school officials at the initial entry time that the student enrolls in the Orrville City Schools. Should their records not be produced, within (14) days from date of entry, Ohio Law (ORC 2091.3, 3301.25) requires the school to notify the local law enforcement agency that the student may be a missing child.

In compliance with ORC 2091.3, 3301.25 et. al., parents shall provide the school a current home, work and emergency phone number, and must call the school to report student absences. (Please call between 8:45 and 9:30 am). If a student is not reported absent, a representative of the school will attempt to notify the parent/guardian of the absence. The notification of the absence will be by telephone or in writing on the day of the absence.

PARENTAL CUSTODY

If a court order exists concerning the legal custody of your child, please provide the school office with a copy of these directives and a letter indicating who has access to the child during the school day. This shall also be indicated on the Final Forms. The office will make copies for you, if needed. It is the responsibility of the parent or guardian who maintains legal custody to see that these directives are on file in the school office. We want to be sure that children are released only to authorized adults.

Please send self-addressed stamped envelopes if student information is to be sent to an additional address.

PROGRESS REPORTS

Report cards for grades K-4 will be issued 4 times a year. Interim reports will be sent to any student who drops two or more letter grades in a grading period and to any student who is failing any subject. In addition to our report cards, we will have two parent/teacher conference dates per year.

Parents are welcomed and encouraged to schedule a conference with their child's teacher whenever they feel the situation warrants a discussion concerning their child's progress.

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records.

Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.

2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.

3. No conditional promotions are permitted.

4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.

5. No student having passing grades, “D” or above, throughout the year is failed.

6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.

7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student’s principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

“Academically prepared” means that the principal, in consultation with the student’s teacher(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) 3301.0711, who does not attain at least the equivalent level of achievement as required by RC 3301.0710 on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is an English learner who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.

2. The student is a child with a disability entitled to special education and related services under RC and the student’s Individualized Education Program (IEP) exempts the student from retention under this division.

3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.

4. All of the following apply:

    A. The student is a child with a disability entitled to special education and related services under RC 3323.

    B. The student has taken the third grade English language arts achievement assessment prescribed under RC 3301.0710.

    C. The student’s IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.

    D. The student previously was retained in any of grades kindergarten to three.

5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

6. A student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student be promoted to the fourth grade, regardless of whether the student is reading at a fourth grade level. A student who is promoted at their parent or guardian’s request shall continue to receive intensive reading instruction in the same manner as a student retained under this section until the student is able to read at grade level.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

SMOKING
According to State law, the selling of cigarettes to children less than eighteen years of age is illegal. With this in mind, as well as recommendations from physicians that smoking can injure your health, smoking is not allowed by students in school or on the school grounds. This rule is upheld at school activities as well as during the school day. Any student found smoking, in possession of a lighted cigarette, or in the process of ridding himself/herself of a lighted cigarette to avoid disciplinary action, will be suspended from school.

INTOXICANTS
Any student found using, under the influence of, possessing or transmitting intoxicant substances on or in school premises will be subject to suspension from school. Intoxicant substances include alcohol, narcotic drugs, over-the-counter drugs, which have not been used in accordance with prescribed directions and/or a physician's recommendation, or any other mind-altering substance.

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

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

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

Training, to provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, is provided by security on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

STUDENT CONDUCT CODE: DISCIPLINARY MEASURES AND PROCEDURES
Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education has zero tolerance for, and will not tolerate, violent, disruptive, or inappropriate behavior by its students. A student's conduct while attending Orrville City Schools is expected to be of such a nature so as to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education—both curricular and extracurricular. A violation of the rules may result in disciplinary action, including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as a disciplinary alternative). No student shall be admitted during the period of his or her expulsion from another school**.** During an Out-of-School Suspension students will be responsible for all work missed. It is the responsibility of the student to acquire all homework assignments and complete them. It may not be possible to make up class participation activities. All missed assignments are due the day after the student returns and gathers the work. The student will make up tests and quizzes with the teacher. During the suspension/expulsion, the student shall not be permitted on school grounds or attend home or away events sponsored by the Orrville School District.

Rule 1: Violation of federal and state statutes on school premises or involving school activities. This includes a mandatory one-year expulsion under the Gun-Free Schools Act for possession (or bringing) of a firearm or knife on school property, in a school vehicle, or to any school sponsored events (also see Rule 20 regarding possession and/or use of, or threatened use of, any weapon.) The superintendent has the authority to reduce the expulsion requirement on a case-by-case basis in accordance with the law if, in the judgment of the superintendent, the presence of extenuating circumstances rendering the violation harmless exists.
Rule 2: Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages and other dangerous or illegal drugs.
Rule 3: Contributing to and encouraging disruptive behavior, including, but not limited to fighting.
Rule 4: Creating a disturbance
Rule 5: Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff, visitors and other employees of the district. **Rule 6:** Intentional, negligent, or careless defacing, damaging, or desecration of school or private property.

Rule 7: Intentionally giving incorrect information to faculty, staff or other employees of the district.
Rule 8: Gambling
Rule 9: Use and/or possession of tobacco in any form
Rule 10: Intimidation of faculty, staff, employees, visitors or students of the district
Rule 11: Use of profane or vulgar language or gesture to the faculty, staff, employees, visitors, or other students of the district.
Rule 12: Theft
Rule 13: Cheating
Rule 14: Truancy
Rule 15: Tardiness
Rule 16: Leaving school property or any assigned educational location prior to specified dismissal
Rule 17: Inattention in class, study halls, or assemblies
Rule 18: Throwing food, liquids, or any article in the cafeteria.
Rule 19: The unauthorized throwing of any object, including snowballs
Rule 20: Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S. C. A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or others items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.
Rule 21: Commission of an immoral act.
Rule 22: Willful violation of the student responsibilities as established by the Orrville Board of Education
Rule 23: Wrongly discharging an alarm system
Rule 24: Failure to pay tuition or other approved charges
Rule 25: Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day or during school activities.
Rule 26: Failure to serve assigned detention
Rule 27: Hazing and/or sexual harassment
Rule 28: Public display of affection
Rule 29: Being in an unauthorized school area
Rule 30: Lack of preparation and materials
Rule 31: Unauthorized uses, or use other than the specific assigned or approved purpose, or school voice, video, and technology.

SUSPENSIONS (see board policy)
Suspensions may be administered by the principal, assistant principal or other administrator. No suspensions are to exceed 10 school days. The administrator will give written notice of intention to suspend out of school and the reasons why to the student. The student will have an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or his/her designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately. Written notice of the suspension will be mailed or otherwise presented to the parent, guardian or custodian of the student and the Treasurer of the Board within 24 hours of the suspension.

REMOVALS (see board policy)
If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to the direct, supervise or coach a student activity program may remove the student from the premises.

EXPULSIONS (see board policy)
Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of student for more than 10 days, but not more than one year.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Loans and/or Rentals of Furniture and Equipment

1. Loans and/or rental of Board-owned furniture and equipment is discouraged for the following reasons:

A. Unrestricted loans or rental would encourage unlimited borrowing or renting of items, requiring a significant amount of time in transacting and monitoring the same.

B. There would be no assurance the users would know how to operate the equipment.

C. All equipment would have to be checked before and after being loaned or rented.

D. Teacher requests for equipment already out on loan would not be met.

E. Unsupervised use of expensive and delicate audiovisual equipment would require more maintenance repair.

F. Our insurance may not cover equipment not housed in Board-owned facilities.

Procedure

1. Rentals

    A. All requests for loans or rentals are referred to the Assistant Superintendent. Each time a request is received, the person is given some of the above reasons for our hesitation to rent or loan equipment and asked if they have tried any other sources. If they have exhausted all other sources and their need appears to be a reasonable one-time request and the time(s) is available, the Assistant Superintendent indicates he/she will personally sign the equipment out and loan it to them.

    B. Borrowers are informed that they must assume full responsibility for damage or loss.

    C. This approach has limited the frequency of loan or rental requests and at the same time it has not seriously damaged the Board's public relations. It appears that the discretion that has been used has been fairly successful.

2. Reciprocation

    A. We reciprocate with other school districts and agencies.

    B. Loans between buildings within the District may take place only with the approval of the principals of the buildings involved.

2. Staff members

    A. Staff members may remove equipment from the building under extenuating circumstances only with the approval of the building principal.

    B. Each must assume the full responsibility for any damage or loss for any reason when removing equipment from a building.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.

2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.

3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.

4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search results in obtaining evidence which indicates the student's violation of the law or school rules.

2. Searches are conducted in the presence of another administrator or staff member.

3. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.

4. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

5. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.

2. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.

3. The school principal must be notified before a student may be questioned in school or taken from a classroom.

4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the police, if the police have not, before the student is questioned so that the parent(s) may be present if they so desire.

5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.

6. When the police remove a child from school, the administration will make an attempt to notify the parent(s).

7. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only discussed or read about.

Field trips–properly planned, supervised and integrated into the instructional program–are not to be considered "outings" or days off from school, but rather extensions of the curriculum.

All field trips sponsored by the schools are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

To the extent feasible, community resource persons and organizations are involved in the planning and conducting of field trips, so that students may derive the greatest educational benefit from the trip.

Nonschool-sponsored field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for nonschool-sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Recruitment efforts shall not occur during class time or the employee's workday.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

Eligible Participants

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefits.

In all cases, when only part of a class goes on a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school and adequate transportation and supervision are provided for those who are going on the trip.

Distance and Duration

1. Regular field trips are those trips which take place within the community or to places near enough so that the trip can be accomplished during one school day.

2. Extended field trips are:

    A. trips of several days' duration when school is not in session (e.g., a trip to Washington, D.C.; language class trips to Canada and Mexico) or

    B. trips within the state involving more than one day's time while school is in session.

Permission for extended field trips must be secured from the Superintendent, subject to approval by the Board.

Field trips out of the state while school is in session are not normally approved. The Board considers special requests for such trips when they are necessary to a curricular or cocurricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

Parental Permission

Written permission from parent(s) must be obtained prior to any student's participation in each and every school-sponsored field trip.

Expenses

Field trips which are part of the instructional program and do not involve overnight stays may be paid for by the District.

Field trips which are part of the school's extracurricular activities (such as sports spectator trips, band trips, etc.) and/or trips which involve overnight stays usually involve some expense to the participating student. Care is taken by the administration to ensure that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives are allowed under the Board's policies governing student gifts and solicitations and student fund-raising activities. In no case may a student be prevented from participating in a field trip solely because of inability to pay.

Regulations Governing Field Trips

It is the responsibility of the Superintendent to set Districtwide regulations for field trips and each building principal to set rules for his/her school which comply with Board policy and District regulations.

Cocurricular and Extracurricular Activities
The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;

2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and

3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.

2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.

3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.

4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.

5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.

6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.

7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

8. Activities must not place undue burdens upon students, teachers or schools.

9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.

10. Activities at any level should be unique, not duplications of others already in operation.

11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.

12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days. Students absent from school for other reasons may not be permitted to participate in extracurricular activities on that date.

13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program that involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.

14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.

16. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant

17. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

18. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

19. Resident students receiving home education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

20. Nonresident students may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if the student is a home educated student; a student attending a nonpublic, community, STEM or STEAM school or a student otherwise enrolled in another district and the student was subject to any of the following by a school official, employee or volunteer, or by another student from the district or school where the student is enrolled or participating in athletics:

    A. Harassment, intimidation or bullying, as defined by Ohio Revised Code (RC) 3313.666.

    B. A qualifying offense for which the school official, employee, volunteer or another student has been charged with, indicted for, convicted of or pled guilty to committing or is alleged to be or is adjudicated as a delinquent child for

committing. A qualifying offense is defined as an offense or attempt to commit an offense of violence or a violation of RC 2907.07.

C. Conduct by a school official, employee or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators.

A student attending a nonpublic, community, STEM or STEAM school or otherwise enrolled in another district who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

BIRTHDAY CELEBRATIONS AT SCHOOL

Students may bring a small treat to celebrate their birthday with the class if they wish. All treats must be pre-packaged with ingredients clearly labeled. No homemade items will be served. Although we understand many want to "have a party" at school with their school friends, we want to keep the treat to a minimum. Bringing in whole cakes that need to be cut and served, pizza for the class or other large items are discouraged. Many teachers like for the treat to be shared at lunch, so a small cookie, piece of candy, or fruit would be a great choice. Thank you for understanding that we want students to be able to celebrate their special day with as little interruption to classroom time as possible.

TOYS & NOVELTIES

A student shall not bring personal property items to school without specific permission from the teacher or principal. This includes, but is not limited to, the following items: ***Cell phones or other electronic devices, toys, trading cards, skateboards, animals or any special items to be shared or brought for display purposes (*unless prior approval is received from the school**). Students are not permitted to buy, sell or trade any items at school or on the school bus that are not school sponsored. Please note that the school will not be held liable for lost or stolen personal property.

BEVERAGES

Caffeinated beverages such as coffee, PRIME, pop, etc. are not permitted.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Students are not permitted to ride bicycles, scooters, or skateboards to school.

BACKPACKS

Backpacks on wheels are not permitted at Orrville Elementary School. Standard size backpacks are recommended. Large backpacks are a safety issue on our school buses, as students are required to hold their backpacks on their laps to keep the bus aisle clear.

VISITING SCHOOL

We invite you to visit the school. For the safety of our students and staff, all visitors must come to the main office and sign in. Conferences should be arranged in advance at a time when the teacher does not have a child or children in the room or is not on duty elsewhere. Parents are not to visit classrooms unannounced. Please make an appointment with the teacher.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

The Orrville City Schools Computer Network and Internet Acceptable Use Policy ("Policy") applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,
   - the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

   - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices

regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. **Purpose and Use**: The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a Building Principal to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access**: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments**,** which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network**: Users must report any misuse of the Network to a Building Principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Assistant Superintendent. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
    - **OFFENSIVE OR HARRASSING ACTS**: Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content ("sexting") in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based

upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

- **VIOLATIONS OF PRIVACY**: Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT**: Using the Network in a manner inconsistent with the expectations of the Orrville City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, and uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes 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. Users may not send e-mails to more than ten (10) recipients in a single message, 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 e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- ***Electronic Signatures:*** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to a Building Principal.

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.
14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:
    a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
    b. Procedures or guidelines that provides 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.

Such procedures or guidelines will be designed to:

a. 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;
b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. **Training Related to On-line Behavior**: Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.
16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a Building Principal or other person designated by the School District to receive this information.

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;

2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. due process of law with respect to suspension and expulsion;

4. free inquiry and expression and the responsibility to observe rules regarding these rights and

5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

NONDISCRIMINATION

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's compliance officer:

Title: Assistant Superintendent
Address: 815 N. Ella Street, Orrville, OH 44667
Phone number: (330) 682-5811
Email: orvl_jbishop@tccsa.net

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures and Responsive Action

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

Confidentiality

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Retaliation

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

PROGRAMS FOR STUDENTS WITH DISABILITIES

All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities. Additionally, all parentally placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification of students with disabilities, the evaluation of disabilities and evaluation procedures, the design of Individualized Education Programs (IEP), plans and placement.

All procedures are in accordance with State and Federal law.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for reevaluation of the student's needs, progress and effectiveness of the program being offered.

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the State Board of Education performance targets.

The Board, by resolution, directs the administration to comply with and follow the Ohio Department of Education, Office of Exceptional Children's model special education policies and procedures.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;

2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;

3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and

4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name

2. student's address

3. telephone number(s)

4. student's date and place of birth

5. participation in officially recognized activities and sports

6. student's achievement awards or honors

7. student's weight and height, if a member of an athletic team

8. major field of study

9. dates of attendance ("from and to" dates of enrollment)

10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who is a "school official." A school official is a person or entity:

1. duly elected to the Board;

2. licensed by the state and appointed by the Board to an administrative or supervisory position;

3. licensed by the state and under contract to the Board as an instructor;

4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute or

5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney, or auditor for the period of his/her performance as an employee or contractor.

In addition, a "school official" is a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions (such as a therapist, translator, or approved online/technological service provider) if such official:

1. performs an institutional service or function for which the Board would otherwise use employees;

2. is under the direct control of the Board with respect to the use and maintenance of education records and

3. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to perform:

1. an administrative task required in the school official's position description approved by the Board;

2. a supervisory or instructional task directly related to the student's education or

3. a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

School officials may obtain access to only those education records in which they have legitimate educational interests. Physical and technological access controls to records shall exist to ensure that access to education records is effective and in compliance with the legitimate educational interest requirement.

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Student Records (Definitions)

1. Each student's official school records include the following.

    A. Records to be retained permanently

        i. name and address of parent(s)
        ii. verification of date and place of birth
        iii. dates and record of attendance
        iv. course enrollment and grades
        v. test data
        vi. date of graduation or withdrawal

    B. Records of verifiable information to be retained during the student's school career

        i. medical/health data
        ii. individual psychological evaluation (gathered with written consent of parent(s))
        iii. individual intelligence tests, tests for learning disabilities, etc., (counselor-administered)
        iv. other verifiable information to be used in educational decision making

2. Maintaining student records

    A. of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.

B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
C. Teachers and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.

D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student — any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student — a student or former student who has reached age 18 or is attending a postsecondary school.

Parent — either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance — means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Education records — any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District that are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:

    A. it is in the sole possession of the individual who made it;
    B. it is used only as a personal memory aid and
    C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;
2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course);
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and
4. peer-graded papers before they are collected and recorded by a teacher.

Personally Identifiable Information — any data or information which makes the subject of a record known, including the student's name, the student's or student's family's address, the name of the student's parent or other family members, a personal identifier such as a student's Social Security number or a biometric record, other indirect identifiers, such as the student's date of birth, place of birth or 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.

Annual Notification

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under State and Federal law and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided to parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;

4. the right of any person to file a complaint with the U.S. Department of Education if the District violates FERPA and
5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

Locations of Education Records

Types	Location	Custodian
Cumulative School Records	Principals' Offices	Principals
Cumulative School Records (Former Students)	Principals' Office	Principal
Health Records	Principal's Office	Principals
Speech Therapy Records Psychological Records	Principals' Office .	Principals
School Transportation Records	School Bus Garage	Transportation Supervisor
Special Test Records	Principals' Offices	Principals
Occasional Records (Student education records not identified above, such as those in the Superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principals' Offices	Principals

Procedure to Inspect Education Records

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records that he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See information below regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

Fees for Copies of Records

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or
3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The District does not currently charge fees for records. If the District charges fees these will be done in compliance with law. The fee for copies provided under Federal law will not include the costs for search and retrieval. The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience may include charges for actual search, retrieval copying cost and postage, if any.

Directory Information

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity or when disclosure is otherwise prohibited by law. Such information includes:

1. student's name
2. student's address
3. participation in officially recognized activities and sports
4. student's achievement awards or honors
5. student's weight and height, if a member of an athletic team
6. major field of study
7. dates of attendance ("from and to" dates of enrollment)
8. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information that it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items that the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Use of Student Education Records

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is a person:

1. duly elected to the Board;

2. certificated by the state and appointed by the Board to an administrative or supervisory position;

3. certificated by the state and under contract to the Board as an instructor;

4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;

5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor or

6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:

A. performs an institutional service or function for which the District would otherwise use employees;

B. is under the direct control of the District with respect to the use and maintenance of education records and

C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to perform:

1. an administrative task required in the school employee's position description approved by the Board;
2. a supervisory or instructional task directly related to the student's education or
3. a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:

    A. establish the student's eligibility for the aid;
    B. determine the amount of financial aid;
    C. establish the conditions for the receipt of the financial aid or
    D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
10. the disclosure is in connection with a health and safety emergency;
11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
12. to an agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and

2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education (ODE) to have access to personally identifiable information about a student if ODE needs the information to:

1. notify the District or school attended in the District of threats or descriptions of harm included in the student's response to an achievement test question;
2. verify the accuracy of the student's achievement test score or
3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;
3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not redisclosed, without the parent(s)' or eligible student's prior written consent.

Records of Requests for Access and Disclosures Made from Education Records

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs. The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request;
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Procedures to Seek to Correct Education Records

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction that the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester, which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and whom it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester, which includes:

    A. the District's decision that the records are correct and will not be changed;
    B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
    C. advice to the requester that he/she may place in the student's education records an explanatory statement that states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

STUDENT PUBLICATIONS

The Board encourages student publications as classroom-related learning experience in such courses as English and journalism and as an extracurricular activity. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.

2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it:

    A. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);

    B. threatens any person or group within the school or advocates unlawful discrimination;

    C. advocates violation of the law or official school regulations;

    D. is considered false or libelous, based upon available facts, and

    E. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.

3. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time, place and manner of distribution or may be prohibited from distributing such publications.

EDUCATIONAL OPTIONS

All educational options require an instructional and performance plan based on individual student needs. A credentialed teacher is involved in reviewing the plan; such involvement may include providing, supervising or reviewing instruction or learning experiences and the evaluation of student performance. The instructional and performance plan includes:

1. instructional and performance objectives aligned with the District or school's curriculum requirements;

2. an outline specifying instructional activities, materials and learning environments and

3. a description of the criteria and methods for assessing student performance.

Parents must provide written permission for students under 18 to participate. Superintendent approval is required prior to student participation.

Educational options are learning experiences or activities designed to extend, enhance, supplement, or serve as an alternative to classroom instruction and meet the personalized and individualized needs of each student. Educational options are offered in accordance with State law, Board policy, and parental approval.

Experiences that the Board views as representative of educational options supplementing the regular school program include but are not limited to: independent study, distance learning, tutoring, educational travel, mentoring and study abroad programs.

Fees are established for educational options as needed and are managed in accordance with Board policies for student fees.

Credit for approved educational options is granted in accordance with student performance relative to stated objectives of the approved instructional and performance plan and in accordance with all applicable Board policies.

The Board directs the Superintendent/designee to communicate information and procedures for educational options available in the district to students, parents and all interested stakeholders.

HOME EDUCATION

Home education is the education of a child between the ages of six and 18 years of age, who is receiving home education directed by the child's parent in the subject areas of English language arts, mathematics, science, history, government, and social studies, and who is not enrolled full time in a public or chartered nonpublic school.

Within five calendar days after commencing home education, moving into a new school district, or withdrawing from a public or nonpublic school, a parent or guardian of a child receiving home education must submit a notice to the Superintendent including the child's name, address, and an assurance that the child will receive education in the subject areas required. In subsequent years, a parent or guardian must provide notice to the District by August 30 that the child will be receiving home education.

Upon receipt of the parent's notice, the child is exempted from compulsory attendance to the schools in the District. The child is not required to be excused from compulsory attendance. The Superintendent provides a written acknowledgment of receipt of the notice within 14 days after receipt.

If there is evidence that a child exempt from compulsory attendance is not receiving an education in the subject areas required, the child and parent are subject to examination into cases of truancy

BLENDED LEARNING

Blended learning is the delivery of instruction in a combination of time primarily in a supervised physical location away from home and online delivery whereby the student has some element of control over time, place, path, or pace of learning and includes noncomputer-based learning opportunities. The Board authorizes the Superintendent to determine the need for implementation of a blended learning environment for the District. When a blended learning environment is implemented the Board directs the Superintendent to develop policies and procedures to be presented to the Board for adoption addressing the following:

1. Means of personalization of student centered learning models to meet the needs of each student.

2. The evaluation and review of the quality of the on-line curriculum delivered to students.

3. Assessment of each participating student's progress through the curriculum. Students must be permitted to advance through each level of the curriculum based on demonstrated competency/mastery of the material. Students must advance from grade to grade based upon credits earned. Credit must not be based on a minimum number of days or hours in a classroom or on a digital learning device.

4. The assignment of a sufficient number of teachers to ensure a student has an appropriate level of interaction to meet the student's personal learning goals. Each participating student will be assigned to at least one teacher of record. A school or classroom that implements blended learning cannot be required to have more than one teacher for every 125 students.

5. The method by which each participating student will have access to the digital learning tools necessary to access the on-line or digital content.

6. The means by which each school will use a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to or made available to students for instructional use. The school must also provide such device or software at no cost to any student who uses a device obtained from a source other than the school.

7. The means by which the school will ensure that teachers and other assigned personnel will be appropriately licensed or certified and have appropriate training in the pedagogy of the effective delivery of on-line or digital instruction.

8. Expectations for student attendance and how the school will document participation in learning opportunities.

A school is exempt from school year hourly requirements established in State law to the extent that a school alters the hours that it is open for instruction in order to accommodate blended learning opportunities that apply to all students.

If a school or part of a school is operated using a blended learning model or is to cease operating using a blended learning model, the Superintendent notifies the Ohio Department of Education of that fact by July 1 of the school year for which the change is effective.

BUILDINGS AND GROUNDS SECURITY
Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

1. **Cameras**

   Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

2. **Metal Detectors**

   The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.

   Any search of a student's person as a result of activation of the detector is conducted in private.

Trespassing and Loitering

Due to the nature of the facility, it is anticipated that a large number of individuals, groups and organizations will visit and utilize the Orrville City Schools.

While visitors are cordially welcome, the number and variety of persons using the school necessitates strict enforcement of regulations regarding trespassing and loitering.

As required by ORC Section 3313.20, regulations governing entry of unauthorized personnel shall be posted in conspicuous locations.

1. Immediately upon entering the building, visitors will report to the office of the principal to request a visitor's permit. The issuance of such permit shall be at the discretion of the principal.

2. Any person with official business to transact and whose presence has been authorized by school officials is cordially welcome to visit the Orrville City Schools.

3. There shall be no loitering or trespassing on school property. A loiterer or trespasser is defined as any person who has no official business to transact or whose presence has not been authorized by school officials.

4. Visitor's permits are not required for students, Board employees, persons engaged in official or professional business or visitors authorized to attend activities approved by school officials.

5. Any person who fails to comply with these regulations, or who fails to leave the building and grounds at the request of a Board employee, shall be considered to be in violation of Board policy and ORC Section 3313.20. Violators shall immediately be turned over to the proper police authorities.

6. A copy of this procedure shall be posted at all entrances to the building and other places as determined by the principal.

Unauthorized Person on School Grounds

No person shall trespass, loiter or remain in the building or upon the grounds of any school in violation of the rules and regulations of the Board of the District.

Keys

Because of the type and amount of equipment, nature of the facility and number of groups to be accommodated, it is imperative that staff members assume responsibility for protecting the building and equipment.

1. Keys will be issued by the Superintendent or designee to the persons requiring them. A custodian or Board employee will be on duty when the building is in use.

2. Student keys to the various cabinets locked in shop and lab areas will be issued by the principal to the teacher and then to the students.

3. All wall lockers have built-in combination locks and students should be urged to keep valuables locked up.

4. Keys must be checked in at the end of the school year.

REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

1. identifies potential sources of toxic hazards in cooperation with material suppliers who supply the THP officer with safety data sheets (SDS);

2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;

3. maintains a current file of SDS for every hazardous material present on District property;

4. designs and implements a written communication program that:

    A. lists hazardous materials present on District property;

    B. details the methods used to inform staff and students of the hazards and

    C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;

5. conducts a training program in compliance with State and Federal law for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and

6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Program (PERRP) and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;

2. take appropriate action based on the inspections;

3. establish a program for dealing with friable asbestos, if found;

4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and

5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program, which ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

The Superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks and procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. These records are maintained for three years from the date of the training.

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of PERRP. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. access to the building and grounds during regular school hours;

2. a record of inspections of the school grounds and buildings for dangerous and recalled products;

3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and

4. a representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

ADVERTISING IN THE SCHOOLS

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent.

All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

HAVE A WONDERFUL SCHOOL YEAR!